Pages
For iPad
(iPad OS 13 and later)

A Quick Guide

Introductory Level - iPad OS 13

Designed for iPad. Applicable to other iOS devices.

Revised May 2020

GUARDRAIL Tutorials

Pages

What is Pages?

The Apple word processing app. There are versions for **iPad OS**, **iOS** and **macOS**. It comes pre-installed and free of charge on newer Apple devices. It is capable of opening various file types, including Pages files created on a Mac (**.pages** file type). The following are supported:

- Microsoft Word (.doc and .docx files)
- Rich Text Format (.rtf)
- Plain Text (.txt)
- PDF - Portable Document Format
- EPUB - .epub file type for ebooks

If Pages is not already installed, download it from the **App Store**.

Once installed, click on the touch screen icon to open the app, if you don't already have it open.

iMovie

Music

Pages

Numbers
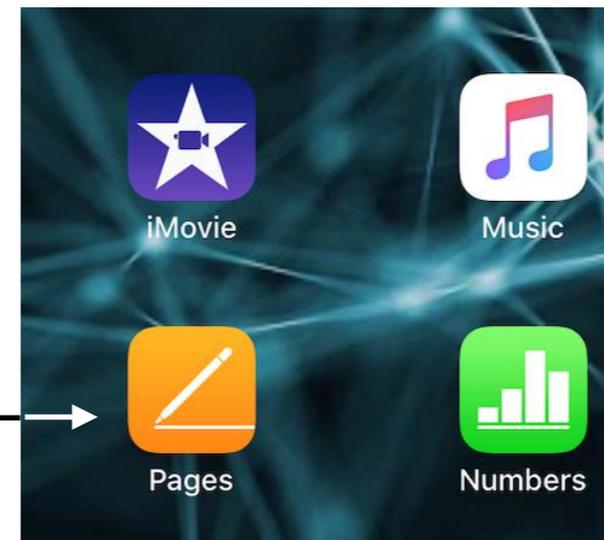
Using the same Apple ID account, a Pages file can be edited across different **Apple iOS** devices (such as **iPad** and **iPhone**) and **macOS** computers using file synchronisation (and an internet connection). Files created on one platform are generally transportable to any other iOS or macOS Pages app.

A Pages document (.pages) can usually be exported to other file formats such as **PDF**, **Word** and **ePub**.

Pages - Create Document

The Pages app will open in the **Document** library view when you first open it and will show various files and folders reflecting your personal usage. Make sure you select the **Browse** tab at the bottom of the screen.

📁 Browse

Pages (like other word processing software) has a number of templates to choose from. This makes it easy to use pre-formatted letters, flyers, cards etc. Once you choose **Create Document**, you will see the templates to choose from.

To create a new document, click the plus sign (+) where it says **Create Document.**

Create Document
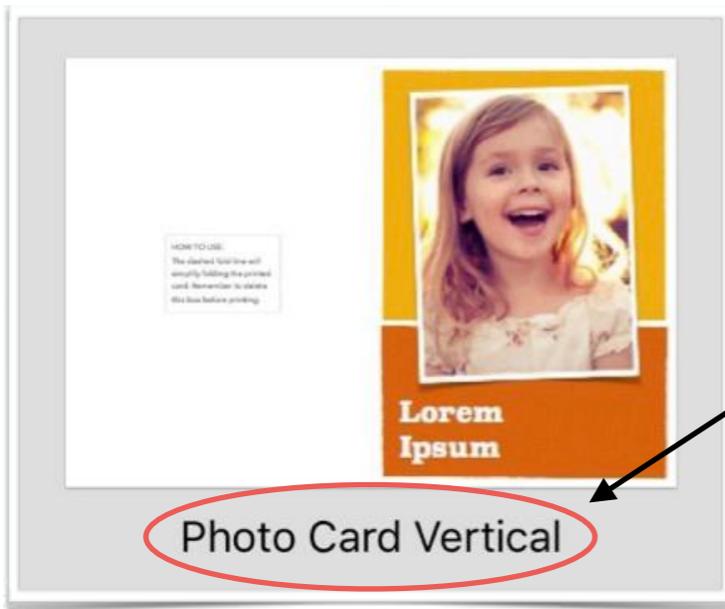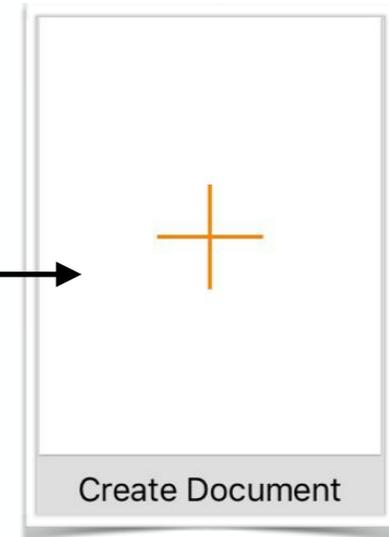
From the templates options scroll down to **CARDS** and tap **Photo Card Vertical**.

Lorem Ipsum

Photo Card Vertical

Tap the photo to select it. You will see the blue anchor point dots and an options bubble. Tap '**Delete**' to delete the photo in order to replace it with your own photo.
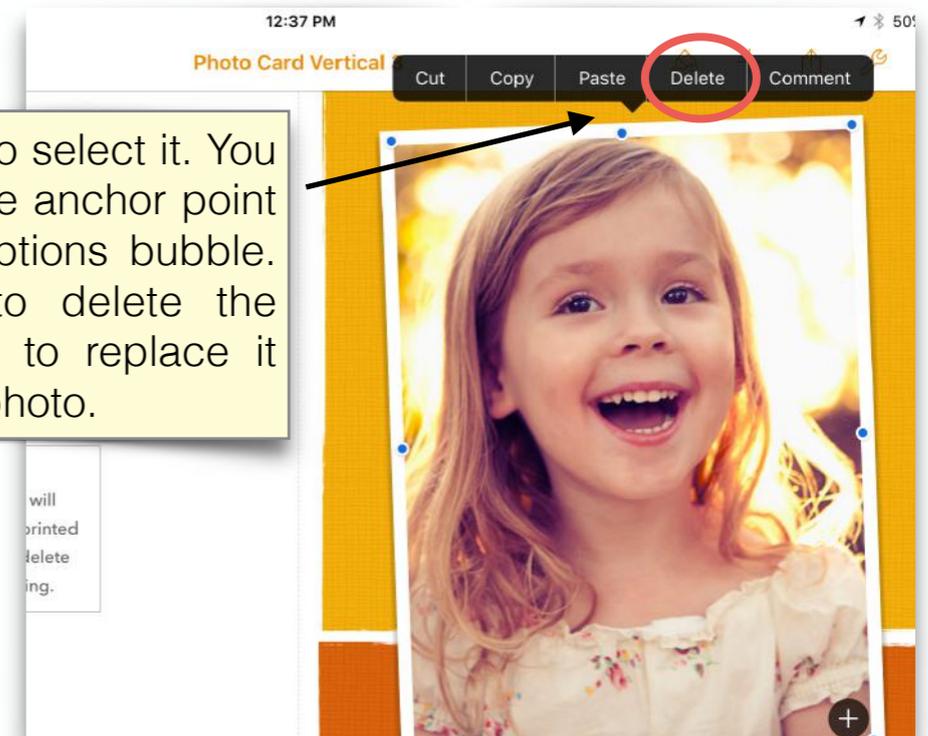
The trick to editing any of the content in your document is to make sure the object is selected first. When selected, the object will normally have 8 blue anchor points on its border. This applies to text boxes also.
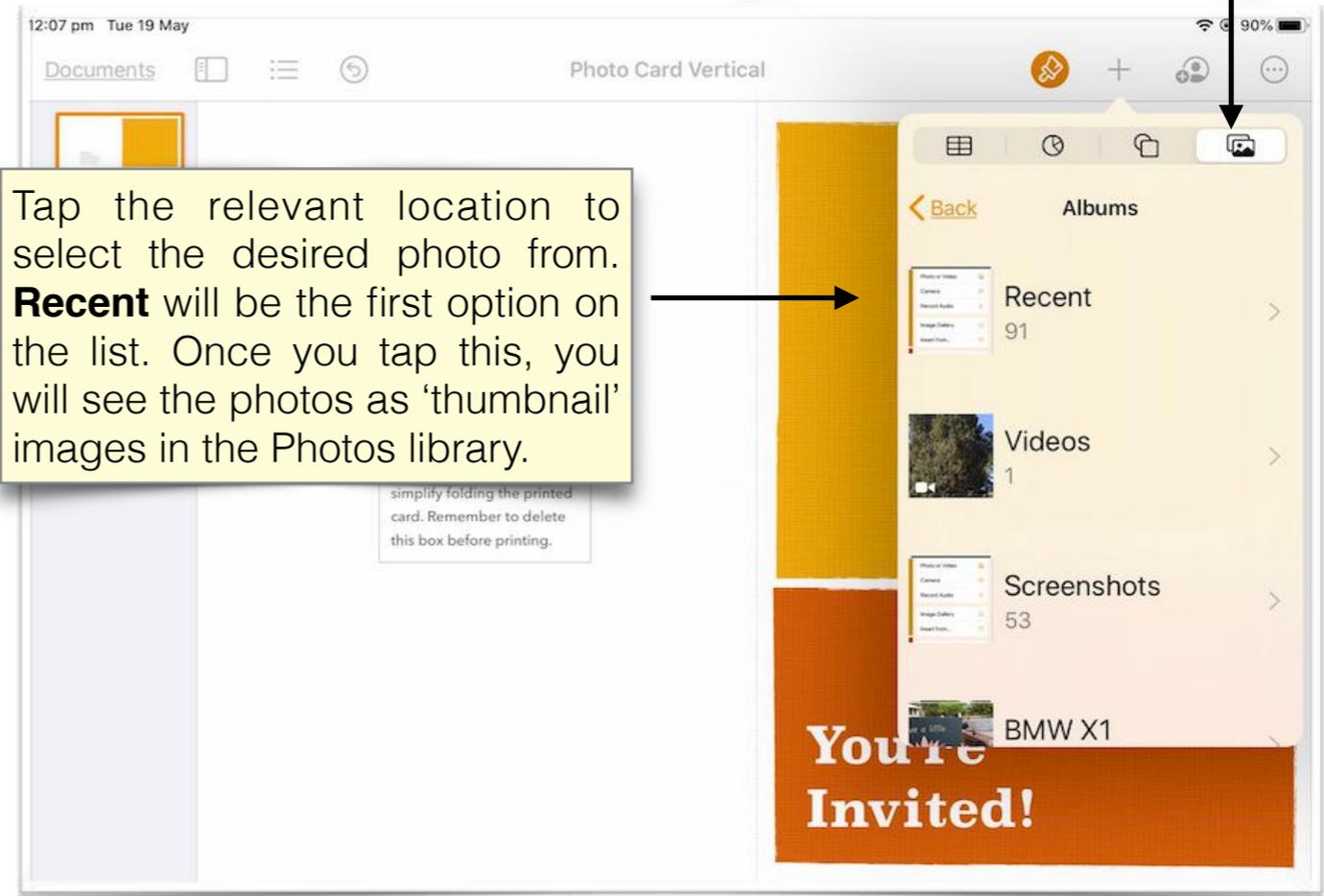
12:37 PM   Photo Card Vertical   Cut | Copy | Paste | Delete | Comment

Pages - Create Document

Continued
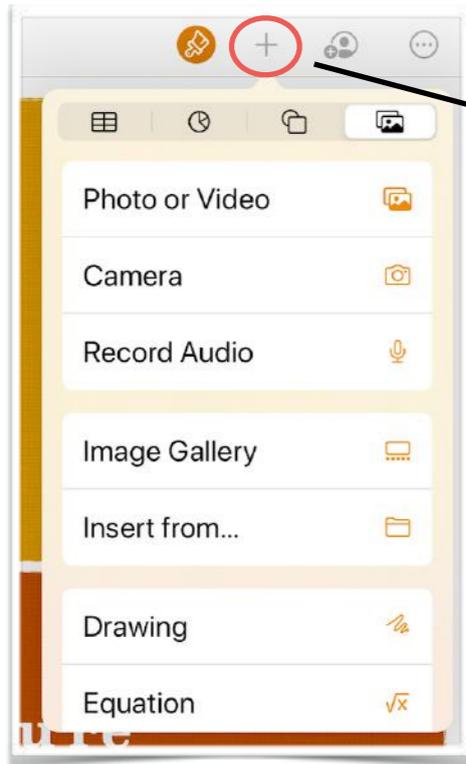
Tap the plus sign (+) to add any sort of image content to the card. A drop down menu will appear.

Make sure the image tab is selected for the option to insert an image. Tap **Photo or Video** at the first step.

Tap the relevant location to select the desired photo from. **Recent** will be the first option on the list. Once you tap this, you will see the photos as 'thumbnail' images in the Photos library.

You can see from the dropdown of options that there is a lot of different sources you can use to add content to your document. Here we will use the Photos app as a source for our image.

There are a number of steps to go through in the selection process. By practising you will learn to find your way around easily.
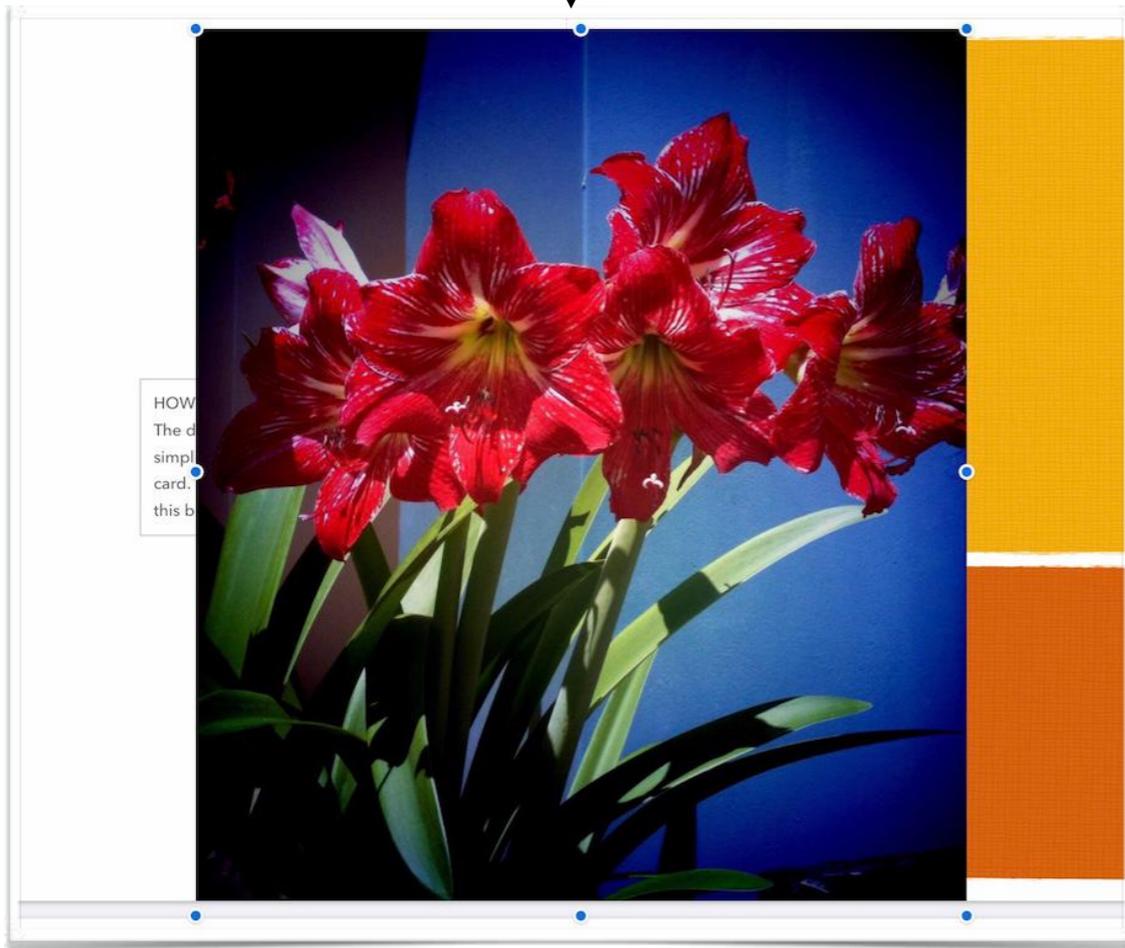
Pages - Create Document
Continued

Once selected, the photo will be inserted in to the document. However, it will need certain adjustments.

The paintbrush icon gives access to formatting options for whatever is selected within our document. This will be referred to frequently in subsequent slides.

Tap and hold the image to drag it into position.

Resize the image by holding down any of the **blue anchor points** and dragging in or out to adjust the size.

Of course, if you are not happy with the image, you can always delete it and replace it.

Image editing options are limited within Pages, however you can add borders and drop shadows. You can also edit the border properties if you follow the **Style** options for the image. You can also vary the **Opacity**, using the slider.

You can crop the image using **Edit Mask** under the **Image** properties.

Note: Image enhancement can also be done in a graphics app prior to saving to Photos.
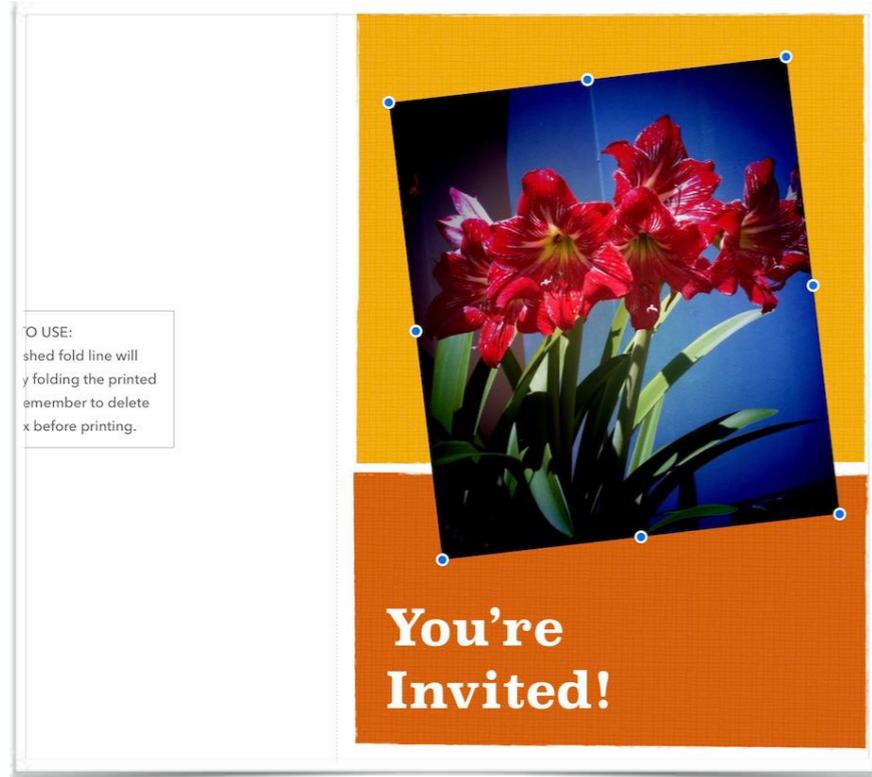
A simple and attractive option for the image is to offset it by pressing on it with two fingers and twisting it around to the desired angle and direction (the angle will be displayed in a popup bubble at the top of the image whilst holding and twisting).

Next we can change the colours of the two backgrounds behind the image.

Tap the top background (the ochre one in this case). Once selected, the familiar blue dots will surround the image and it is ready for editing. Tap the **paintbrush icon** to access the editing options

Repeat the process for the second background (the tan one in this case).

In this example we replace the tan background (lower) with dark brown *(see slide number 8).*
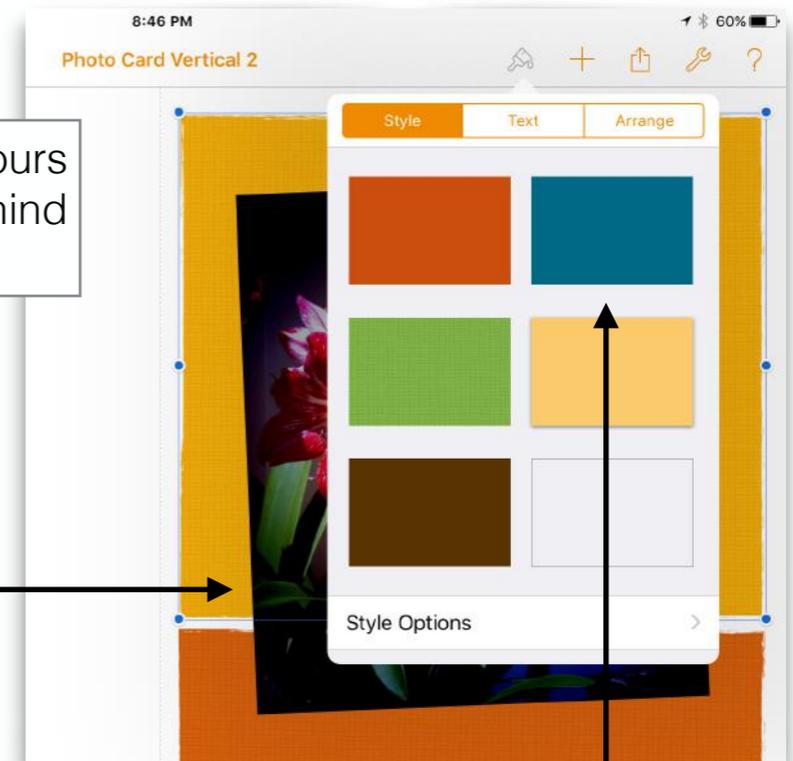
Tap a colour of your choice (in this case we will use the dark teal blue)

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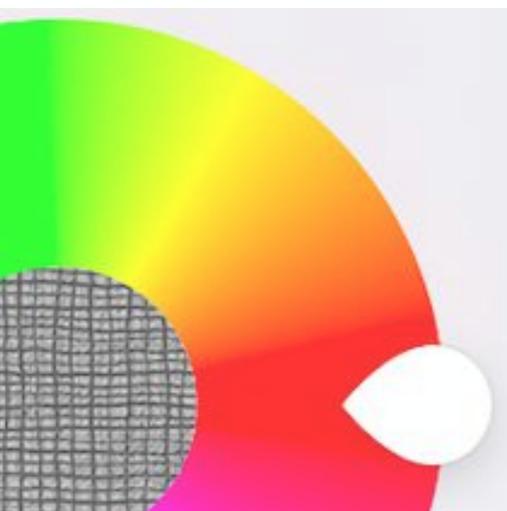
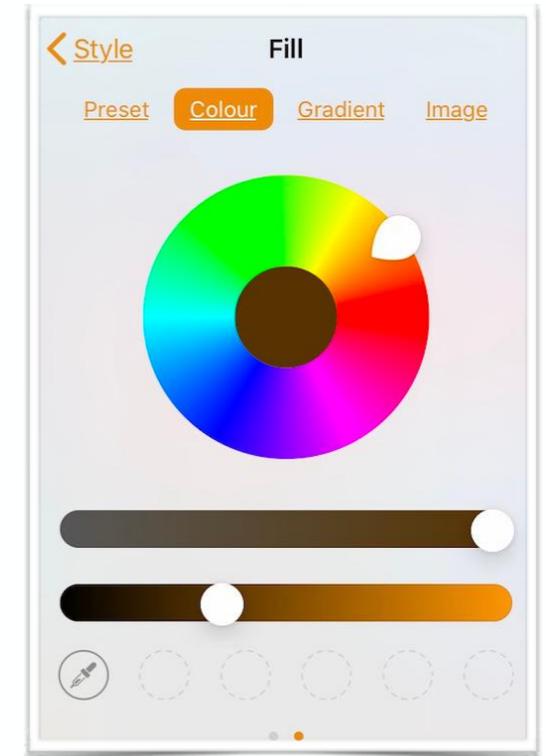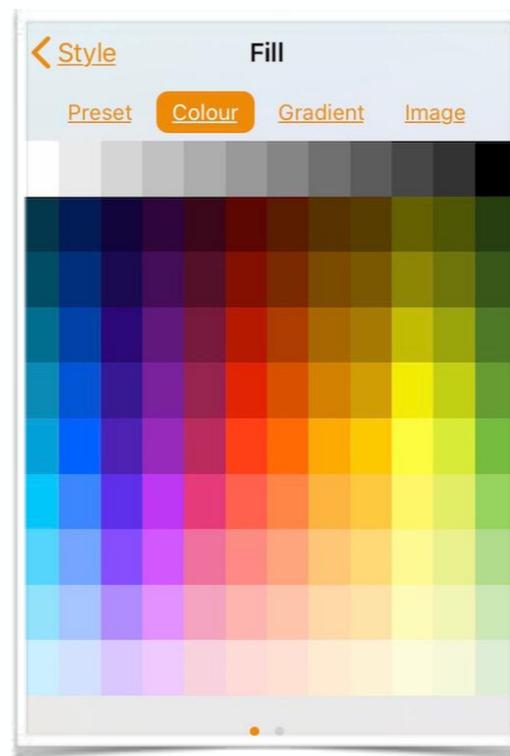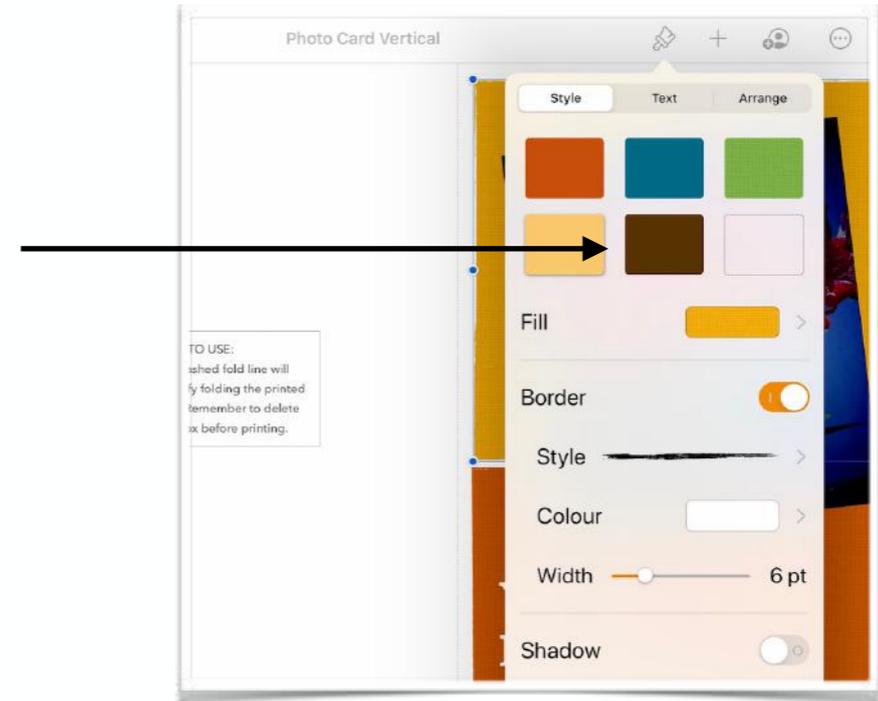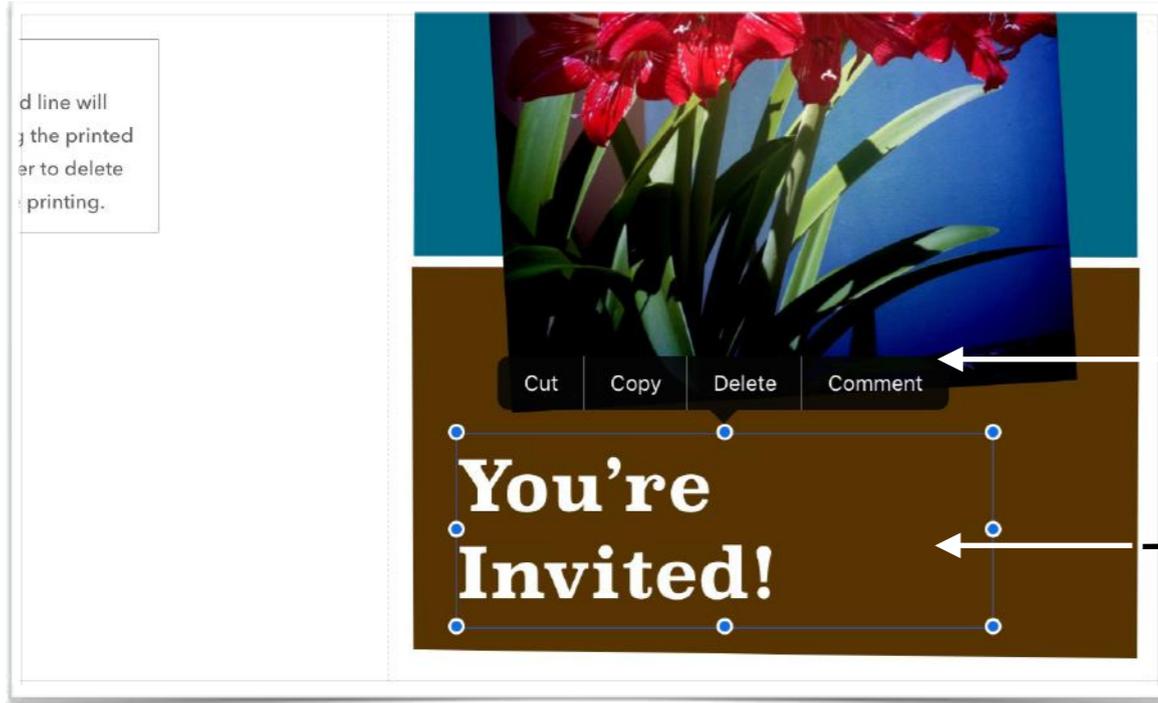Since we have selected the dark brown, in this case, the background immediately changes to that colour.

Of course, as you probably guessed, there are more options hidden away, if only we know how to find them. When you tap the **Style** options, and **Fill** in this case, you will find there are more colour options, including colour gradients and even a colour wheel to choose from.

If you get even more adventurous, you can even try the **Image** fill option, but for now let's just keep things simple.

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d line will
ı the printed
er to delete
printing.

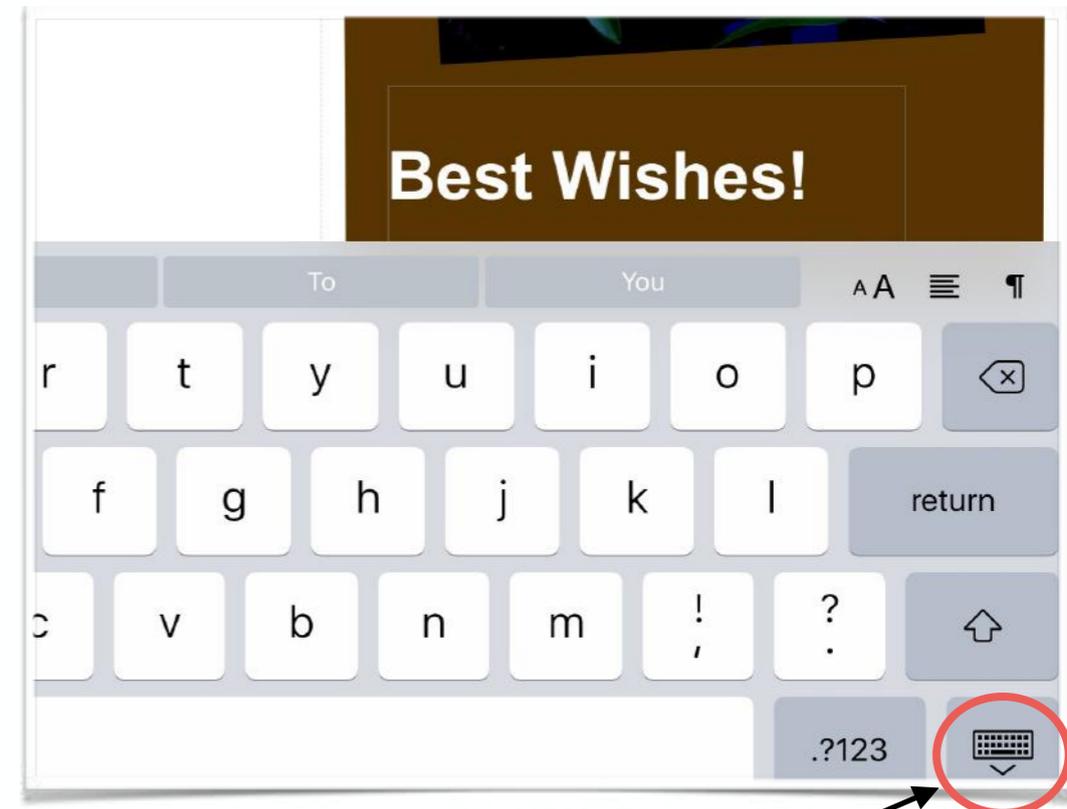### You're Invited!

Cut | Copy | Delete | Comment

To change the title text beneath the image, tap the title. Once selected, the keyboard will become available allowing you to type over the highlighted text.

Double-tap the title to select text. This will enable you to type over the existing text, replacing it with text of your choice.

Note: You need to double-tap quickly to select the text. The selected text will be highlighted in blue. Now it is ready to be replaced. Just start typing once the keyboard comes up!

If you need to change the font, select the **Text** properties tab (under formatting options) and select a different font whilst the text box is selected.

Once you have finished typing, just tap the 'keyboard icon' to close the keyboard, or just tap anywhere else on the screen to deselect the text box. The keyboard will disappear.
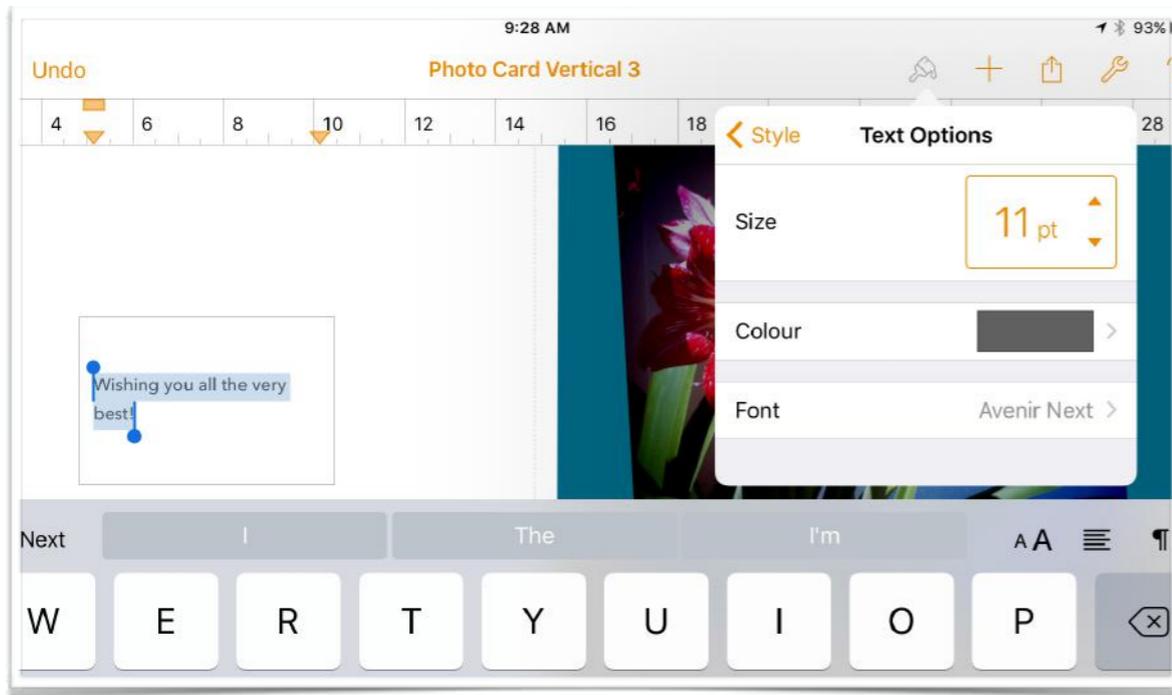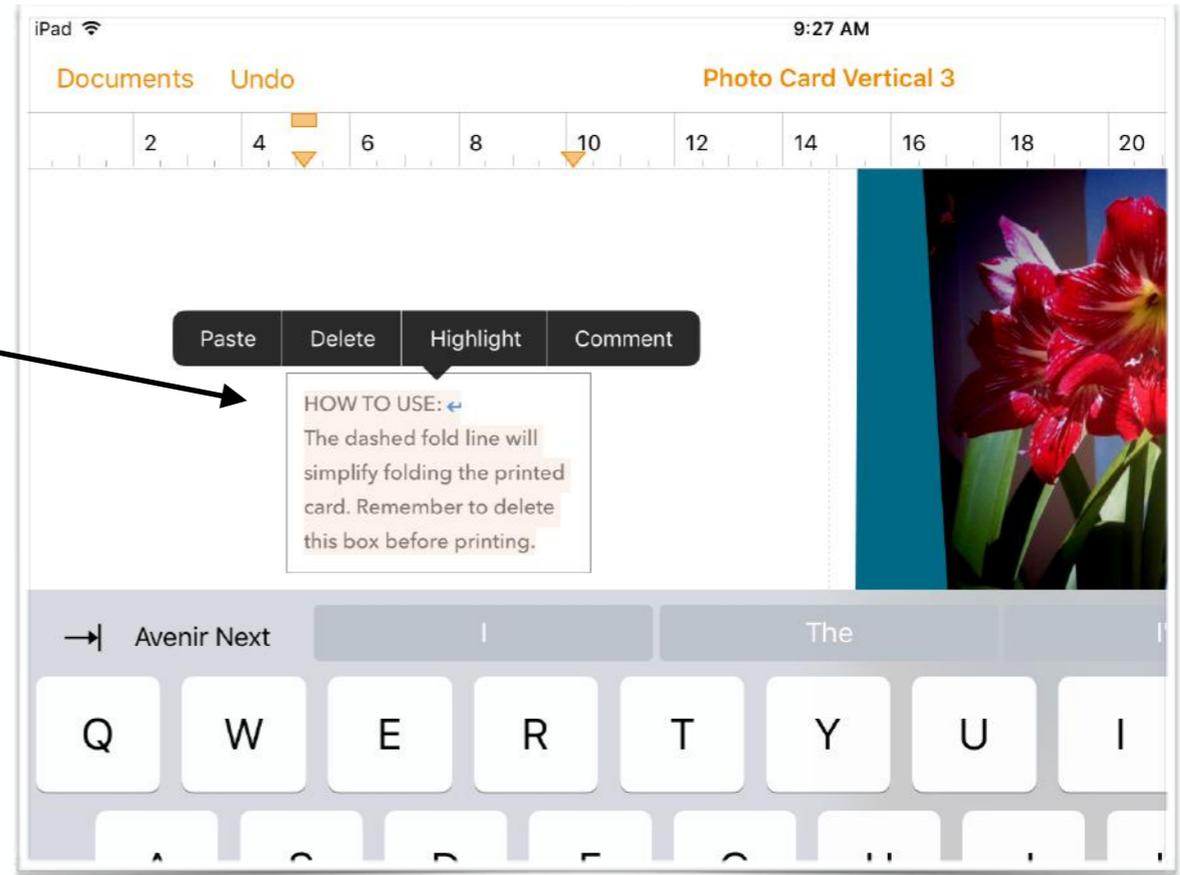
Best Wishes!

Keyboard Icon

In the body section of the card, as usual, you can change the text properties, by selecting the text and tapping the paintbrush icon to open up the properties editor. Let's focus on the text editing options next.

Tap to select text. Replace it with text of your choice. Whilst the text is still selected, tap the paintbrush icon. You should see the first level of editing options in a drop down box.

You will notice at this point you can change the font size and colour. There is also a right arrow which leads to a next screen of font styles.
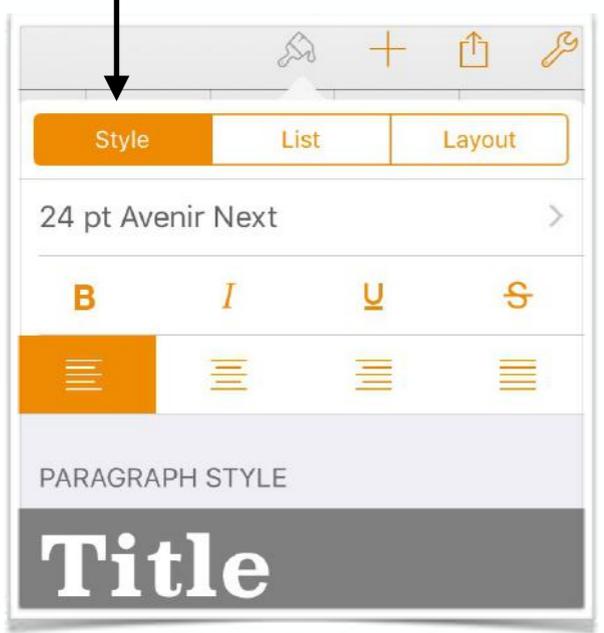
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Pages - Editing the Card
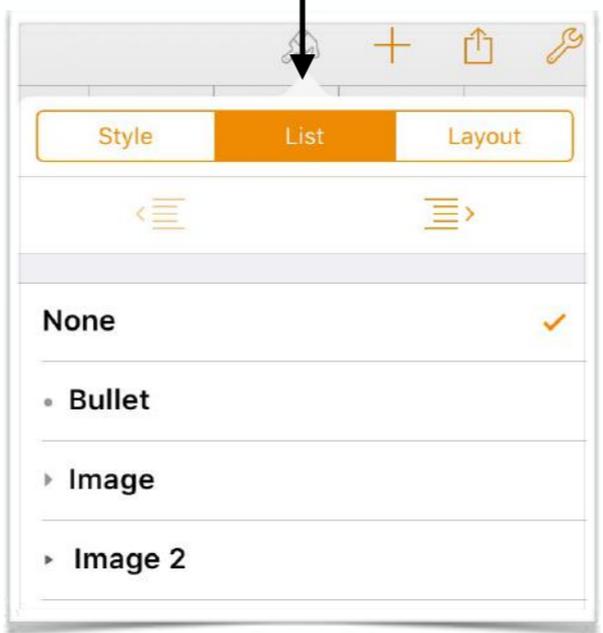
Adjusting the Properties - *continued*

The text editing options are organised under three separate tabs:
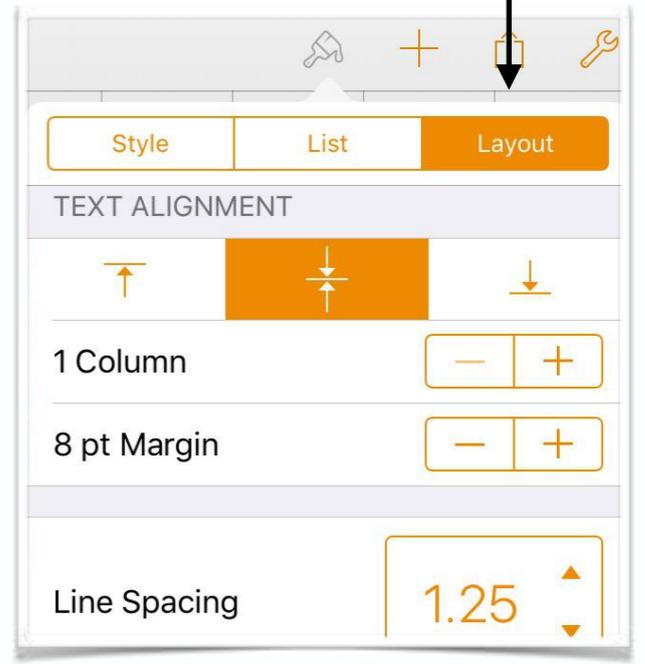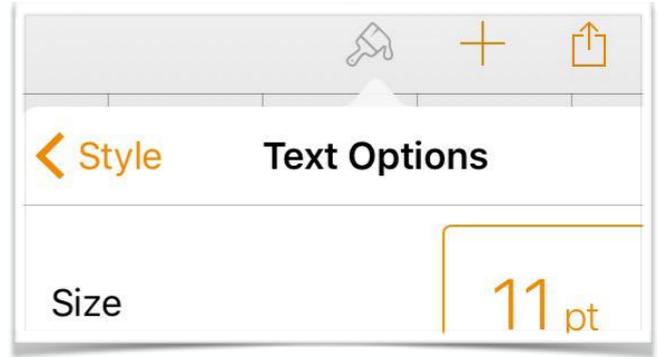- Style
- List
- Layout

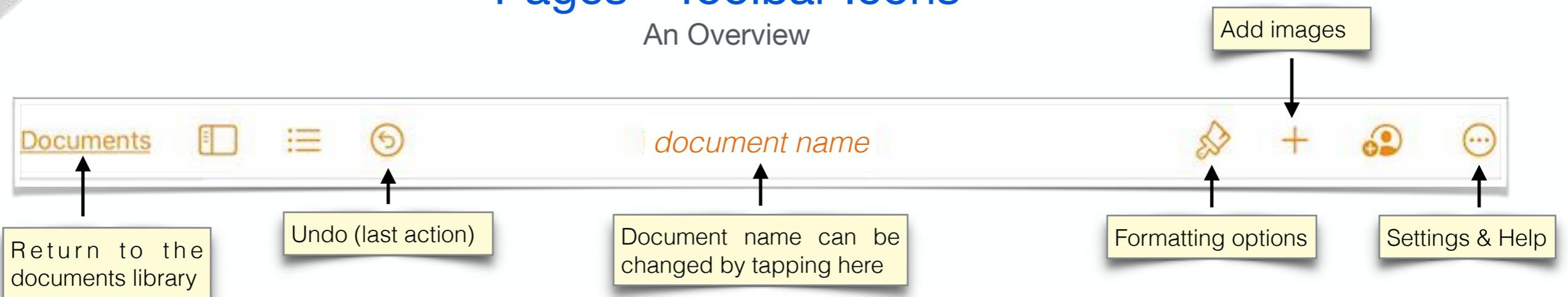## Style

List

Layout

Within each drop down box of editable properties, you need to follow the right arrows to delve deeper into the properties. To go back, you need to follow the arrow back to the previous set of properties (if needed).

Pages - Toolbar Icons
An Overview

Add images

Documents

document name

Return to the documents library

Undo (last action)

Document name can be changed by tapping here

Formatting options

Settings & Help

The paintbrush icon gives access to the controls for modifying text and **object properties**.

The toolbar icons are for accessing functions to edit object properties, add content, and access document settings such as page layout and printer setup. There is now an inbuilt user guide with index ,which opens in a separate floating window *(see below)*.
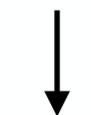
Add objects to the document (usually photos or other images from file)

This icon provides means for **collaboration** with other people through iCloud, usually for working together on a Pages document.
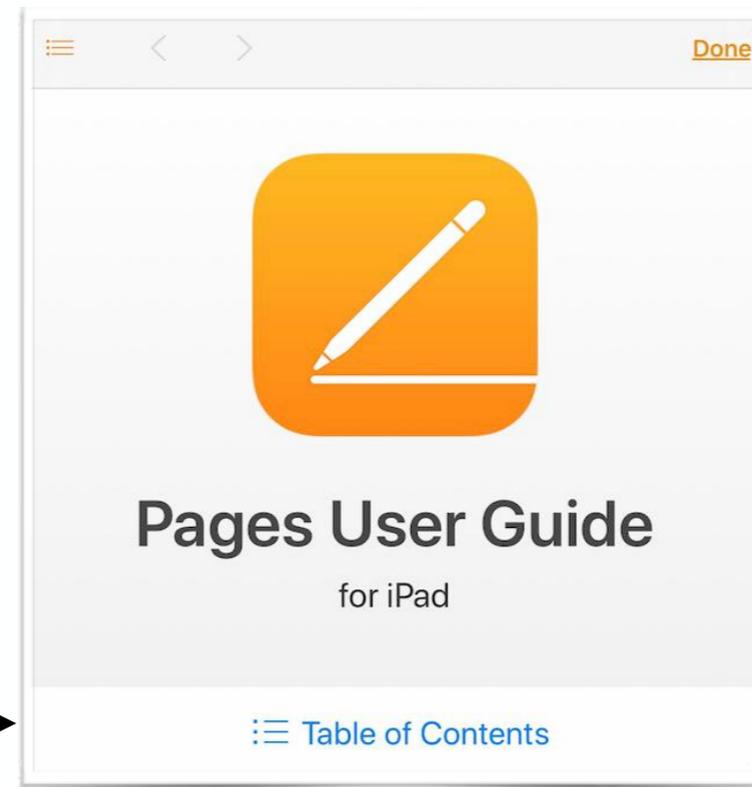
The **ellipsis** icon gives access to the usual **Share**, **Export**, **Settings** and **Help** etc.

Pages Help

Access **User Guide** which has a menu and Search function

Done

Pages User Guide

for iPad

Table of Contents

Pages - Documents Library
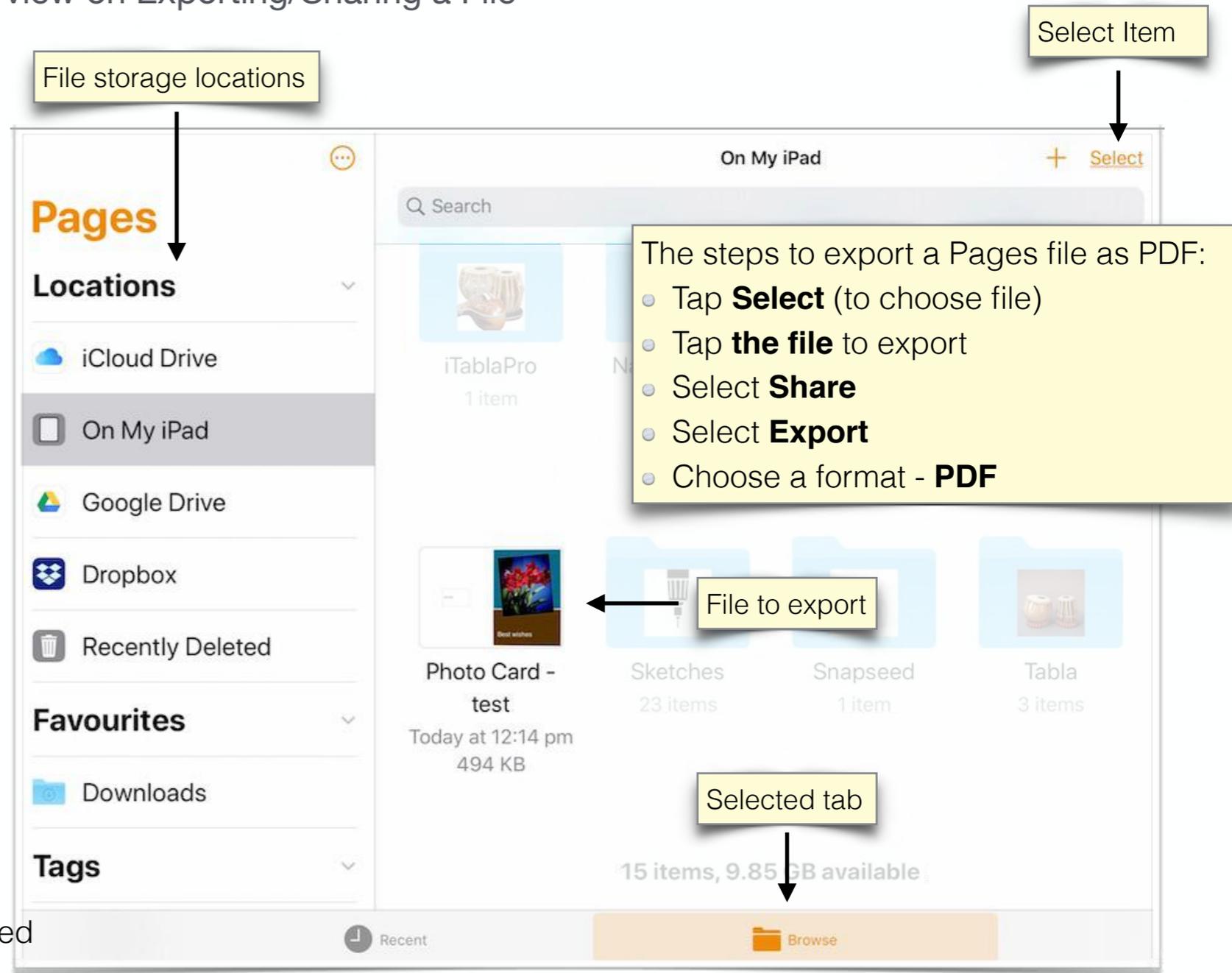## Overview on Exporting/Sharing a File

Since iOS11, the **Documents** library has had the Files app (file browser) integrated into it. This provides easy access to all of your documents created in Pages. From here you can create new documents, delete documents, export and share documents.

From iPadOS 13, there are a few more steps to exporting a file, and slightly more file type choices:

- PDF
- Word
- EPUB
- RTF
- Pages Template

The tick symbol indicates '**selected**'. You will see this next to the file selected

File storage locations

Select Item

On My iPad   + Select

Q Search

Pages

Locations

☁️ iCloud Drive

📱 On My iPad

🔺 Google Drive

📦 Dropbox

🗑️ Recently Deleted

Favourites

📁 Downloads

Tags

iTablaPro
1 item

The steps to export a Pages file as PDF:
- Tap **Select** (to choose file)
- Tap **the file** to export
- Select **Share**
- Select **Export**
- Choose a format - **PDF**

File to export

Photo Card - test
Today at 12:14 pm
494 KB

Sketches
23 items

Snapseed
1 item

Tabla
3 items

Selected tab

15 items, 9.85 GB available

🕐 Recent   📁 Browse

Note: Once you tap Select to choose the file to export or share, the option tabs at the bottom of the screen will change to **Share**, **Duplicate**, **Move** etc

Select option

Share   Duplicate   Move   Delete   More

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Summary

Pages - some of the basics

○ **Apple Pages** on the iPad will create .**pages** documents

○ A document can be exported to **Pages**, **Word**, **ePub** and **PDF** file types for sharing and collaboration

○ Documents are managed from the **Document Manager** (otherwise called the 'Documents Library')

○ A new document can be created from a template list: **Basic**, **Reports**, **Letters**, **Envelopes**, **Cards** etc

○ The template will contain text areas, and objects such as images which can be replaced at your choice

○ **Text** can be modified according to **font style, size, colour, alignment** etc

○ **Background colours** can be altered according to various choices including **gradients, hue, opacity** etc

○ **Toolbar icons** provide access to options for editing object properties, adding new objects and controlling settings

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