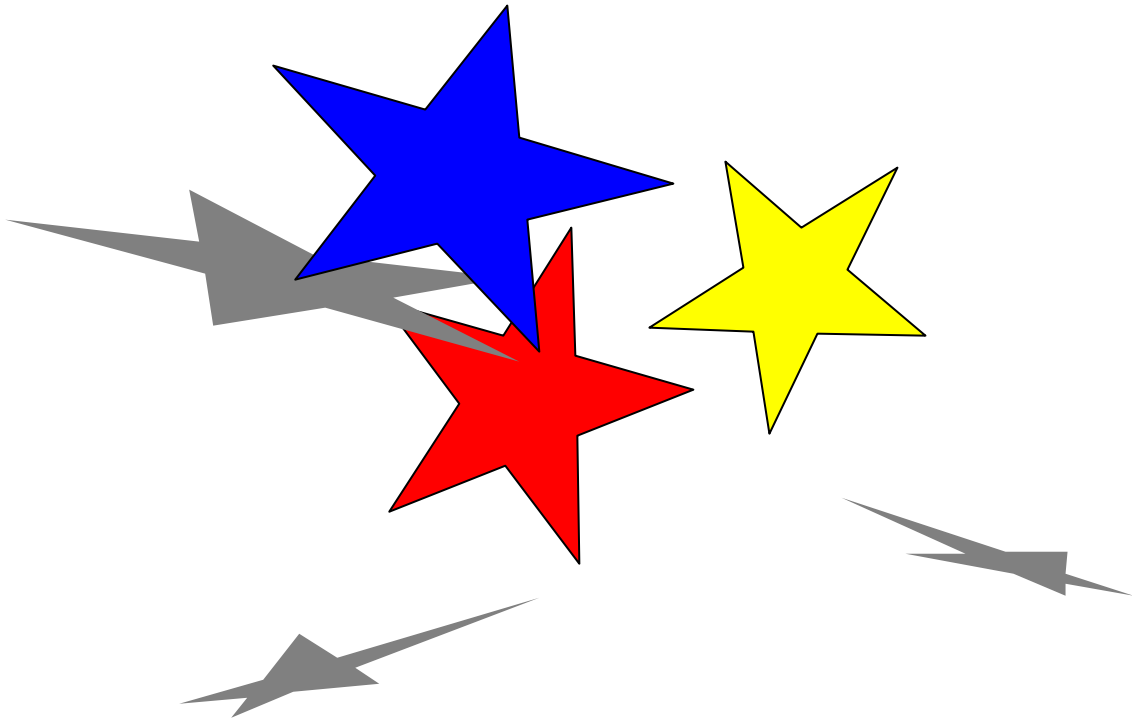


Using Pages



Newcastle
City Council



ICT Centre

Using Pages

Pages is an innovative wordprocessor. You can click anywhere on the page and start typing. Pages will then word-wrap and format your text if there is more than one line. Borders and/or shadows can be added. Text can be coloured, resized and rotated. Even when you have added features such as rotate, your text can still be edited.

Pages has a **Wordbank** facility, a **Speech** mode and a picture bank.

Starting to write

To type text, just click anywhere on the page with the left mouse button and start typing. Pages will word-wrap at the end of a line (i.e. it will not split a word, but will start a new line). If you press **Return** you can force Pages to start a new line or start a new paragraph. **NB** If a word is not recognised by the spell checker it will turn yellow. Make corrections as you would in any wordprocessor i.e. using the **Delete** key and the **Backspace** key from the keyboard.

Pressing the **End** key on the keyboard moves the cursor to the end of the line.

Pressing the **Home** key moves the cursor to the start of a line.

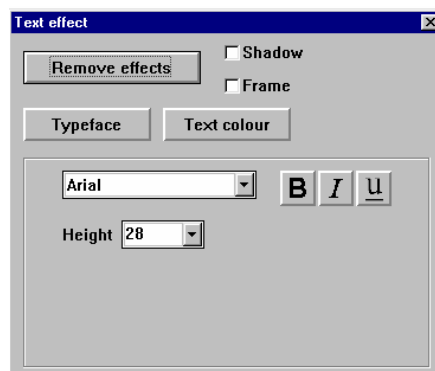
Selecting Text

If you double click on the text using the left mouse button, a red dotted box appears around it. The text can now be picked up and dragged to any part of the page by holding down the left mouse button.

Type Effects

To place a box around text, double click the text to select it. Now click the **Effects** button.

This window will be displayed. Change the effects of your text by making choices from this window.

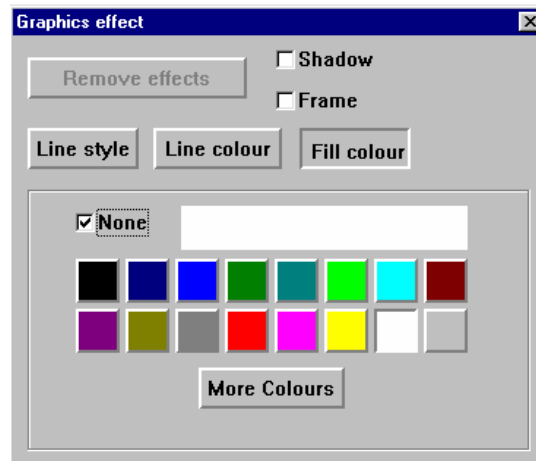


Frame Effects

If you put a frame around your text and click the **Effects** button, the following window will appear which allows you to be able to change the line style, thickness and colour, as well as choose to fill the frame with a colour or to give it a shadow.

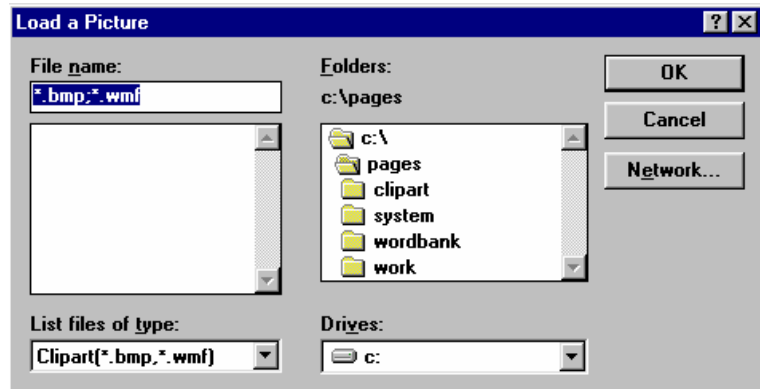
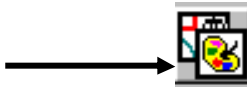
Effects can also be added to a single letter, word or phrase in a piece of text.

Select a word in your text by dragging the cursor across it. Clicking on the **Effects** button will now allow you to change the font, style and text colour of the selected word or words.



Adding Pictures

Pictures can easily be added to the page. Click the **Picture Bank** button to open the bank of pictures supplied to Pages. Click on one of the picture files to insert it on the page. Alternatively, any pictures you have on disc can be dragged onto the page. Office clipart can also be used. The picture is an object, therefore clicking on it will put a red box around it so that you can size, move or rotate the picture.



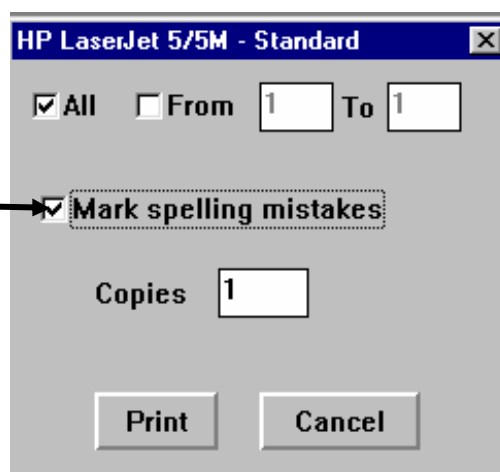
Saving and Printing

Save your work in the usual manner by clicking the **Save** icon. Name your work and choose the save destination.



Clicking on the **Printer** button will allow you to print your page. The print window will open and you can select all the pages or a range of pages.

The **Mark spelling mistakes** button allows you to print your work with the spelling mistakes marked for checking away from the computer.



Speech



Click at the beginning of your text and then click the **Say** button. Pages will speak your text, highlighting each word in red as it speaks.

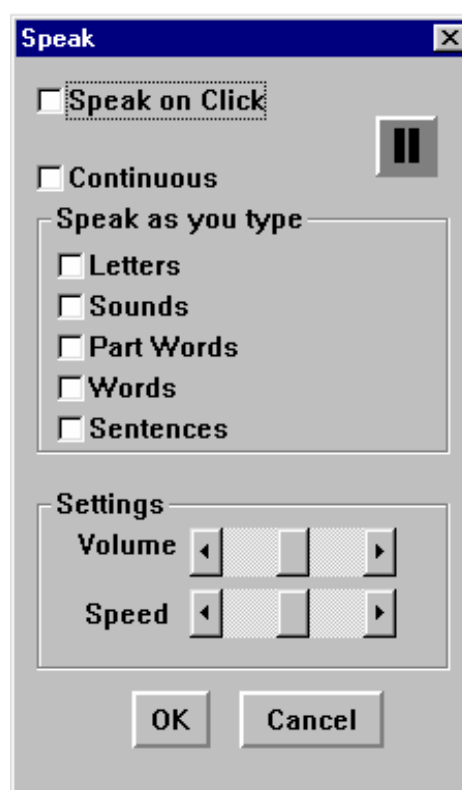
If you move to the **Speech** icon and click on it with the right hand mouse button, the speech options window will open.

Speak on Click; The word is spoken as the cursor is placed.

Continuous; A block of text is spoken. When the end is reached the block is spoken again from the beginning.

Speak as you type; You can choose any of the five options. For example, if sounds, words and sentences are selected, each letter is spoken as it is typed. When it is complete and the space bar is pressed the sentence is spoken.

You can change the **volume** and **speed** of the speech to suit your needs.



Icons



Change looks:
scale and paper
size

Say a word or
phrase



Save your work

Check Spelling



Open File

Draw Lines



Get a menu

Draw
Rectangles



Print your
work

See the Word
List



Change colour,
size and font

Insert a
Picture



Format your
text

Cut selected
object



Zoom

Copy selected
text or object



Find a word or
phrase

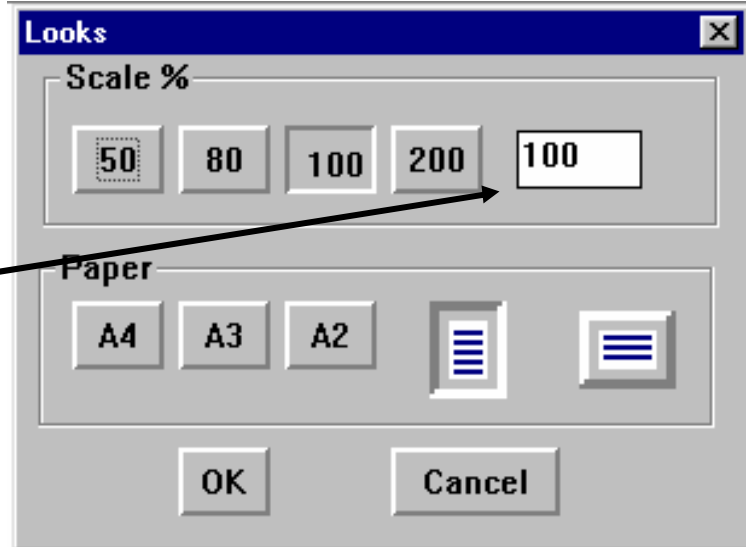
Paste what you
cut or copied



Looks



Scale % sets the size of the display on the screen. You can click on any of the preset scales. If you want a different scale click the input box and type in any scale you want. Click **OK** to go back to the writing screen at the new scale, or click **Cancel** to leave things as they are.



Paper lets you set the size of the paper you will be printing to.

You can choose any of the standard A4, A3 or A2 sizes. When you change the size of the paper, you do not change the size of the pages contents. Enlarging a page size with existing text will provide you with more space on the page, shrinking it may mean you lose text off the sides of the page.

The **orientation** of the page can also be set to **Portrait** or **Landscape**.

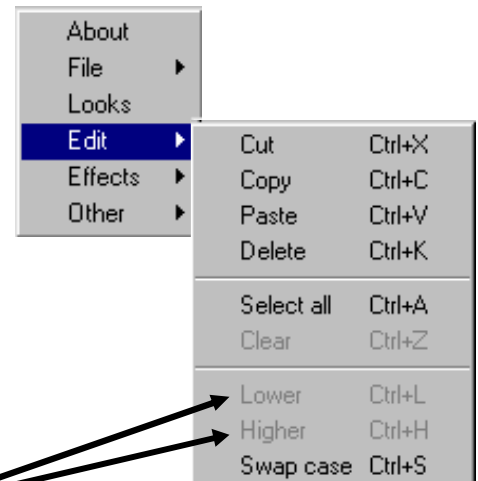
Menu

Pressing the **Menu** button will open a set of menu options. Many of these are duplicated by the button bar functions

The **File** menu contains **Save** and **Print** etc.

Looks is the same as the shortcut button.

Edit gives the option to **Cut**, **Copy**, **Paste** and **Delete** selected objects. **Select all** allows all the items on the screen to be selected **Clear** clears the selection.



Each object on your work is originally on the same level. However, as objects are added to the screen they appear on top of previously added text or pictures. Occasionally, you may want to change the level of an object to force it in front or behind another object. If you select an object and use **Higher** or **Lower** you can move text, frames and pictures back or forward a level.

Menu - Other

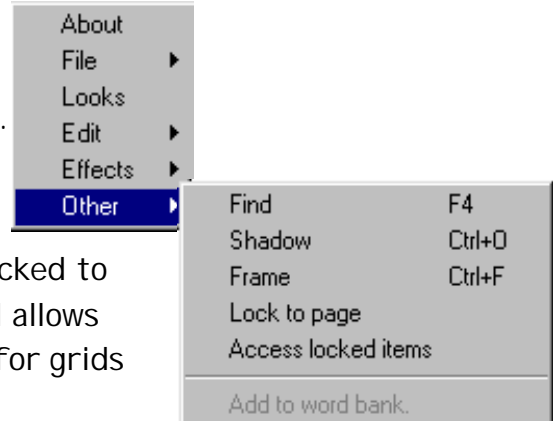
Find will allow you to **Find** and **Replace** words or phrases and acts like the **Find** and **Replace** icon.



Shadow will place a shadow on a selected object.

Frame places a frame around a selected object.

Lock to Page allows a selected object to be locked to the page. This means it cannot be selected and allows text to be typed within a picture. It is useful for grids and forms.

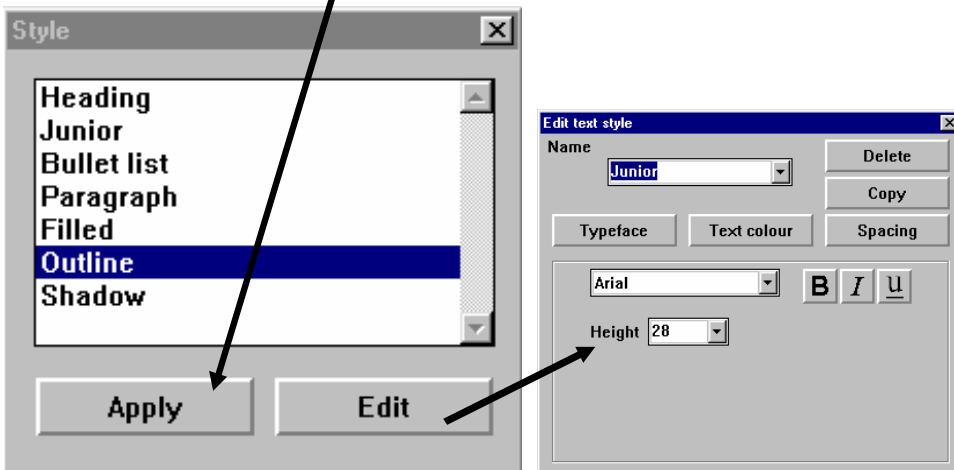
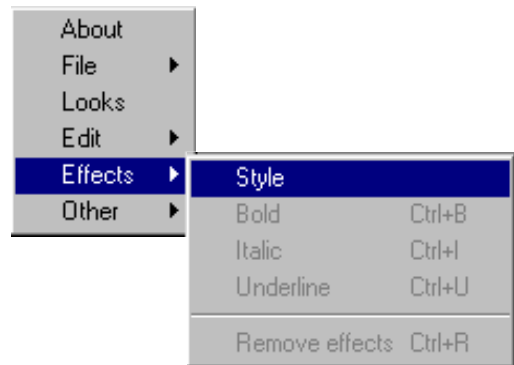


Add to word bank allows selected text to be added to the **Word Bank**.

Menu - Styles

The Effects part of the menu allows various effects to be applied to your selected text. Pages is set up with some preset styles,

To apply a **Style** click the style name to highlight it and click **Apply**.



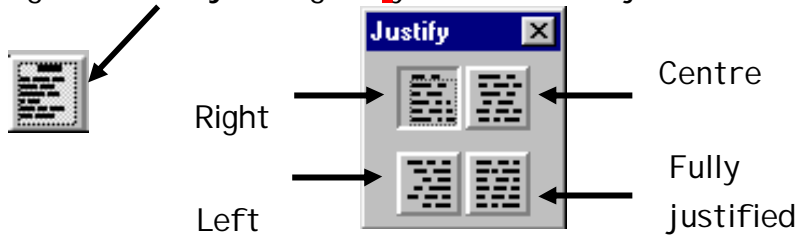
Bold, **Italic** and **Underline** can be used with selected text.

Remove Effects will remove any effects from selected text.

Using **Edit** you may alter a style or create one of your own, for text and graphics.

Justify - Zoom - Find and Replace

Clicking the **Justify** icon gives you a choice of justification

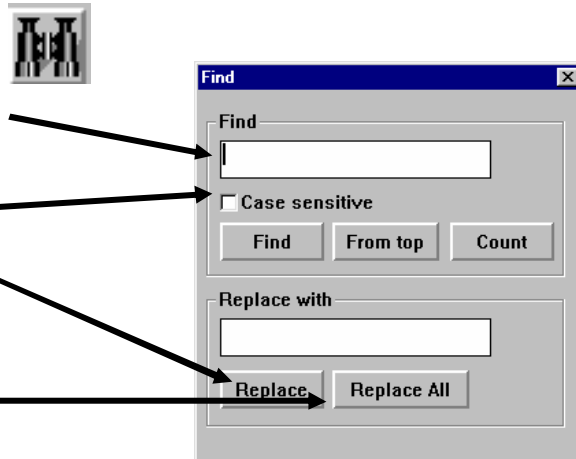


Clicking on the **Zoom** icon allows you to zoom in on a part of the screen for detailed work, such as aligning graphics, or placing text accurately. Click on the **Zoom** icon. Click on the first corner to be magnified and the second. The area chosen will fill the screen.

The **Find and Replace** icon is used to find a word or phrase in a document in order to count, replace or delete it.

Marked text will appear in the **Find** box or you can type a word. The find can be case sensitive.

Replace replaces one word or phrase at a time, **Replace All** will replace all occurrences of the word or phrase.



Spelling

If you misspell a word, or you enter a word the spell checker does not recognise, the word highlighted with a yellow background. If the word is corrected the highlighting will disappear.

To check the spelling of a word, click the cursor on the word and click the spell check icon to open the **Spell Check** window. You will be offered a list of words. Click the correct word and it will be placed in the top box. Click **Replace**.

If the word offered is not the one you need, click **Dictionary**. This option gives an alphabetical list of words. If the word is not in the dictionary simply type it into the top box and click **Add**.



Word Bank

The **word bank** is a useful tool for younger users. A selection of words, phrases or sentences can be put into the word bank. The user can choose a word, phrase or sentence in the bank by clicking on it followed by **Insert**. The word is placed where the cursor is located.

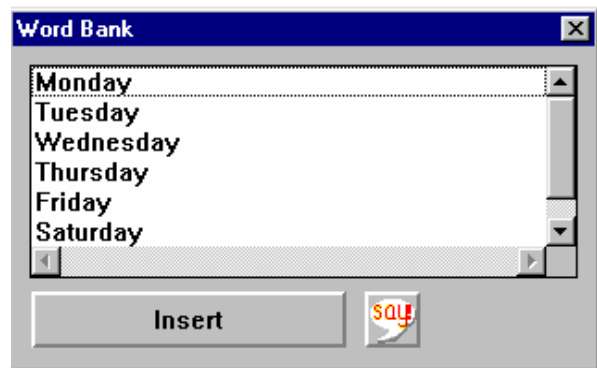
The words in the word bank can be spoken by clicking on a word to highlight it and then clicking the **Say** icon.

Making Word Bank Text Files

When creating text for the word bank, you can type single words, phrases or sentences up to a maximum of 80 characters. At the end of each phrase or word press **Return**.

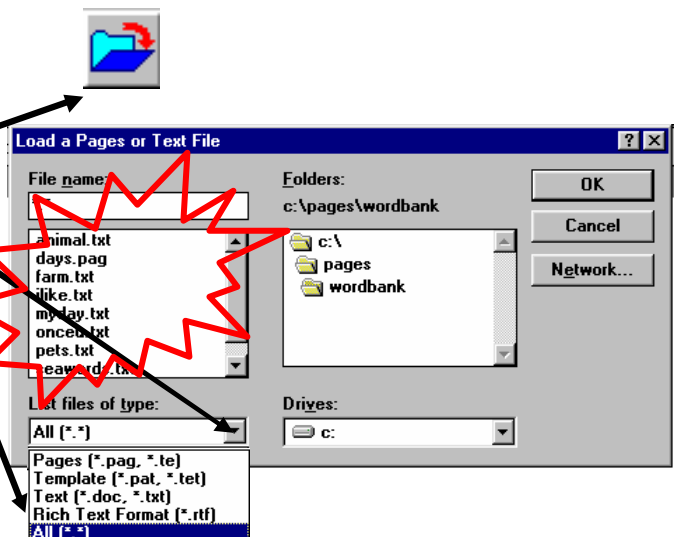
You can put your words in the word bank by selecting the text and using the **menu** icon to **Add to word bank**.

Save the list under the **Menu - File** to access at other times.



To open the Word bank file click the **Open file** icon.

Click the **List files of type** down arrow and select **All [*.*]**. You can then choose from the bank within Pages. Double click your choice. The list will appear. Add to **Word bank** as before.



Keyboard Shortcuts

Ctrl A	Select all	Ctrl+End	Move to end
B	Bold	Arrow keys	Move cursor
C	Copy	Ctrl+Arrows	Moves selection fast
F	Add frame	Tab	Insert tab space
H	Higher/up a level	Back Space	Delete to left of cursor
I	Italic	Delete	Delete to right
K	Delete	Shift+Delete	Delete word at cursor
L	Lower/down a level	Ctrl+Delete	Delete line at cursor
R	Remove effects		
U	Underline		
V	Paste		
X	Cut		
Z	Clear selection		

F3	Save window
F4	Find and replace
Return	Carriage return in text
Home	Move to start of line
End	Move to the end of line
Page Up	Move page upwards
Page Down	Move page downwards
Ctrl+Home	Move to top of document