

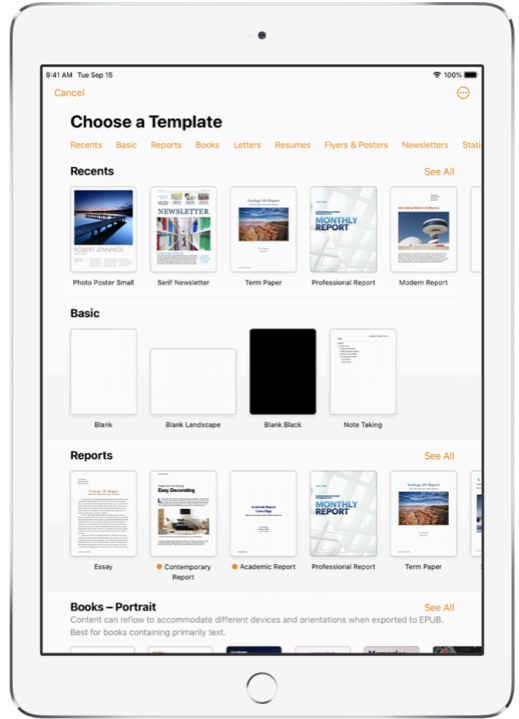






iPad How To Guide: Pages

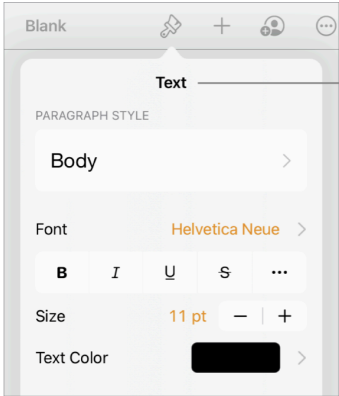

You can use Pages to create any kind of document you want, from a simple **word-processing** document that's mainly text, to a **page layout** document with graphics, interesting font treatments, and more.


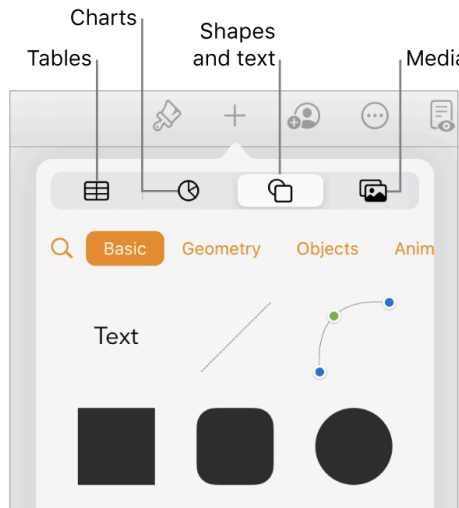
Additional Resource:
[Apple Support: Pages](#)
[Apple Pages \(How-To Guide\)](#)


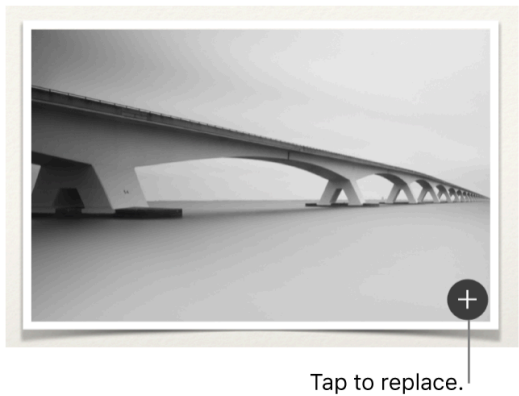








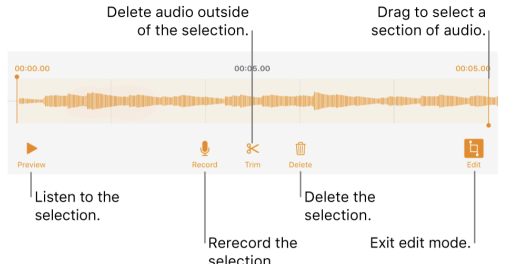

To Begin a Pages Document		
Step 1	Tap and Launch Pages	
Step 2	<p>Choose a Template All documents begin with a template—a model you can use as a starting point.</p> <p>Open Pages, then in the document manager, tap  at the top of the screen to open the template chooser.</p>	




Basic Word-Processing Document	
Step 1	Open Pages, then in the document manager , tap  at the top of the screen to open the template chooser .
Step 2	Tap one of the blank templates in the Basic category.
Step 3	Start typing. A new page is added automatically as you reach the end of the page.
Step 4	Your document is saved automatically as you work. Later, you can change the name of the document or change where it's saved .

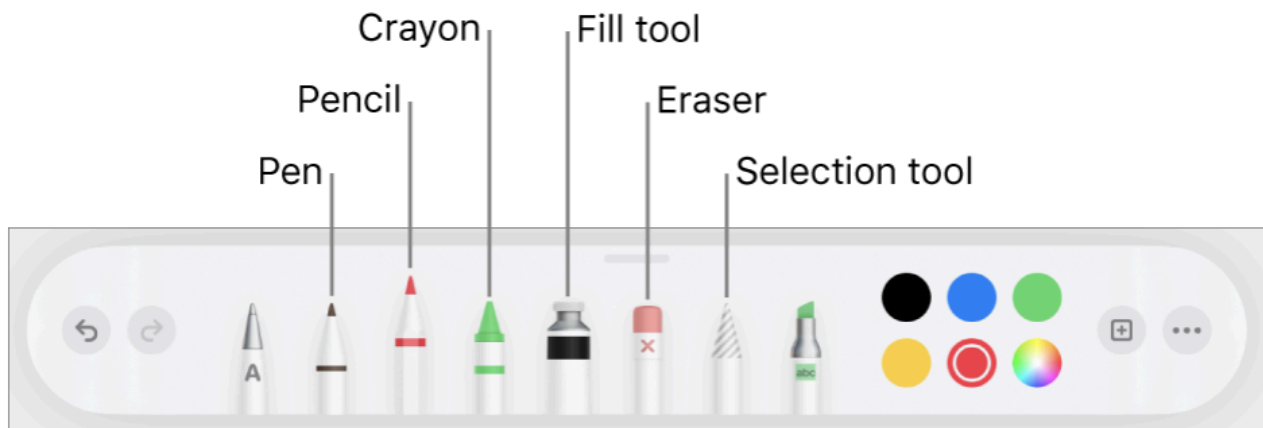
Basic Page Layout Document		
Step 1	Open Pages, then in the document manager , tap  at the top of the screen to open the template chooser .	
Step 2	Tap one of the blank templates in the Basic category.	
Adding Text	To add a text box, tap  at the top of the screen, tap  , then in the Basic category, tap Text.	<p>Add text to the text box: Double-tap the text box to select the placeholder text, then type.</p> <p>Move the text box: If text is selected, tap outside the text box to deselect the text, tap the text box again to select it, then drag the text box anywhere on the page.</p>

	 <p>If the text is in a table cell, text box, or shape, other tabs appear here. Tap Cell or Text to see font controls.</p> <p>Tap controls to change the font, size, or color of text.</p>	<p>Resize the text box: If text is selected, tap outside the text box to deselect the text, tap the text box again to select it, then tap the text box to show the blue resize handles. Drag a handle on the top, bottom, or sides to resize the text box horizontally or vertically, or drag a corner handle to resize it proportionally. If a clipping indicator  appears at the bottom, drag it until all of the text is visible.</p>
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Some Additional Features		
<p>Adding:</p> <p>Text Boxes</p> <p>Images</p> <p>Shapes</p> <p>Objects</p>	<p>Add new text boxes, images, shapes, or other objects: Tap , then tap one of the object buttons. Text boxes are categorized as a shape in the Basics category.</p>	


<p>Placeholders</p>	<p>Replace placeholder images:</p> <p>Tap  in the lower-right corner of a placeholder image to choose an image of your own.</p>	
<p>Undo or Redo</p>	<p>Undo or redo recent changes: To undo your recent changes, tap  at the top of the screen. If you change your mind, touch and hold , then tap Redo.</p>	
<p>Add Audio</p>	<ol style="list-style-type: none"> 1. Tap , tap , then tap Record Audio. <i>Note: After you record, you insert the recording wherever you want in the document.</i> 2. Tap  and start recording; when you want to stop, tap . While you record, you can scroll, zoom, and view different pages. 3. To preview your recording, tap . To preview from a specific point, swipe left or right on the recording to position the orange line, then tap . 	 <p>To play your recording, tap  to select it, then tap it again. To edit or delete the recording after you add it to a page, tap it, then tap Edit or Delete.</p>

	<p>4. To edit your recording, tap , then do any of the following:</p> <ul style="list-style-type: none"> ○ <i>Rerecord a section: Drag the orange handles to select the section. Tap  to record over that section.</i> 	
Adding Drawings	<p>Use Apple Pencil or Logitech Crayon: Tap anywhere on the page with Apple Pencil, then tap one of the drawing tools (pen, pencil, crayon, or fill tool) in the toolbar at the bottom of the screen. In a word-processing document, tap again where you want to add the drawing area.</p>	<p>Animate a Drawing</p> <p>You can animate a drawing so that it appears in your document as if it's being drawn.</p> <ol style="list-style-type: none"> 1. Tap to select the drawing you want to animate. 2. Tap , tap Drawing, then turn on Animate Drawing. 3. Do any of the following: <ul style="list-style-type: none"> ○ <i>Adjust how long the animation plays:</i> Drag the Duration slider. ○ <i>Repeat the animation in a loop:</i> Turn on Loop. ○ <i>Preview the animation:</i> Tap Play. <p>To play the animation in your document, select the drawing, then tap Play Drawing.</p>



Save a copy of a Pages document in another format

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1. Open the document, then tap .
2. Tap Export, then tap a format:
 - *PDF*: These files can be opened and sometimes edited with applications like Preview and Adobe Acrobat. If you added image, drawing, audio, or video descriptions for assistive technology (for example, VoiceOver), they're automatically exported. If your document contains smart annotations or comments and you want to include them in the PDF, turn on the corresponding option, then tap Export in the top-right corner of Layout Options.
 - *Word*: These files can be opened and edited with Microsoft Word in .docx format.
 - *EPUB*: Use this format to make your document readable in an ebook reader (such as Apple Books). For more information about the EPUB options, see the task below.
 - *Rich Text Format (RTF)*: Body text and tables are exported as formatted (RTF) text and tables. If the document has text boxes, shapes, lines, and charts that can be exported, they're exported as images, and the document is exported in RTFD format. Other applications may not be able to open an RTFD file. Page layout documents can't be exported in RTF or RTFD format.
3. Tap one of the options for sending, saving, or posting the document.
4. Choose a location, or provide the requested information (an email address if you're sending an email, for example), then send or post the copy.

**If you have any questions regarding Apple or need any iPad help,
please contact:**

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