

Tech Tips Update

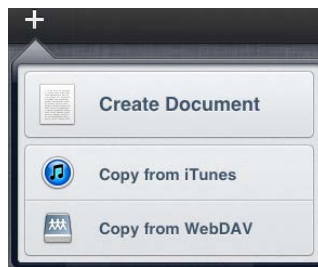
Getting to Know Pages on the iPad

Online video tutorials

Video tutorials at www.apple.com/iwork/tutorials/pages provide instructions for performing common tasks in Pages. You can view Pages video tutorials anytime by choosing Help > Video Tutorials.

Step 1

To create a new document, tap the “plus” icon on the top left corner of the page. Then tap **Create Document**



Step 2

Choose a template type.

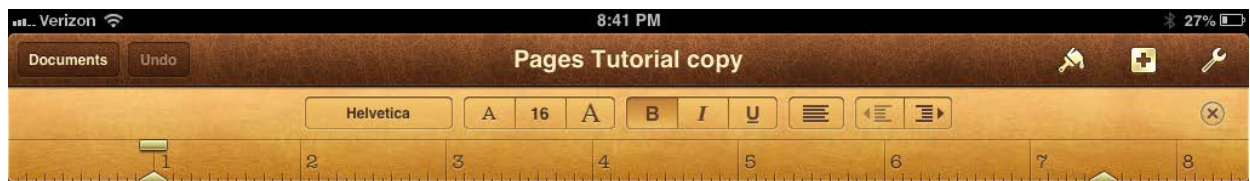
Step 3

A blank page is created. Tap anywhere on the page to add content.

Undo

Anything can be undone. The Undo tab is located at the top left corner of the page. Touch and hold the **Undo** button to uncover the redo option.

Toolbar buttons



Working with Styles

Apply styles to text quickly

Double-tap any text, and you'll see the Style ruler. On the ruler, tap the **Fonts** button to change the look of your text.

Tap the **Character Styles** button on the ruler to make the selected text **bold**, *italic*, or underlined.

Apply custom fonts and colors

Triple-tap a paragraph to select it, then tap the **Info** button on the toolbar and choose **Style**. Scroll to the button of the window to see **Style Options**. Tap an option to apply it to the selection.

Working with Objects

Move

Tap the object to select it and then drag it across the page. When you move the image, the text wraps around it.

To change the way the text wraps around the image, tap the **Info** button, tap **Arrange**, then tap **Wrap**.

Resize

Tap the object and then drag the selection handles to resize it.

Rotate

Touch and hold the object with two fingers, wait a moment, and then turn your fingers.

Add an Object

Tap the **Insert** button. Choose a shape, chart, table or one of your own photos.

Delete an Object

Tap the Object to select it. Tap it again to see the **Delete** button. Choose **Delete**.

Search for Meaning

Double-tap the word “meaning” above or any word on the page to select it. Tap **More**, and then tap **Definition** to see a dictionary definition of the word.

Add Your Own Photos

You can customize any template by replacing placeholders with your own photos. Tap the **Replace** button on the image to the right, and then choose any image from your library.

Organizing Your Documents

Staying organized

The **Documents view** helps you find and share your documents. Tap a document to open it. To share, duplicate, or delete a document, tap the **Edit** button, then tap a document to select it. The toolbar displays options for duplicating and deleting your selection.

Creating Folders

To organize your documents into folders, touch and hold any document, then drag it on top of another. Create a name for the folder.

Your progress is automatically saved as you work.

Share your work

You never need to save your work because Pages does it automatically whenever a change is made, but you can export your document to PDF, Pages or Word format and send by email.