



# Pages App for the iPad

## Basic Functions

The Pages App for the iPad is a basic version of the powerful word processing program, Pages for Macs. It is similar to Word from Microsoft.

### Opening Pages:

- Press on the Pages App
- Press the + sign on the top left to start a new document
- Press CREATE DOCUMENT
- Choose a TEMPLATE

### The Toolbar:

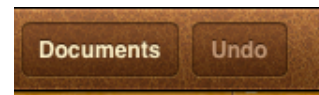
Documents: Create new docs or open saved docs (Pages SAVES automatically)

Undo: Tap to undo, long press to redo

Format: Change object or text properties

Insert: Add an object to the page

Other Tools: Check spelling and more



### Working with Text:

- Double tap text to get the ruler
- Use the ruler menu to change font, font size, font character styles and text alignment
- Triple tapping will select an entire paragraph
- Highlight text and use the FORMAT button on the toolbar to choose Apple designed styles
- Press and hold to activate the magnifier



### Working with Objects:

Move objects: Tap to select, drag to move

Text wrap options: Tap the image, tap FORMAT button, tap ARRANGE, then tap WRAP

Resize: Tap and drag selection handles

Rotate: Long press with TWO FINGERS, wait, and then rotate your fingers

Add an object: Tap the INSERT button, choose a an object

Delete and object: Tap to select, choose delete

### Other features:

Dictionary: Double tap the word to select it, tap DEFINE

Add your own photos on a template: Tap the REPLACE button on the image to the right and select from your library

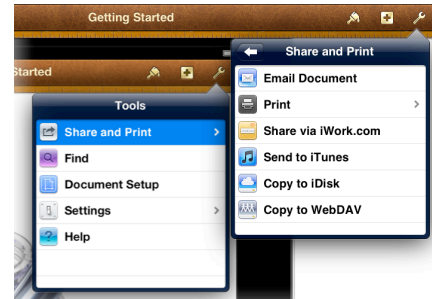


**Navigator:** Press and hold along the right edge of the screen to activate the Navigator. Drag to preview pages or jump to other pages



## Sharing Your Work:

Tap the TOOL (the wrench) and choose SHARE and PRINT to email, print, send to iTunes, or copy to WebDAV



## Organizing Your Documents:

From the document viewer, PRESS and HOLD a document until they start wiggling

**FOLDERS:** Drop one over another to make a folder

**DUPLICATE:** Press the + sign on the top left to duplicate

**DELETE:** Select a document and tap the TRASH icon

Click on DONE at the top right to get out of the document editor

