

iWork 08: PAGES -- Week 3

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*Last week we mentioned that you can add **NEW PAGES** to your document by using the **INSERT** menu or clicking on the **PAGES** icon in the tool bar, if appropriate. Of course, if you don't want to change the page "type," a number of which are frequently included with prepared templates, you simply keep typing your document and new pages are created as needed. These new pages will carry the same characteristics as the previous page.

*DOCUMENT NAVIGATION

*You can navigate your document by

*Clicking on the desired page in the **Document Thumbnail Drawer** on the left side

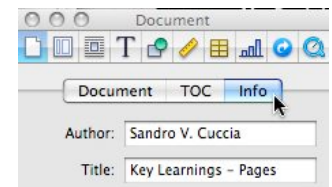
*Using the **Scroll Bars**. Clicking on the scroll up and down arrows will give you a gentle scroll through the document. Click on the center part of the scroll bar to scroll in larger "chunks."

*Using the **Status Bar** at the bottom left of the document window by clicking on it. This allows you to go directly to a desired page by entering the page number. You can also go page-by-page via the little arrows.

*VIEWING and ADDING DOCUMENT INFO [**METADATA - "information about information"**]

*Bring up the Inspector panel and select the **DOCUMENT INSPECTOR** by clicking on the first icon at the top of the Inspector Panel, and then on the "Info" tab at the top.

*Notice you can enter Author, keywords, comments and obtain document statistics from the Info panel. The metadata you enter helps with searches.



*SAVING A DOCUMENT

*Via the standard **SAVE** dialog box, you can save your document with a preview included -- this provides the file icon with a real-time preview of the document, but adds size to the file. You can also choose to save your document in a format that someone with Pages 05 and Pages 06 can open.

*WORD PROCESSING ESSENTIALS

*You can move your mouse into the **HEADER** and **FOOTER** areas of your document to view a small outline on the document delineating their borders. To permanently view these borders plus the text body border, click on the **VIEW** button in the tool bar and select **SHOW LAYOUT**. Having the layout on helps when working on a complex layout (eg; brochures, newsletters, etc.)

*To select an entire word, click and drag over the word. Better still; double-click on the word to select it.

*To select an entire paragraph, triple-click inside the paragraph.

*Once any text or object is selected, delete it by pressing the **DELETE** key.

* **Command – C** to COPY

* **Command – X** to CUT

* **Command – V** to PASTE

* **Command – Z** to UNDO last action

* **Command – A** to SELECT ALL (everything in a document)

Don't Forget These!

- **Command – S**
To **SAVE** your document. Use it frequently!
- **Command – P**
To **PRINT** your document.