

Work 08: PAGES -- Week 2

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*PREPARING YOUR DOCUMENT “ASSETS” (media files - photos, sounds/music, movies)

*Important concept presented is that you should prepare your document assets ahead of time.

*Your media assets (photos, music, movies) are organized via the **Media Browser** (button in bar at top)



*The Media Browser looks directly into your *iLife* applications: *iPhoto* for pictures, *iTunes* for audio files, and *iDVD* for movie files. So be sure to have these assets ready and loaded into their respective programs.

*Note: As *Pages* is primarily a word processing and page layout application, it is unlikely that you will be importing audio and movies into your documents!! But, it is good to know that you *can!* Also, it is important to understand the Media Drawer and the mechanism for easily importing media since this is a very common method in other applications -- both Apple apps and many third-party apps utilize the Media Drawer.

* DOCUMENT SETUP and THE INSPECTOR

Would you like to avoid headaches when working with your documents?* One big, big way to do this is by setting up your document formatting *ahead of time!* This is done via the **Inspector. Get well acquainted with the Inspector! The Inspector is your friend. It is your control hub for most operations within *Pages*. It is also important to understand the Inspector mechanism because of its ubiquity. Inspectors are found in many modern Mac applications.

*You can easily bring up the Inspector by clicking on the Inspector button in the Tool Bar at the top.



*The Inspector pane is actually a container for several Inspectors pertinent to *Pages*. You click on the buttons lined up at the top of the Inspector pane to navigate between the different Inspectors. Hover the mouse over each to see the name.

*Be sure to set up your page attributes ahead-of-time. This is done via the first Inspector - the *Document Inspector*. Here, you set your margins, whether you have facing pages or not, whether you use headers and footers or not, the page size, and many more. Of course, you can change this any time. However, it is best to do this before you start inputting your text and media in order to avoid reformatting and re-flowing everything later! I'm telling you, this is a *big time saver!*



*You can zoom in or out to more comfortably view your document, and this is all dependent on the size of your monitor. Zoom can easily be set via a little pop-up menu at the very bottom-left corner of your document windows. Alternatively, this can be set via the menu: VIEW>ZOOM.

* ADDING and ARRANGING PAGES

*Most templates come with a number of page “types” built-in. These are available via a pop-up menu accessible by clicking on the little “Pages” icon in the tool bar. Note that if a template (or blank document) contains no additional page types, this button will not appear. You add more pages by choosing the type via this pop-up menu. You can also go to menu: INSERT>PAGES.



*The **Sidebar** shows up as you create new pages, providing you with an easy way to navigate through your document, and to REORDER, DUPLICATE, and DELETE pages or sequential groups of pages.

*You can also navigate through your document via the scroll bars. The behavior of your scroll bars can be modified by going to the Appearance pane in System Preferences. The **Status Bar** at the bottom of your document provides you with yet another method for document navigation. You can “go to” a specific page.