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## Intro to Pages - Using Templates

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Sixty **Templates** are offered. They are a good way to learn Page Layout design. They may be either **Word Processing** or **Page Layout** Templates. Some have more than one page but you have to open them to find out.



**Double click** on **Traditional Letter** (a typical Word Processing Template). I chose this because it has a mixture of **Placeholder Text** and **Text Boxes**. Find it by Selecting **All** or **Stationary**.



## Placeholder Text & Text Boxes

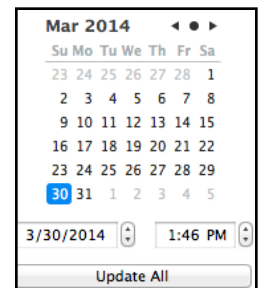
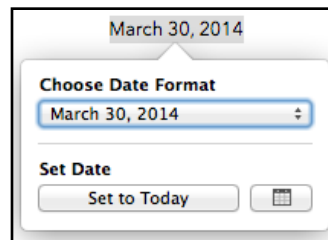
The title “From the Desk Of Urna Semper” is in a **Text Box containing Placeholder Text**. Click on “From The Desk Of” and then on “Urna Semper” to **select** and **replace** it with your text. Clicking once brings up the Text Box; Click on the Text to change.



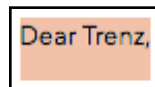
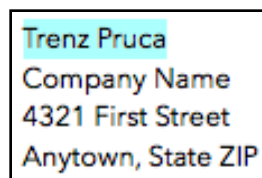
With the **selection handles showing**, press the **Delete Key** to remove the Text Box. You will be left with a “**Rule**” (line) and need to click on it to get the selection **handles** and press the **Delete Key** again to remove it.



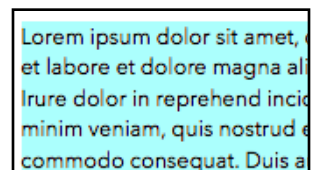
Next, click on the date. **Choose the Date Format**. Pages automatically **uses today’s date**. **Open the Calendar** to move backward and forward to choose a different date.



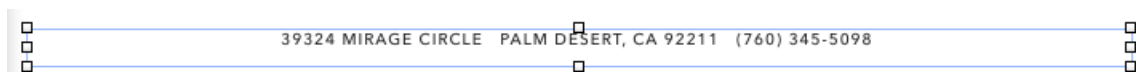
The **Address** and **Salutation** are **separate Placeholder Text blocks** meaning that each can be changed, or deleted individually.



However, the body of the letter is a **single Placeholder Text block** meaning whatever you type will replace the whole body of dummy text. In other words, you can’t replace it on a word by word basis.



At the bottom, is another **Text Box**. **Single click inside** on **each Placeholder Text Block** and type in your own information **OR** with the selection handles showing, press the **Delete Key** to remove the Text Box.



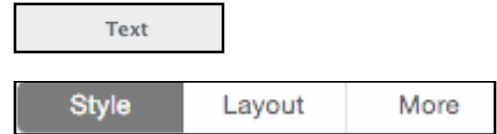
Note: The word count changes depending on what is selected. It doesn’t print,

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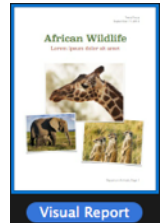
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**NOTE: Format Panels automatically change** depending on what is **selected**. When you **select text** the Text Panel, Styles tab automatically shows up. When you click on **media**, the **Format Panel** automatically **changes** to **media Styles**.



### Templates with Media

In Pages, the **templates** are not differentiated between Word Processing and Page Layout as they were in prior versions. Templates generally are WP but may contain **media**, shapes or text boxes. Currently, Business Cards, Flyers & Posters, Cards and the Miscellaneous “Elegant Brochure” are the only templates that start out in Page Layout format.



Go to **File > New** and click on **Visual Report**. This template contains Headers, Footers, Placeholder Text and Media Placeholders.

### Headers

In the Header (which is not a Text Box), **Select the text to replace** Trenz Pruca or press the **Delete Key to delete the text**. The Date will always be the current date.

OR



Delete the Header entirely. Click on the **Document Tool**, uncheck Header and return to the Format Tool.



### Replace Text

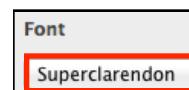
Click on the **Placeholder Text** Title to replace it with your words and retain the Font.

**African Wildlife**  
**Molly's Pictures**

Change the Font color. Select the Text and use the left **rectangle for limited colors** or the **color wheel** for the System colors.



Look at **Font** in the **Format Panel** to **identify** the Font or to select and choose different Font.



*Molly's Pictures*

(If you are pasting text instead of typing, use “Paste and Match Style” to use the Font in a Template)

## Media Placeholders

Click on the giraffe's picture which is a **Media Placeholder** and Format Panel **automatically** changes to show the **Format Panel, Style Tab**.

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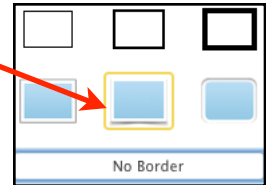
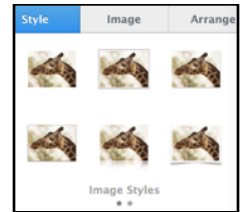
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### Styles & Borders

Click on the **Giraffe**. The image styles you see at the top right are a limited number of **Style Borders**. Click on each one to change the Style.

It is hard to see the **Image Style** differences by clicking on each giraffe head. See the **Active Border** surrounded in **yellow** by clicking on the limited Border along with a **limited options**.

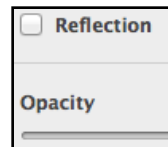
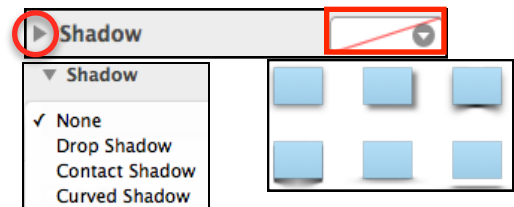
To see more picture Border/Frames, click on the **blue frame icon**. for **more** Border/Frame options. **Scale** and **percentage** are here too.



### Shadow, Reflection & Opacity

**Shadow** currently shows NULL, but clicking on the small Null to the **right** brings up **limited options**. Clicking on the **Disclosure Triangle** brings up more options.

**Reflection** and **Opacity** don't have any options. They are used just as they are on the **Format Panel, Style Tab**. You must have the selection handles showing, to add a Reflection, or to use the slider to reduce/increase Opacity.

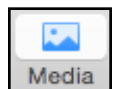


### Replace Stock Photos

In a **ANY** template (**WP or Page Layout**), when you see the **Media Icon** in the corner of a picture, it means it is a **Placeholder Image**.

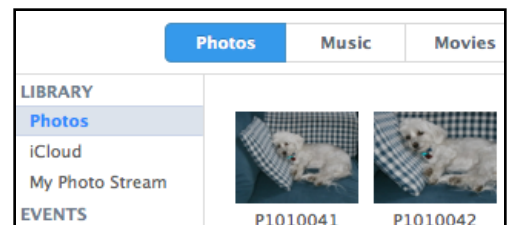


The best way to replace stock photos is to **ignore** the **Media Icon** and click on the **MEDIA TOOL** to open the link to iPhoto (it slides down from the tool bar icon) and **DRAG AND DROP** to replace the stock photos. The IPHOTO LINK STAYS OPEN and you may drag and drop photos repeatedly until you are satisfied.



Your photos will resize and retain the professionally developed frame and layout. You may drag and drop from your desktop as well.

Replace the **Giraffe** and the **Elephant** in the document with some photos from "Shirley's Class." On your computer, you will see your iPhoto library.



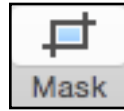
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## Intro to Pages - Using Templates

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Mask

**Double click** on the **Lemurs** to see the mask.

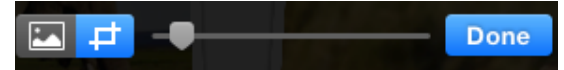


Image

Mask

Active is blue.

Mask allows you to Select the part of the picture you want to show while hiding the rest of the picture. Mask doesn't permanently remove a portion of the photo.



Your cursor (pointer) turns into a **gloved hand** inside the photo, use it move the photo around to show what you want. It works with either Image or Mask active.



Increase the size of the picture within the Media Placeholder with the slider. It works with either Image or Mask active.

When you have the **image** selected the selection handles are **white**, and you can move the image. When you have **Mask** selected the selection handles are **black** and you may move the frame of the image.



Clicking on "**Done**" leaves you in **Format Style, Image Styles** Panel.

Clicking **outside** the image brings back the **Format Style, Text** Panel because this is a WP document.

## Locked Template Images

Combining what you have learned so far, look at the **For Rent Flyer**. You can see that "Apartment for Rent" and the cost is Placeholder Text in a Text Box.

Behind the Text Box is a Shape that is Locked as you can see by the Xs (enhanced on left corner)



Use the **Unlock Tool** to change the color of the Shape. Be sure and Lock the background shape again so it doesn't move around as you work.

Apartment

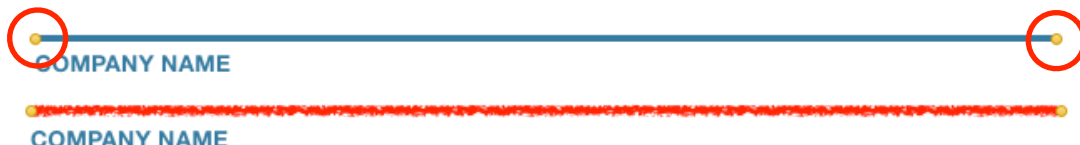
If you can't see the X in a template and still can't select it, it is a "Master Object." Go to the Arrange Menu and choose Selection Masters> Make Master Object Selectable.

## Master Images

Master Objects on every page of the document automatically.

Click on the **Project Proposal** just below the Visual Report. Click on the **View tool** and select **Show Page Thumbnails**.

The **Line** you see is a **Master Image** and its Style/Color can be changed on every page by changing it on the first page or it can be deleted so long as the yellow dots appear.



# Sharing Documents

(before you print or email)

How Many Pages?

**Many Templates** have two pages (identified by the scroll bar being present). Scroll down or go to the **View Tool**, and choose **Show Page Thumbnails to check**.



Suppose you personalized page 1 and don't want page 2. Click on page 2 and if it is separate, go to the Edit menu and choose Delete.

Some Templates (e.g., Newsletters) have the **second page joined to the first indicated by a yellow line surrounding both pages**.

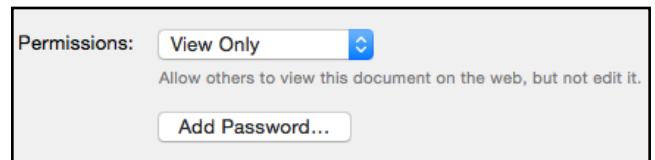
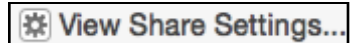


If you don't want the second page by going to the **Document Tool > Document Tab** and unchecking **Document Body** or by **File Menu > Convert to PL**. CONVERTING WILL ELIMINATE WP PLACEHOLDER TEXT BUT RETAIN PLACEHOLDER TEXT IN TEXT BOXES. **Or**, if you are printing just choose to **Print from page 1 to 1**.

Sharing Choices

If you don't print, you can use the Share MENU to **Send a copy** via email in Pages. If sending to Windows recipients choose **File > Export as a PDF**.

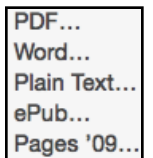
You **MUST HAVE** iCloud enabled and have stored the document in iCloud to use **Share Link**. Set your Preference in **View Share Settings** **FIRST** to **Allow Editing or VIEW Only** and require the recipient to use a Password to open or not.



**It opens in iCloud and it is very hard to read but can be edited there** (the tools are a little different). If you choose **View Only**, the receiver can use the **Print icon** to print a PDF or the **Down Arrow icon** to download a copy. Both look like the original.



You may use the File MENU to export in several formats. If the recipient has both versions of Pages on his computer and you export to Pages '09, the recipient should open Pages '09 **FIRST**.



**NOTE:** Don't forget to delete the additional pages before sharing. Even a PDF will share the second page whether personalized it or not!

