

Making a brochure in Pages



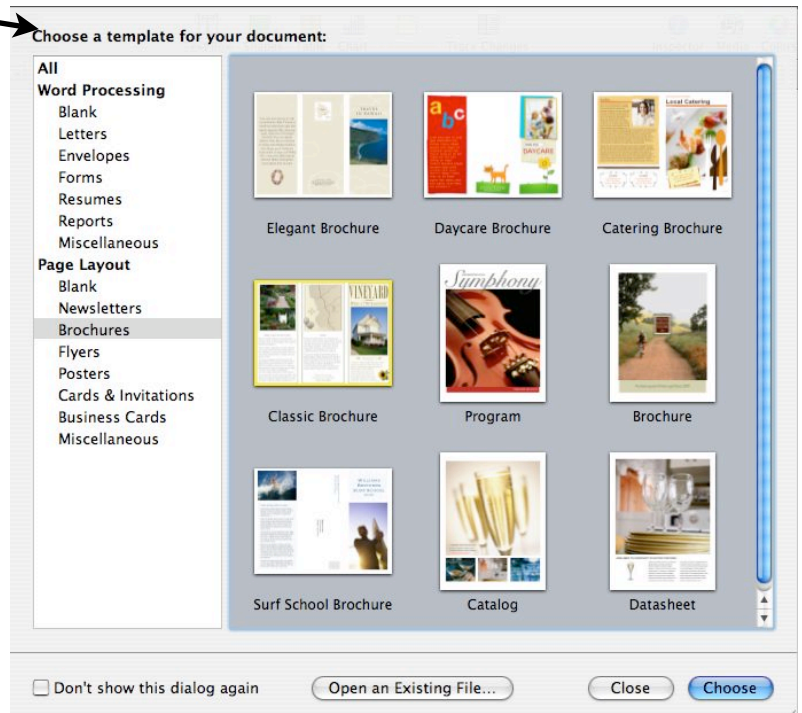
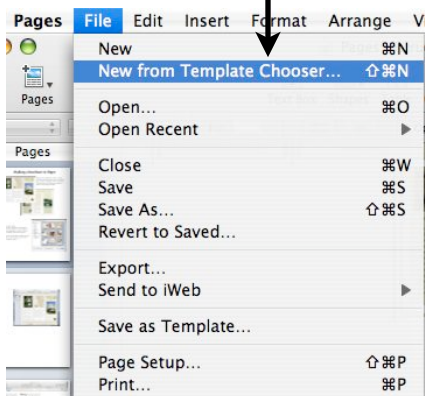
Pages provides templates to help you design various printed materials like letters, envelopes, forms, resumes, newsletters, flyers and posters. These instructions will help you to design a brochure using a Pages template.

Working with Templates

To start, open Pages.

A dialog box will appear with different choices for templates. Click on brochures, then the design that you want. Click the Choose button. The layout will open.

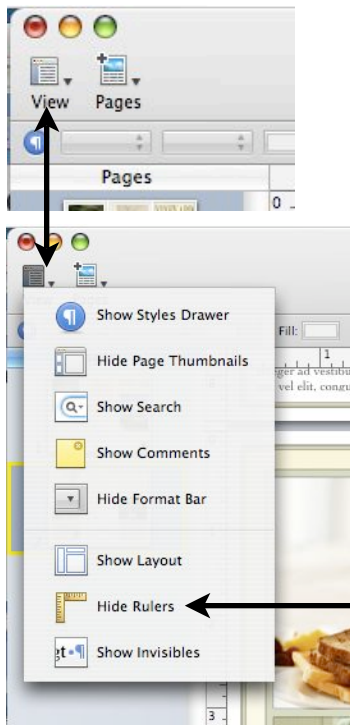
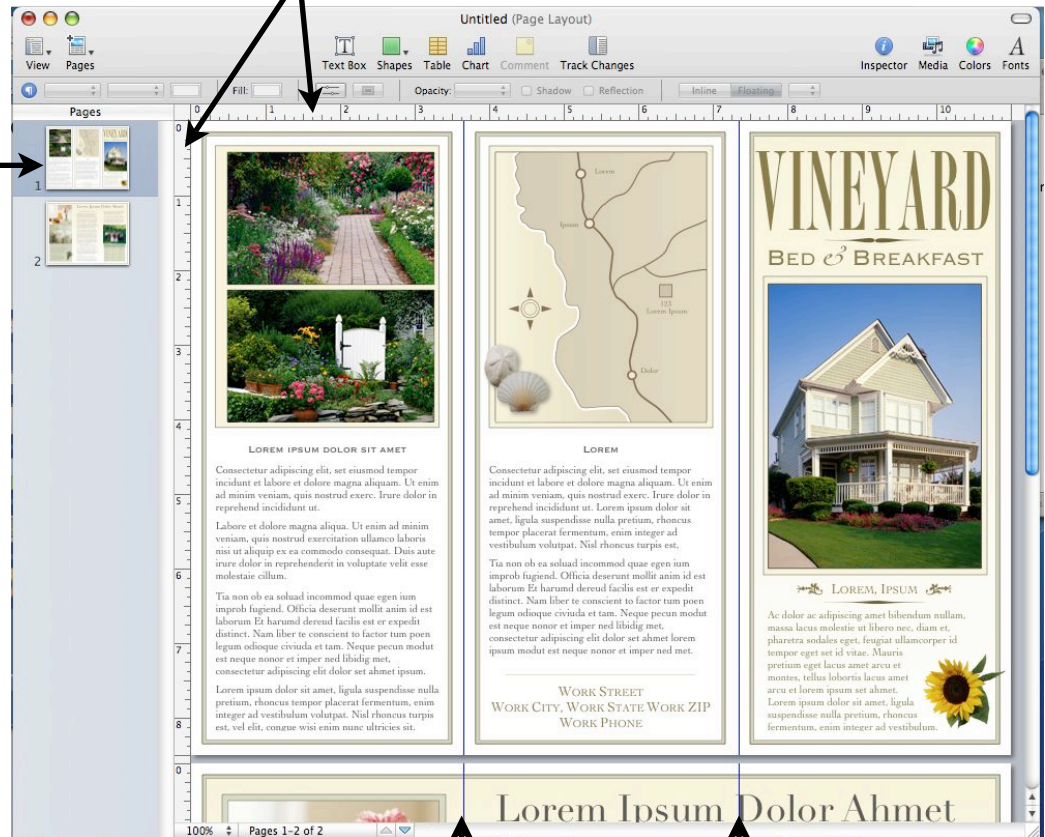
If you already have a document open in Pages and want to open a new template, go to File, New from Template Chooser...



Working with Templates continued

Click and hold to drag guidelines if desired.

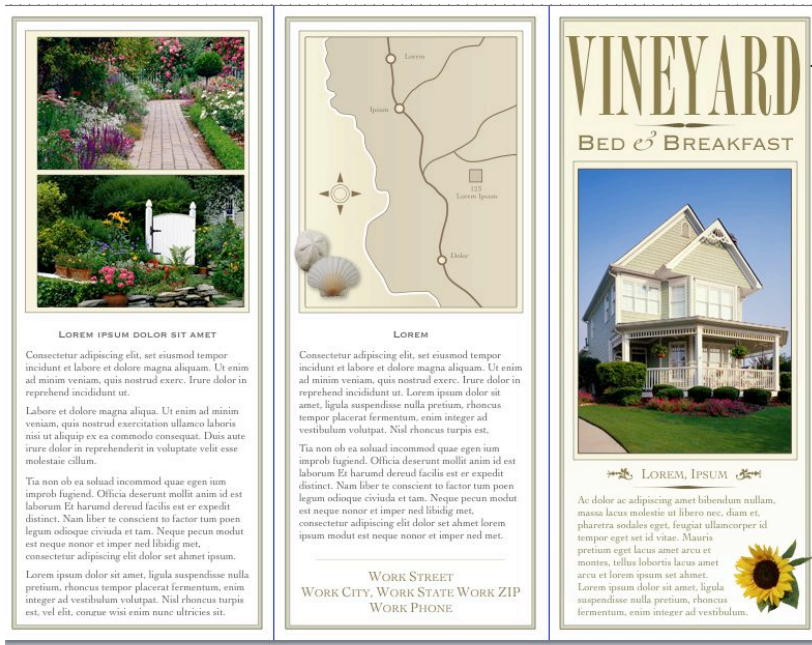
The left column shows thumbnail pictures of all of the pages in your document. You can use the scroll bar on the right to get to different pages or you can click on the thumbnail of the page of your choice.



The brochure template is divided into three sections to give you a perfect tri-fold brochure. The blue lines are guide lines to show you where the paper will fold. To make more guide lines, click the rulers on the left or top of the page and drag the cursor. You will see a blue line - position it to the spot you want it. To get rid of a guide line, click and hold and drag it off the page.

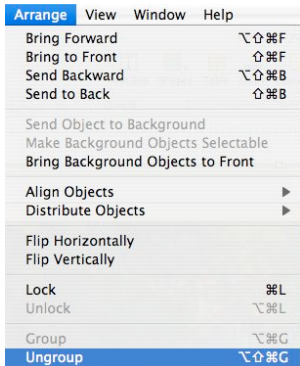
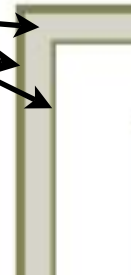
If the rulers are not visible, you can show them by clicking on the View icon at the top left and selecting Show Rulers from the drop-down menu. You can also hide the rulers in this same spot if you do not want them visible.

Template Borders and Colors



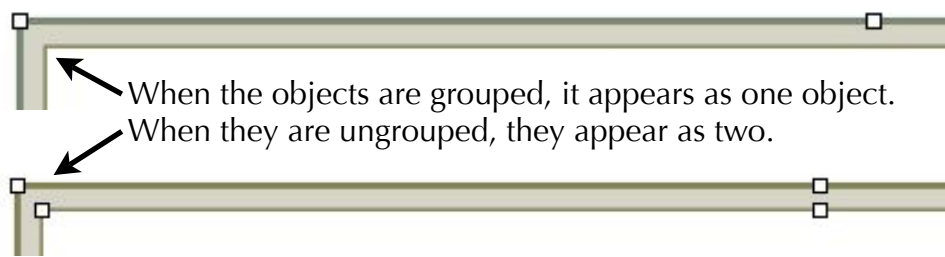
The template for the Classic Brochure comes with borders already in place. You may want to keep these borders but want a different color to go with your color scheme.

The borders in this particular template happen to be two different objects that are grouped together. The reason for this is the border has a thick line surrounded on both sides by a very thin line of a different color. Using two squares together is the only way to achieve this look.

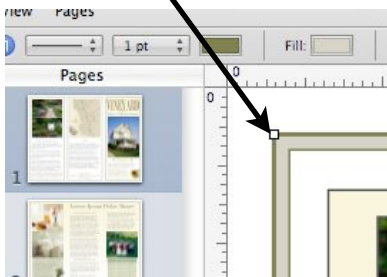


To change the colors that are used, first you must ungroup the squares.

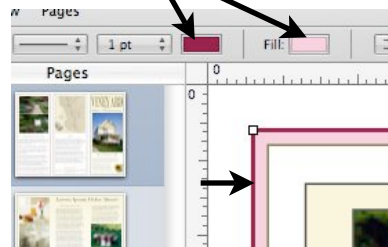
To ungroup them, click on the object then select Arrange, Ungroup or Option/Shift/Apple/G. This will separate the objects.



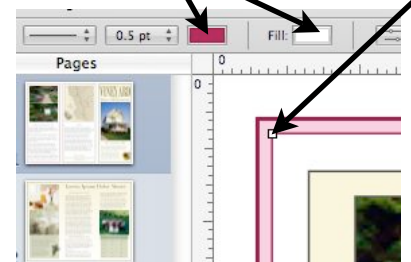
1. Click on one of the squares.



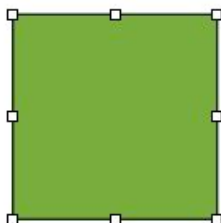
2. Use the border color and fill color squares to change the color to the one you want.



3. Click on the other square and change those colors in the same way.



If you want just a simple, one line border, draw the shape you want. Select the shape.



Change the type of line with the line drop-down menu.



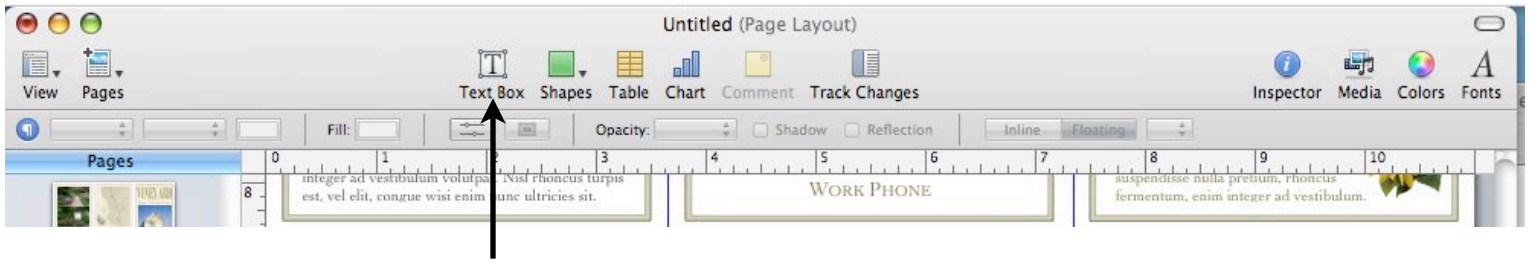
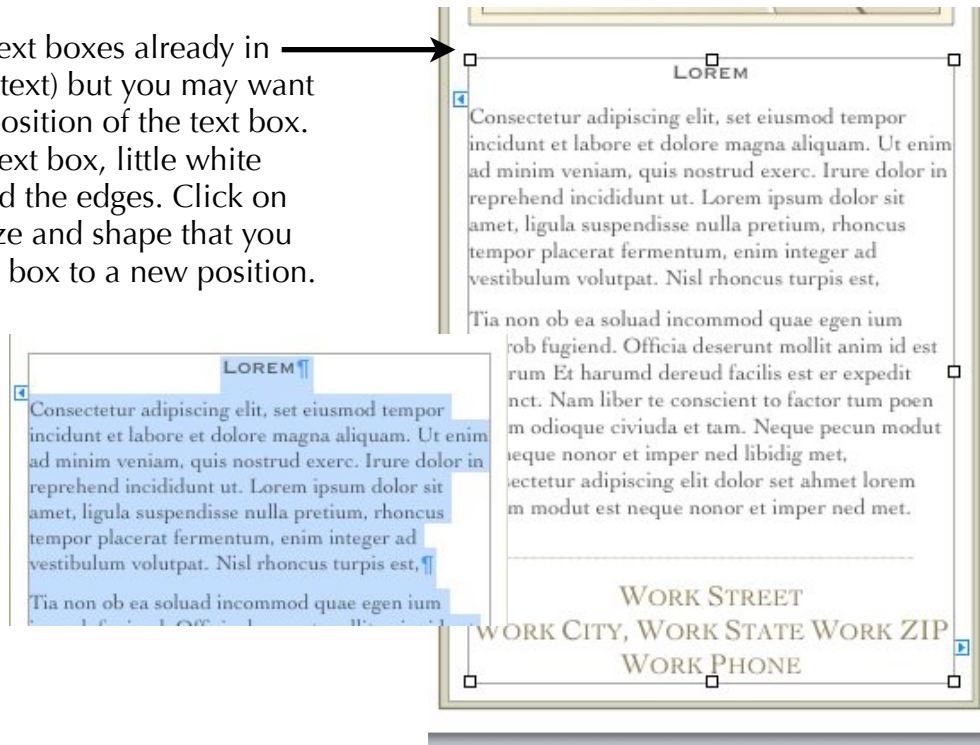
Change the weight of the line, use the weight drop-down menu.

To change the colors, use the border or fill color squares.

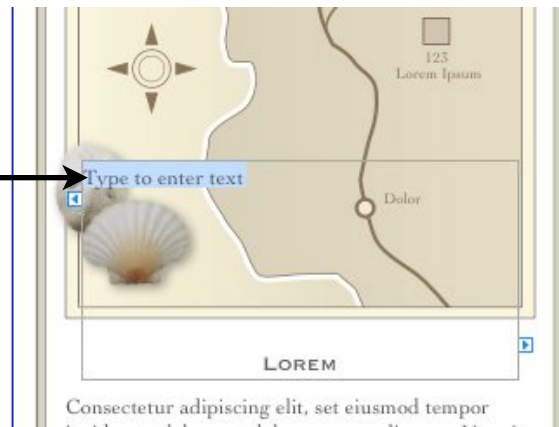
Adding Text

The template will have text boxes already in place (with placeholder text) but you may want to change the size and position of the text box. When you click on the text box, little white boxes will appear around the edges. Click on one and drag it to the size and shape that you want or move the whole box to a new position.

Highlight the text to replace it with your own. You can either type your text in or copy and paste it from another document (Apple C to copy and Apple V to paste).



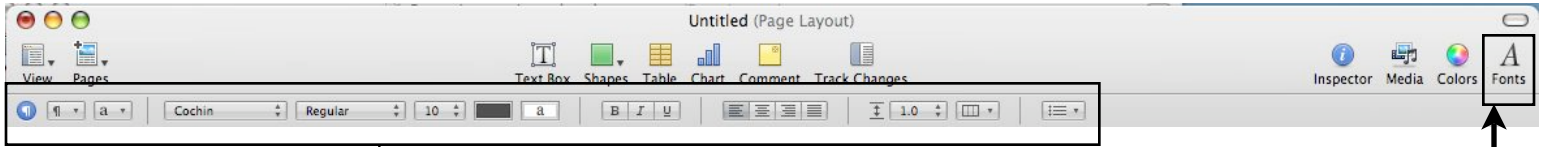
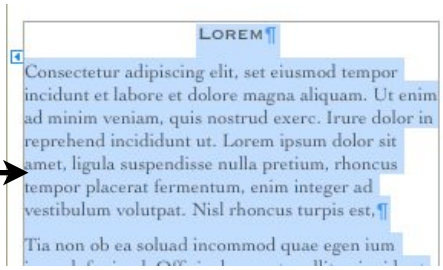
If you want to add a text box, click on the text box icon on the tool bar at the top. A new text box will appear with the words "Type to enter text." The text is automatically highlighted in blue so you can start typing. If you click on something else first, the text will get un-highlighted. Click on the text box to highlight it.



Changing Text

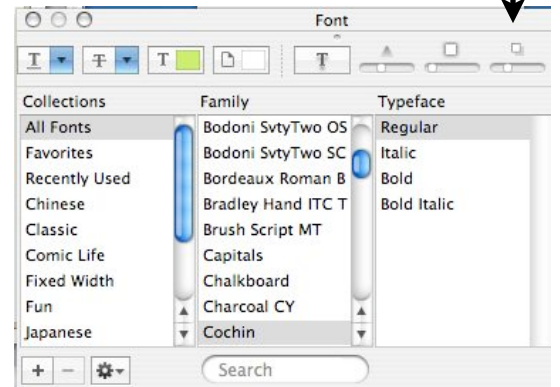
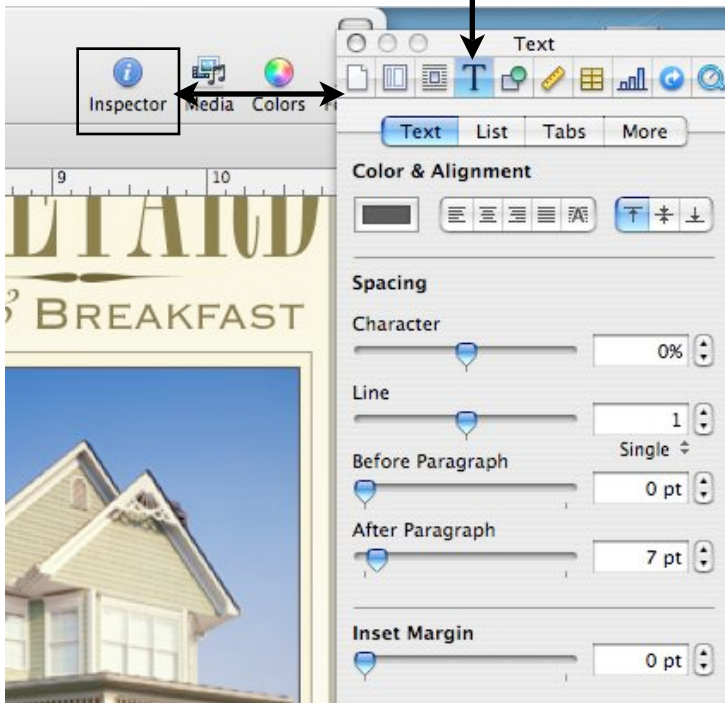
There are a few ways that you can change the look of the text (font, size, color, weight, spacing, etc).

First, highlight the text.



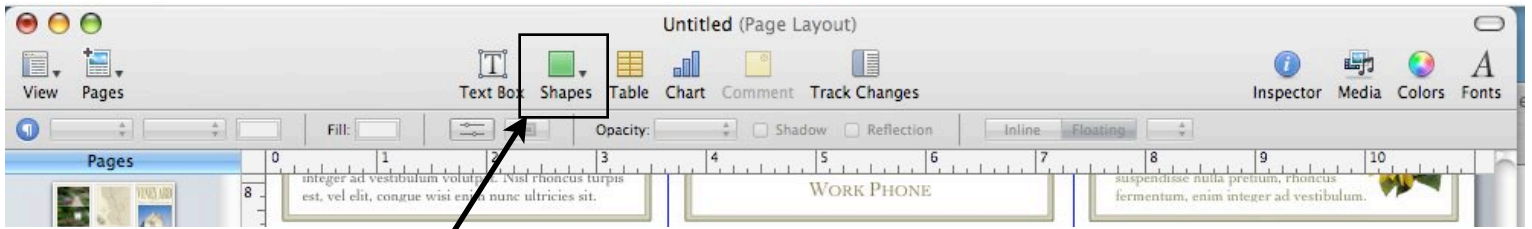
The tool bar at the top has most of the options to change your text. From here, you can change the font, the color, the size, alignment, spacing, columns and bullets.

You can also click on the Inspector button to open the Inspector browser window. Click on the T for the text options. This box will give you even more options.

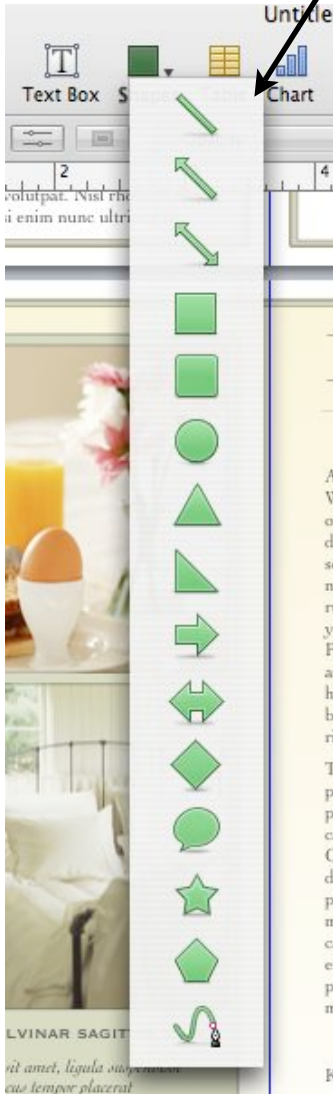


Open the font browser window by clicking on the Fonts button at the top right of the tool bar.

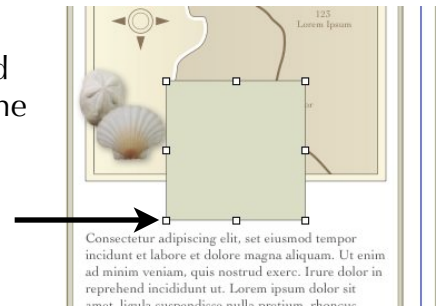
Adding Shapes and Color



To add a shape, click on the Shapes icon on the top tool bar. A drop-down menu will appear with all of the choices. Click on the one you want and it will pop up on the center of the page.



To change the size, click on it and white boxes will appear around the edges. Click on one of them and drag it out to the size and shape you want.



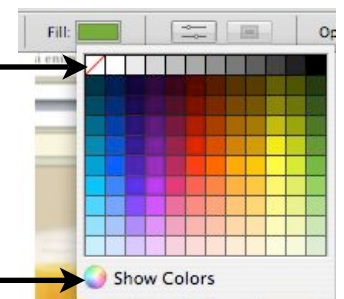
To change the type of line that outlines the shape or the weight of the line, use these drop-down menus.

To change the color of the fill or outline, or have no fill or outline, click on the color chooser squares.



If you don't want any of the colors already shown, click the "Show Colors" button to bring up the color wheel and mix your own color.

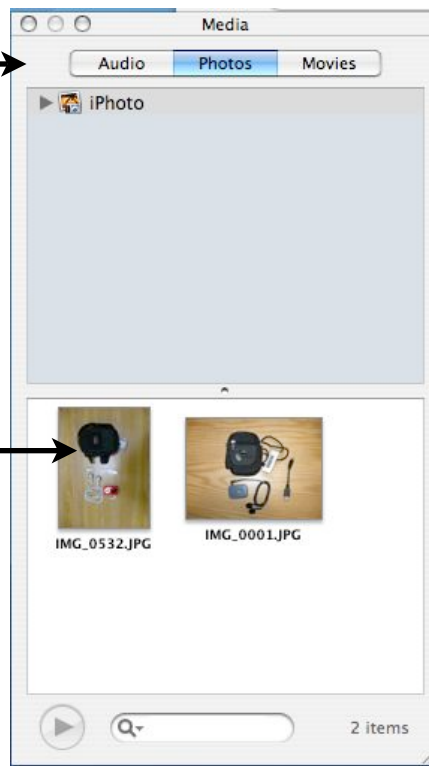
The white square with the red line through it is the "no fill" option.



Adding Photos

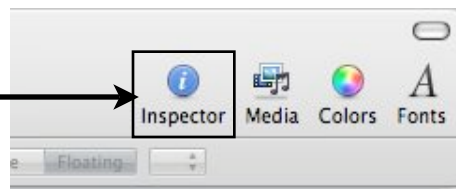
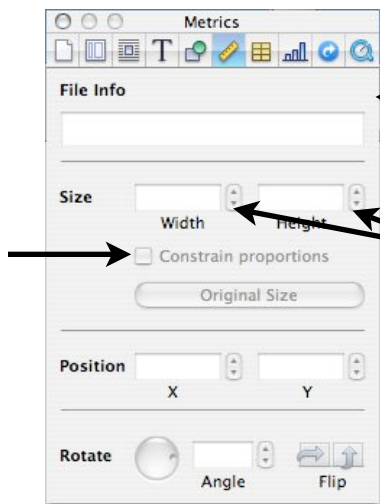


If your photos are in iPhoto, click on the media button on the right side of the tool bar. A browser window will pop up. Click the Photos tab to show iPhoto. The photos you have in iPhoto will appear in the viewing section. Choose your photo and drag it onto the layout.

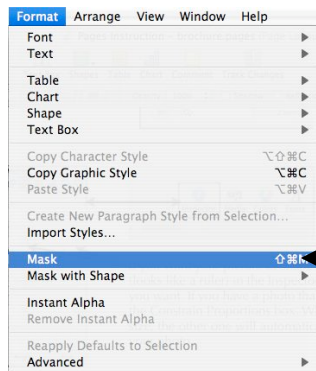


If your photos are in a folder on your computer, you can drag them directly from the folder. You must make sure they are prepared correctly first or else you could have problems with your document.

! Photos should be JPEGs and be no larger than 400K. Pages can handle other types of photos and larger sizes but our network **CANNOT**. If you put in something that is too large or a photo that is not a JPEG, your file may corrupt and you will lose all of your work.



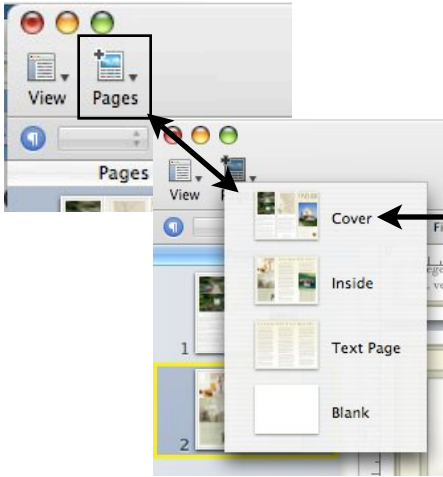
If you want your picture or shape to be a specific size, use the Metrics tab (looks like a ruler) in the Inspector browser window. Type in the size that you want. If you have a photo that you don't want to be distorted, check the Constrain Proportions box. When you give either the width or height of a size, the other one will automatically change to keep the proportions of your photo.



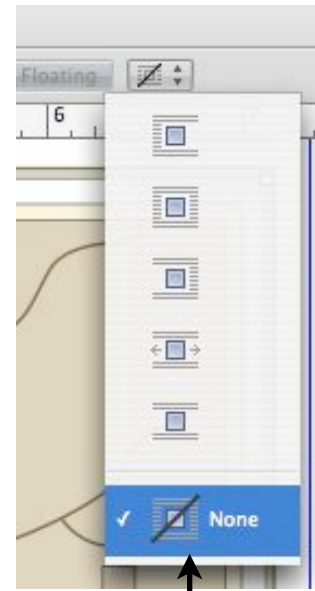
If you want to crop a photo, you can do that using a mask. Click Format, Mask (or Mask with Shape if you want a shape other than a square). A dotted line with white boxes and a shaded box that says Edit Mask will appear on your photo. Click and drag the white boxes to the spot on your photo where you want it to be cropped. When you click off the photo, your picture will be cropped. If it does not look the way you want it to, click on the photo again, then click the Edit Mask button. Adjust the outline to the way you want it.



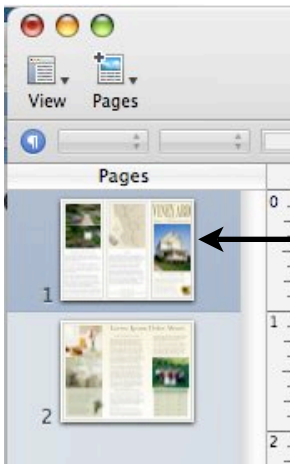
Adding and Deleting Pages, Using Text Wrap, And Arranging Objects



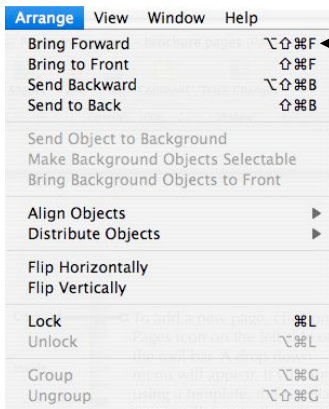
To add a new page, click on the Pages icon on the left side of the tool bar. A drop down menu will appear. If you are using a template, the template pages will appear there too so you can add another page that already has the layout on it or you can add a blank page.



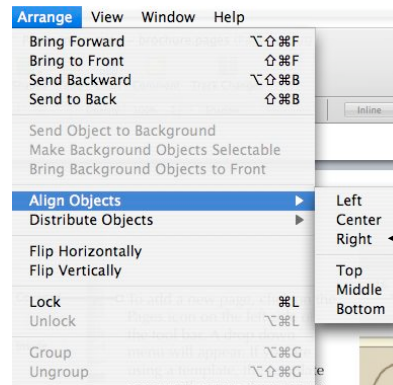
If you have pictures and text, you may want the text to wrap around a picture or you may want to have text overlap a picture. Use the text wrap drop-down menu found on the tool bar to pick which option you want.



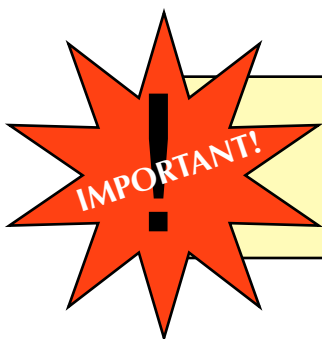
To get rid of a page that you don't want, click on the thumbnail picture of the page you don't want and hit delete. A dialog box will pop up asking if you are sure you want to delete the page. Hit delete or cancel.



When you have overlapping objects, you can bring them to the front or send them to the back. Click on Arrange and then choose the option you want.



Pages makes it easy to align objects. Click on all of the objects that you want to align, then click on Align, Align Objects. Choose the option you need.



Save frequently!!!
The more often you save, the less likely you will lose your work. AppleS is the quick key to save.

Quick Tip!
If you want to undo something you just did, press AppleZ. It will undo your last move.