

Pages on the iPad



Beginner's Level

A Basic Guide

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Open Pages.

If it is not already installed, download it from the **App Store**.

Once installed, click on the touch screen icon to open the app, if you don't already have it open.



Apple Pages is available for all **Apple iOS** devices (such as **iPad** and **iPhone**) and **macOS** computers. Files created on one platform are generally transportable to any other iOS or macOS Pages app. A Pages document (.pages) can usually be exported to other file formats such as **PDF**, **Word** and **ePub** for 'cross platform compatibility'.

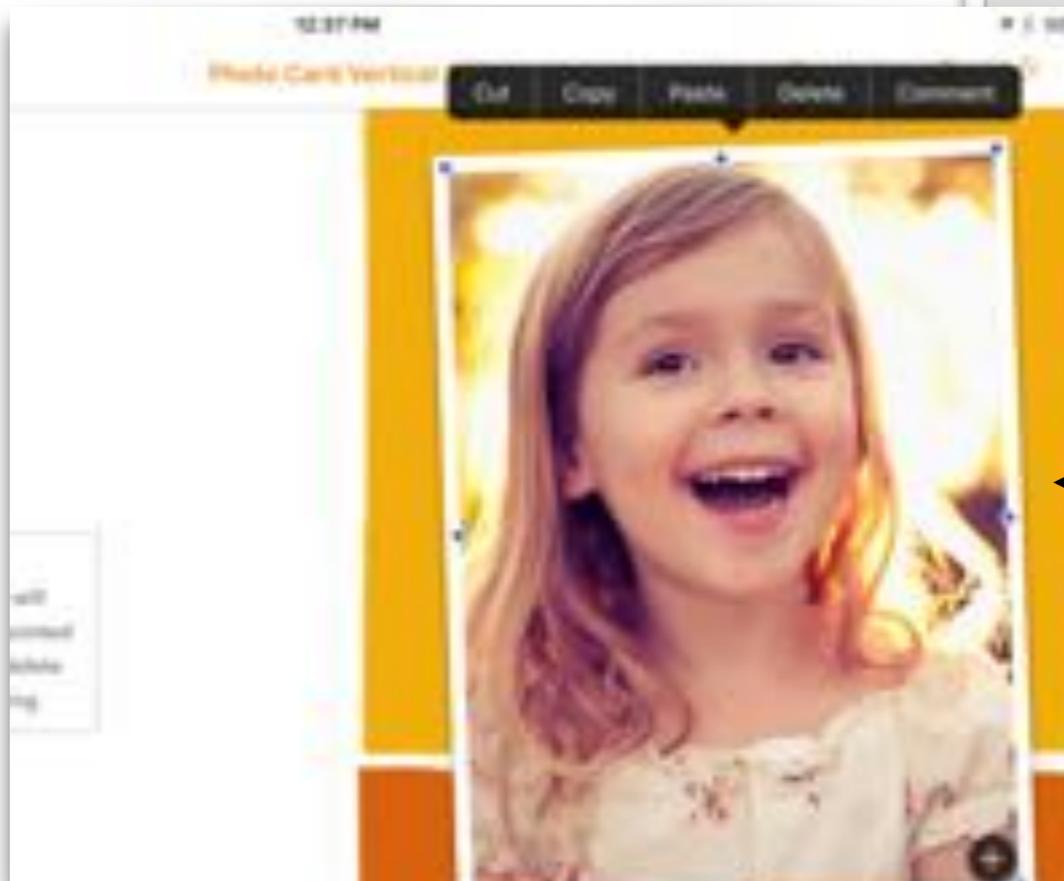
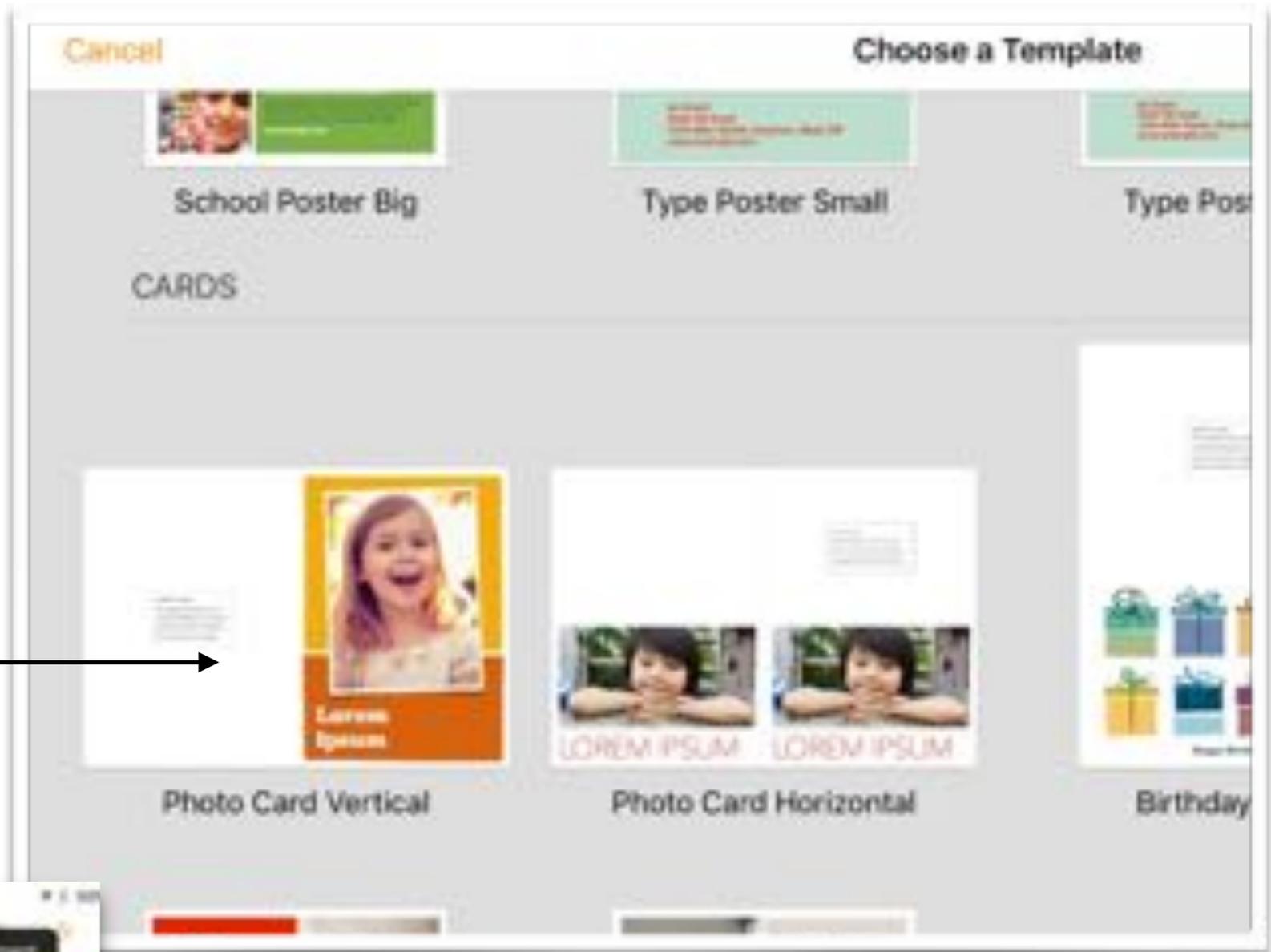
The Pages app will open in the document library view when you first open it (slightly different to what you see here since I have already created some documents which I have put into a Tutorials folder).

To create a new document, click the plus sign (+) where it says **Create Document**.

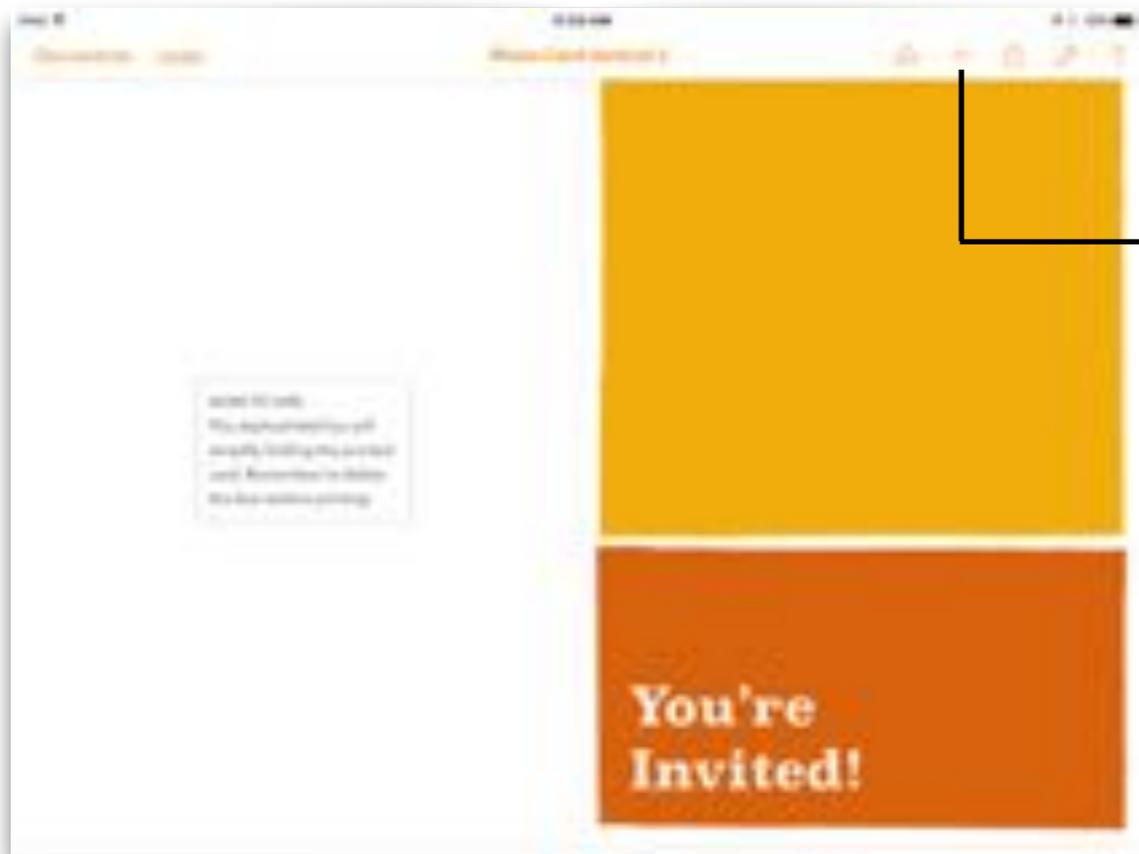


Pages, like other word processing software, has a number of templates to choose from in order to make various sorts of letters, flyers, cards etc. Once you choose Create Document, you will see the templates to choose from.

From the templates options scroll down to **CARDS** and tap **Photo Card Vertical**.



Tap the photo to select it. You will see the blue anchor point dots and an options bubble. Tap **Delete** to delete the photo.



Tap the plus sign (+) to add any sort of content to the card. A drop down menu will appear. Tap the image tab for the option to insert an image (if not already selected).

Tap the relevant location to drag your desired photo from. Camera Roll will be the first option on the list.



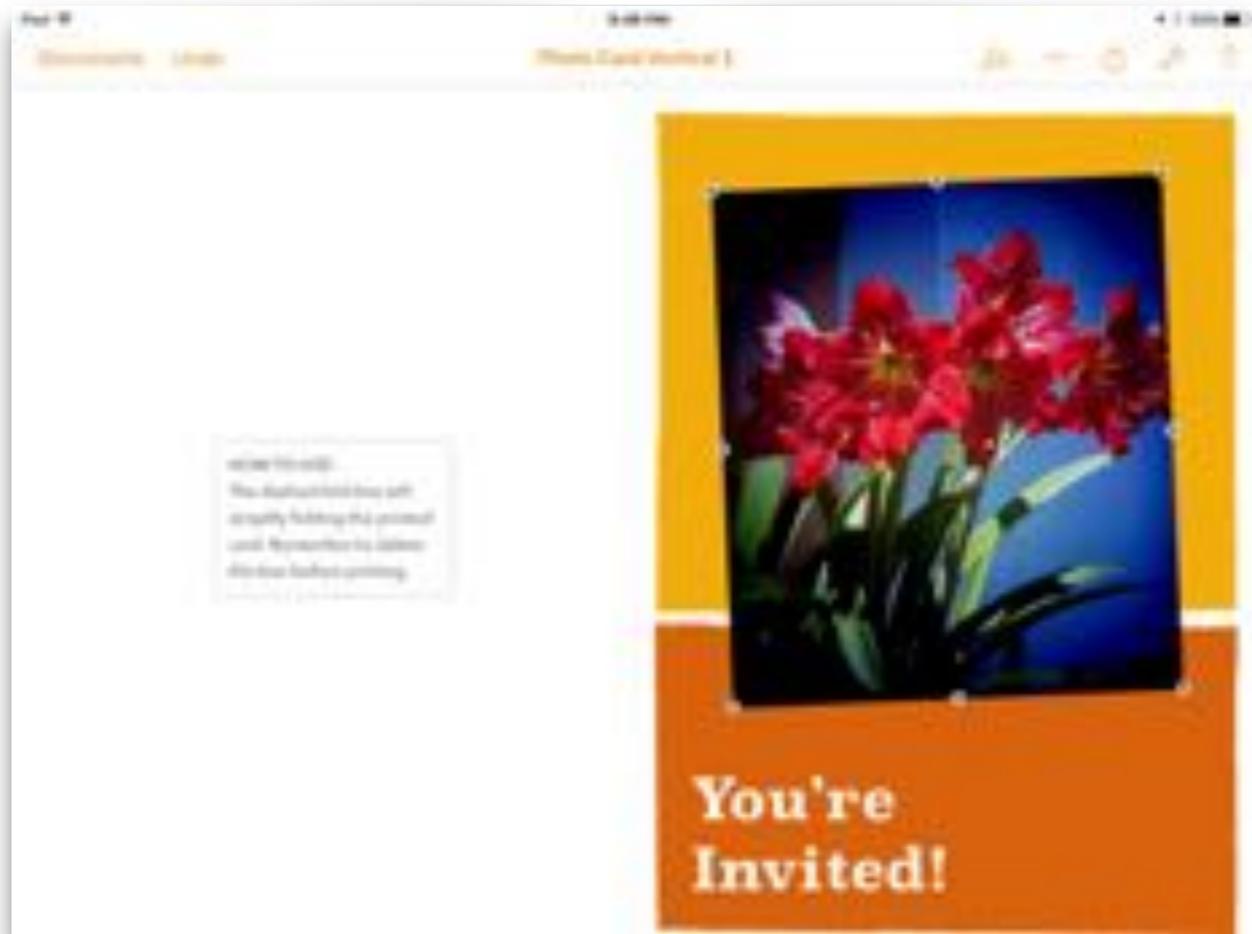
Once selected, the photo will be inserted in to the document.

Tap and hold the image to enable you to drag it into position.



Of course, if you are not happy with the image, you can always delete it and replace it. Image editing options are limited within Pages, however you can add borders and edit the border properties if you follow the **Style Options** for the image.

Note: Image enhancement can be done in a graphics app prior to saving to Photos.



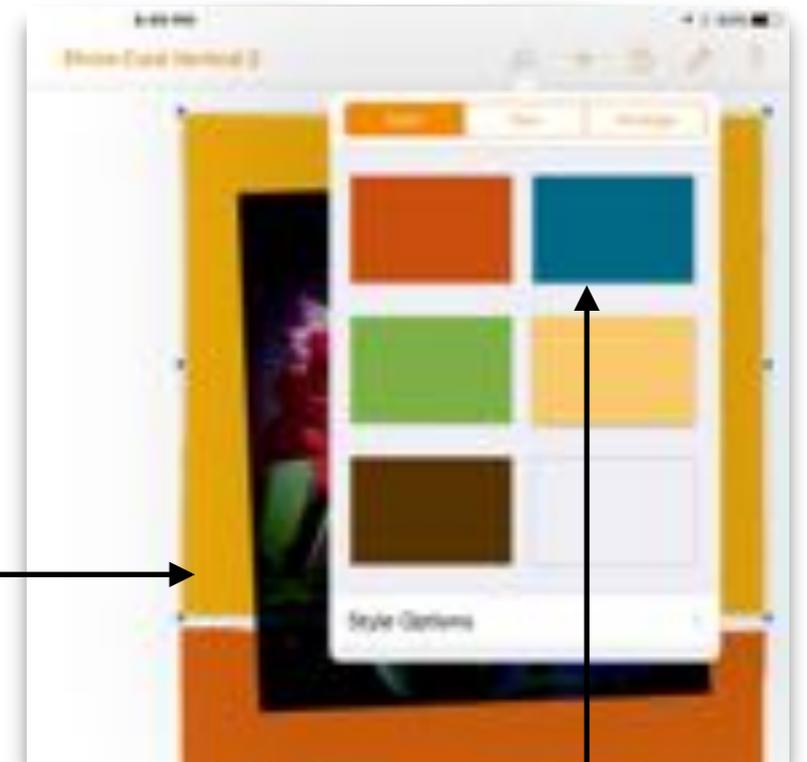
A simple and attractive option for the image is to offset it by pressing on it with two fingers and twisting it around to the desired angle and direction (the angle will be displayed in a popup bubble at the top of the image whilst holding and twisting).

Next we can change the colours of the two backgrounds behind the image.



Tap the top background (the ochre one in this case). Once selected, the familiar blue dots will surround the image and it is ready for editing. Tap the paintbrush icon to access the editing options

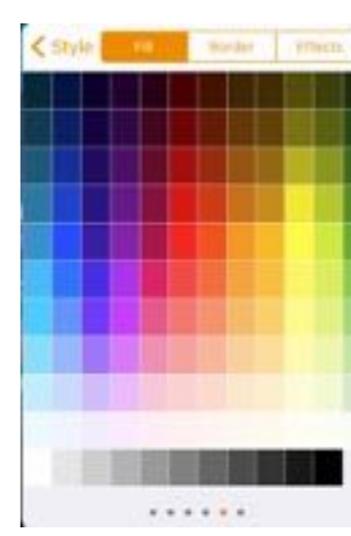
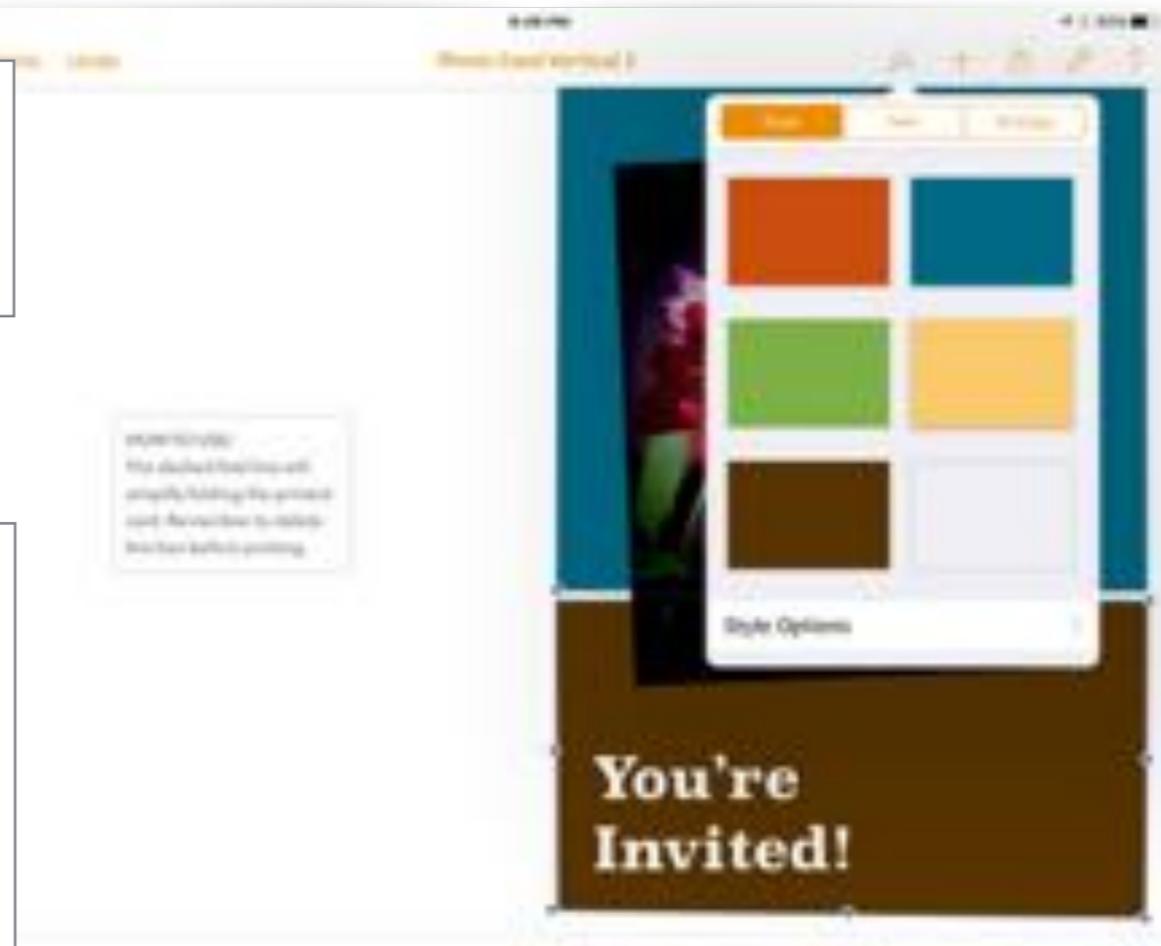
Repeat the process for the second background (the tan one in this case)



Tap a colour of your choice.

Since we have selected the dark brown, in this case, the background immediately changes to that colour.

Of course, as you probably guessed, there are more options hidden away, if only you know how to find them. When you tap Style Options, and Fill in this case, you will find there are more colour options, including colour gradients and even a colour wheel to choose from.





To change the title text beneath the image, tap the title. Once selected, the keyboard will become available allowing you to type over the highlighted text.

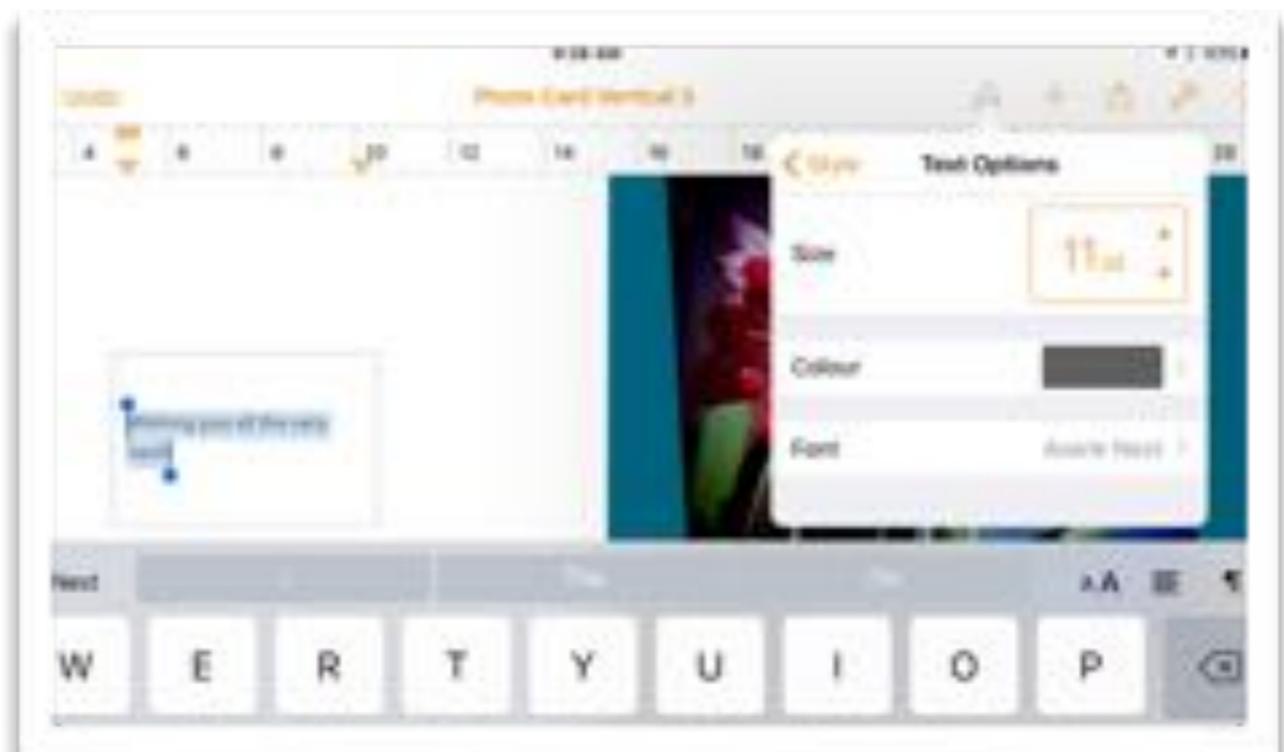
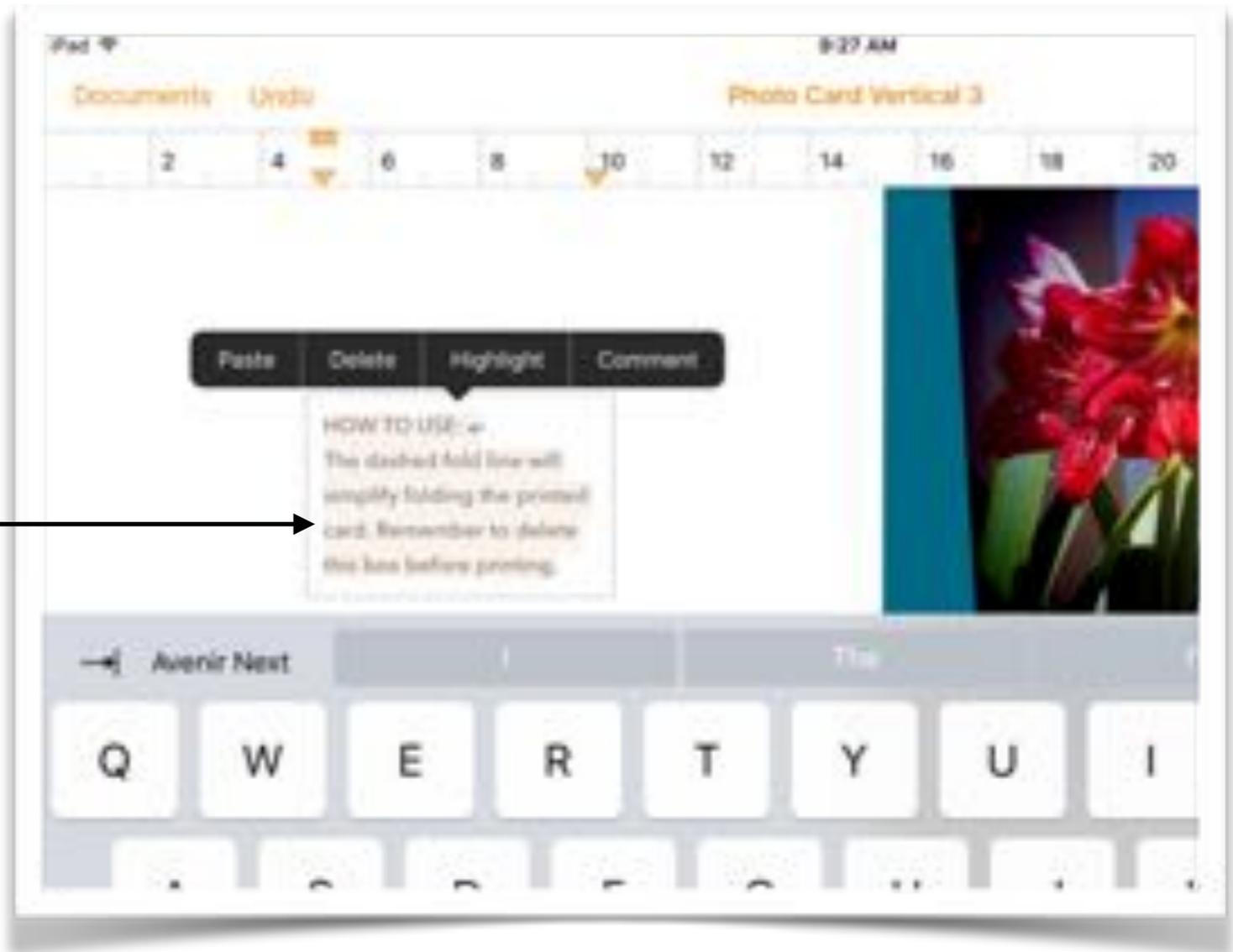
Double-tap the title to select text. This will enable you to type over the existing text, replacing it with text of your choice.

Note: You need to double-tap quickly to select the text. The selected text will be highlighted in blue. Now it is ready to be replaced. Just start typing!
Once you have finished typing, just tap the 'close keyboard icon' or just tap anywhere else on the screen to deselect the text box. The keyboard will disappear.



You can change the text properties, by selecting the text and tapping the paintbrush icon to open up the editor. Let's focus on the text editing options next.

Tap to select text. Replace it with text of your choice. Whilst the text is still selected, tap the paintbrush icon. You should see the first level of editing options in a drop down box.



You will notice at this point you can change the font size and colour. There is also a right arrow which leads to a next screen of font styles.



When the text itself is selected, the text editing options are organized under three separate tabs, **Style**, **List** and **Layout**. On the other hand, if the text block itself is selected, the options will be slightly different *

Style



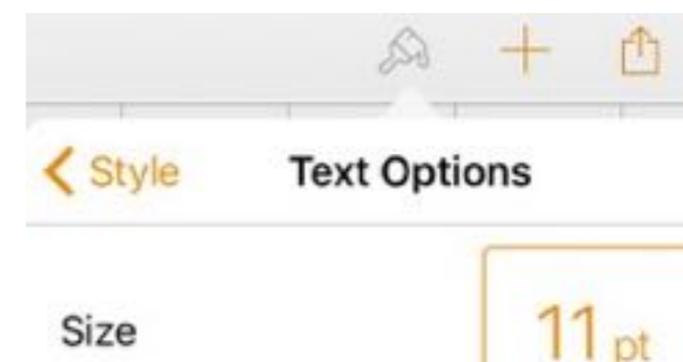
List



Layout



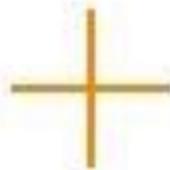
Within each drop down box of editable properties, you need to follow the right arrows to delve deeper into the properties, and follow the arrow back to the previous set of properties where applicable.



* slightly different again in iOS 10



Controls for modifying text and object properties



Add objects to the document



Tap the 'share icon' to Send a Copy

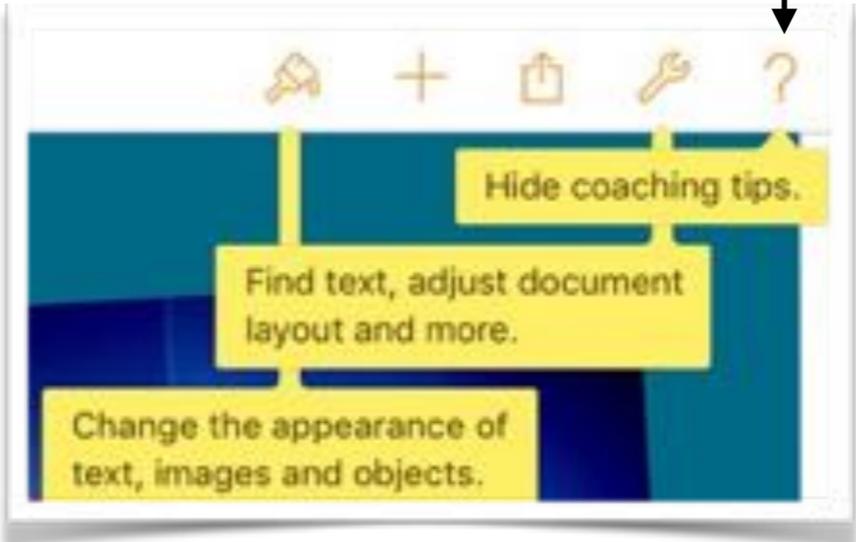


Tools and document settings



Turn on 'tool tips' and access help files

The toolbar icons for accessing functions to edit object properties, add content objects, and access document settings such as page layout and printer setup. There is also a clever set of 'tooltips', highlighted in yellow, to provide contextual help. Just tap the question mark '?'



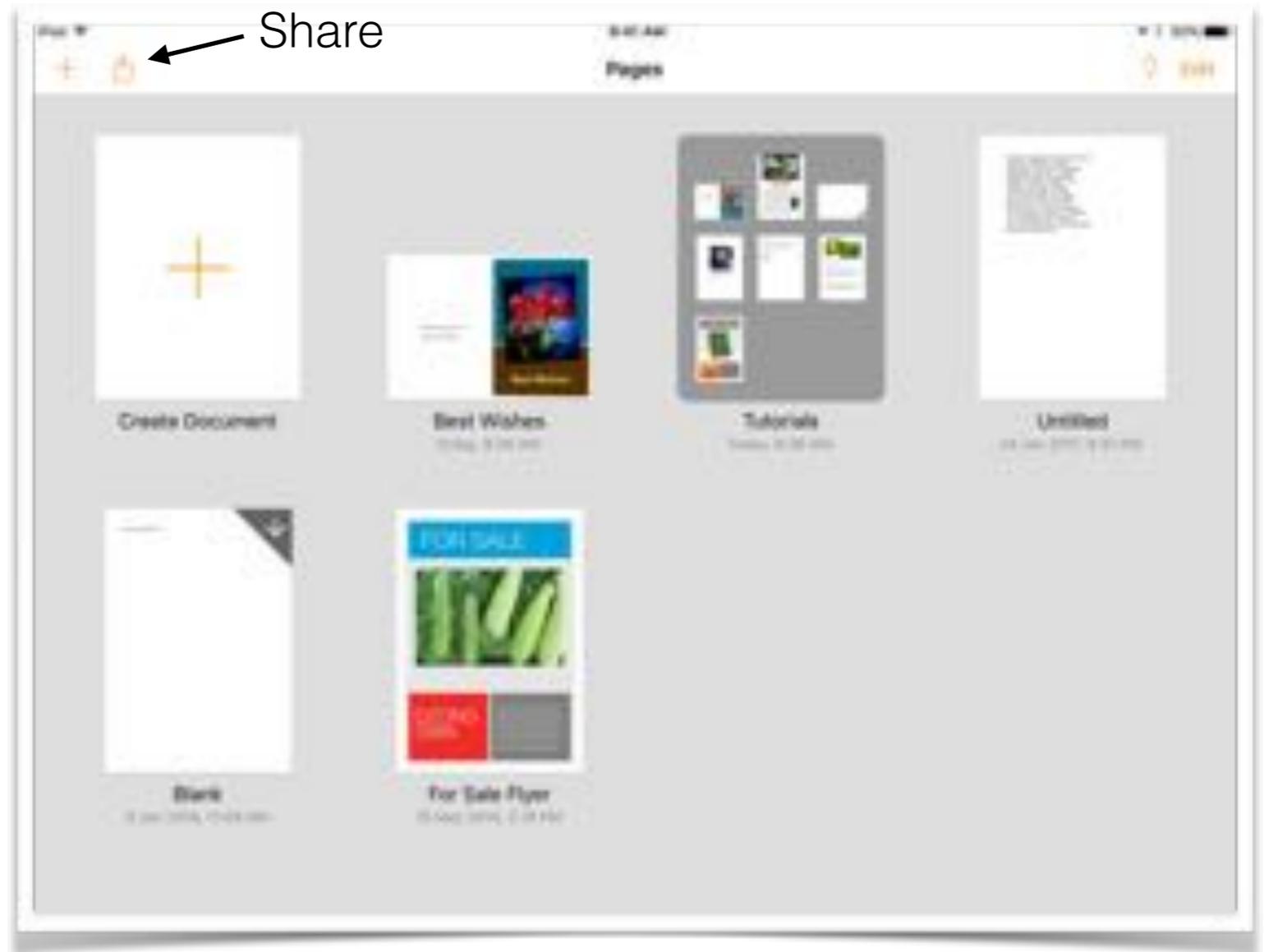
Tap **Documents** to return to the document library.

Tap **'Undo'** to undo unwanted changes.



The documents library (document manager) provides access to all of your documents created in Pages. From here you can create new documents, delete documents and share documents. Once you select a document to share, you will be able to choose the document format from:

- Pages
- PDF
- Word
- ePub



That's it for now. With a little practice you will become familiar with how to do things and create nice publications. Don't be afraid to try things out. You can always hit **Undo** multiple times if things mess up.



Summary



Pages - some of the basics

- **Apple Pages** on the iPad will create **.pages** documents
- A document can be exported to **Pages, Word, ePub** and **PDF** file types for sharing and collaboration
- Documents are managed from the **Document Manager** (otherwise called the 'Documents Library')
- A new document can be created from a template list: **Basic, Reports, Letters, Envelopes, Cards** etc
- The template will contain text areas, and objects such as images which can be replaced at your choice
- **Text** can be modified according to **font style, size, colour, alignment** etc
- **Background colours** can be altered according to various choices including **gradients, hue, opacity** etc
- **Toolbar icons** provide access to options for editing object properties, adding new objects and controlling settings



Pages

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