Using Pages for letters, leaflets & cards

Discoveries and Queries

PAGES OVERVIEW

Pages has two distinct 'modes' (ways of working):

a) **Word processing mode** is good for formatting text. You can add pictures but an implicit framework of 'lines of text' can limit positioning. There are blank templates in both portrait and landscape orientation, plus other useful templates for several kinds of docs.

b) **Layout mode** lets you position graphics and text anywhere on the page (see notes for November 2021). To open Layout mode from the templates screen, tap **Blank Layout**.

WORD PROCESSING MODE

Open Pages, tap **+** at top of screen and scroll down to see many Templates. If Pages opens showing a previous doc you have created, tap **<** at top left of screen then tap **+** to see Templates screen.

Choose the **Blank** template and type an address, either your own or a fictitious one, and a date.

Tap the **V** beside the document name, tap **Rename** and type a new name (e.g. Practice) and tap **Return** key.

1. A screen tour.

• **Tap the icons** at top of the screen to see what they do. The **Undo** button at top of screen can be tapped repeatedly, but you can **tap and hold it** to see a **Redo** option that can also be used repeatedly.

• The **Paintbrush** has almost all of Pages' formatting options. Place cursor in text before tapping because options change with whether the item selected is text or graphic. Pages offers multiple ways of doing some things, with a few common functions available just above the keyboard, e.g. **abc** for changing font, **AA** for changing font size and BIU.

• If the **Ruler** is not showing at the top of the screen, tap the **Sidebar** icon at top left then tap **Show Ruler**.

2. Writing letters

> *Tip: Often it is easier to first create the text, then fiddle with the formatting.*

• **To change text font**. Select the address, tap the **abc** on left above keyboard, choose a font.

• **To change text size**. Tap **AA** on right above keyboard and choose size.

• **Margins.** The yellow triangles on top ruler that show where the margins are. **Select the address**, tap the **horizontal lines** on right of AA and tap **Align Right**. With the text selected you can **drag** the triangles in the ruler to change the margins. The two icons on left of abc will indent selected text to Pages' own tabs (the numbers in the ruler).

• **Tabs** apply to the current paragraph. **Place cursor** to left of date. **Tap the ruler** (e.g. at 7) to add a tab stop. Move the date to this tab by **tapping** →| on far left above keyboard. To remove a tab stop, just drag it from the ruler.

3. Designing leaflets

> *To have more text to play with, copy and paste the address and date below the existing date.*

• **To change the number of columns**, e.g. to make a 2 or 3 page leaflet. **Select text** (e.g. the addresses & dates), tap the **Paintbrush**, scroll down to **Columns** and tap **>** then tap **+** and increase the number of columns to **2** or **3**. Tap in document to close menu. On line below 1st date add a **column break** (far R keyboard icon) and the 2nd address jumps to next column. Above 1st address type a centred heading (**horiz lines** beside AA) Halloween Event.

• **To add a photo** or graphic from the internet **Place the cursor** where you want the photo to be (e.g. below 1st date), then tap the icon of a **landscape scene** at the top of the screen and tap **Photo or Video** to open your Photos library. Tap a **photo** and it immediately appears in your document. You can drag the photo's corners to resize, and place your finger in middle of photo to drag it to a new position. To add a border tap **Paintbrush** > **Style** > **Border**.

• **To add emoticons** or other clip art, either tap the **smiley face** to left of spacebar on keyboard, or tap the square in front of the circle at top of screen and scroll sideways to add e.g. Animals or Nature.

• To make a Pages doc a **Template:** tap **V** at top L > **Export** > **Pages Template** > **Add to Template Chooser**.

4. Creating 2-fold greetings cards

a) Delete addresses and dates but keep photo. Make doc 2-column via Paintbrush. It can help to think of the sheet of paper as having 4 quarters with a picture in the 1st quarter and a message in the 4th quarter.

b) Move & resize photo to fit in top half of column 1. Then turn photo upside down (**Paintbrush** > **Arrange** > **Flip Vertically**). If photo has text, also flip horizontally. (Note: *Same procedure for both Portrait and Landscape orientations.*)

c) Below photo insert a **Column Break** (far R keyboard icon). Type **Returns** to reach 4th quarter and type message.

d) **Thumbnails** available via **sidebar** icon at top left of screen. Use to check layout and adjust if needed.

e) To **Print** the card tap the **Up-Arrow** icon. Pages docs are saved automatically.

5. Extras

• NB. Before emailing a doc, save it as a **PDF** by tapping **V** beside doc's name > **Document Options** > **PDF**.

• Pages has a **Help** search bar. Tap **3 dots** in circle > **Help** > **Pages Help** > **3 horizontal lines** at top left of window, then type in search bar or select from options. For more help, search **YouTube** for '**iPad Pages**'. You can also Google '**iPad Pages help**' to locate a free online user guide from Apple.

• To **Delete** a doc, open Pages, tap **<** in sidebar to see **Recents**, then **tap and hold** on a doc icon and tap **Delete**.

The last iPads meeting of 2023 is at **2pm** on **Friday 24th November**