Pages Quick Start Guide

1. Make sure you are using the Mac

2. Click on the Pages icon

3. The Pages templates will pop up. To start a blank document click on Blank or Blank Landscape.

4. A blank document will open. Click on the blank page to begin typing. Double click on a word to select it. Triple click to select a whole paragraph.
5. The tools you will use most are at the top

6. Click View in the upper left hand corner to show page thumbnails, the page rulers, word count, and to perform find/replace.

7. Use Zoom to set the page to a good size for you.
8. Insert is where you will find common formatting items such as page breaks.

9. Table has many different data tables. Click on the table you would like to insert. Click on the arrows to see other choices.

10. Click on the equal and pause buttons to add rows and columns to your table.

11. Click Chart to add charts to your document.
12. Click Text to add a text box to your document. Resize the text box by dragging the handles. Click and drag in the center of the text box to reposition it on your document. (Helpful guides will appear to show you if your box is centered or lined up with objects next to it.).

![Text box resize and repositioning](image)

**Use Handles to Resize**

13. You can change the look of your text box by clicking on the Style tab in the Format panel. You can format your text in the Text tab and the alignment and rotation of your text box in the Arrange tab.

![Format panel](image)

14. Click Shape to add shapes, lines and frames for images to your document.
15. To make a frame for a picture draw your shape, then in the Style tab in the Format panel click on the arrow next to Fill and choose “Image Fill”. A dialog box will pop up. Select your file and click “Open”. Your image will be put into your shape.
16. Use the Scale slider to fit your image into the frame.

17. If your image does not fit into your shape the way you would like it to you can click Insert>Choose and select the image you would like to import.
18. Then click Format>Image>Mask With Shape and select your shape

19. Your image will dim and your shape will be put on top of it. You can then use the handles and controller to expand and move your shape and resize your image to fit as you like it. Click Done when you are finished.
20. Use the Rotate tuner in the Arrange tab to turn your shape. This tab also allows you to control how your image will interact with other page elements.

21. Add effects to your image using the Border, Shadow and Opacity controls.
22. You can change shapes by clicking on Format>Shapes and Lines>Make Editable. Click on the shape’s handles and drag to enlarge or shrink the shape. Double click on a handle and drag to create curved edges.

23. Pages has a lot of templates for things like business cards, signs, cards, newsletters, flyers and more. Click on the template you like then click Choose.
24. Your template will open. Click on any element of the template to personalize it.

25. Save your completed project by clicking File>Save. Your file will be saved to the Documents file unless you choose a different location in the dropdown. Copy your file to your storage device.