

Introduction to Pages

To create a new Pages Document:

- Open the Pages application.
- Think about what type of document you are creating. Look at some of the sample templates and choose the template which most closely matches the layout you need.
- You can create your own template with your favorite font and formatting settings. Choose **File > Save As Template**. Then set the General Preferences to use your template for new documents.
- Decide if you need a landscape (horizontal) or portrait (vertical) orientation. To change the orientation, go to **File > Page Setup**.
- If you would like to see the page layout, choose **View > Layout**. Other options to consider under the **View** menu include Showing or Hiding the **Styles Drawer, Page Thumbnails, Invisibles, Rulers, Media Browser, Inspector and Toolbar**.
- If your document requires columns, click on the Columns button in the Toolbar and select the number of columns you want.
- In a Page Layout document, such as a newsletter or brochure, you can see the type of page layout options by clicking the **Pages** button in the Toolbar.
- Most templates contain text and image placeholders. The text in placeholders is usually in Latin. Click once to select the Placeholder, and then begin typing your own text. If the Placeholder is within a text box, click once to select the text box, and then double click to select the text within the box.
- The images you see in Pages templates are also placeholders. To replace an image in a placeholder, drag an image from the Media Browser or the Finder to the image placeholder. The image is automatically sized to fit the placeholder. To change the size of an image, click once on it to select it and then click and drag one of the small squares around the image.
- To edit your document, use standard word processing commands (copy, cut, paste, etc.) to manipulate text. You may set Spelling preferences in the **Edit menu > Spelling**.
- To save your document, choose **File > Save**. Type a name for your document and select where you want it saved. If you plan to share your document between computers or with other users, click **Advanced Options**, especially if it contains audio or video files.

For more specific information, click on **Help > Pages User Guide or Pages Help**.

With the remaining time, open a new Pages document and explore the menus and features.