

Pages Brochure

1. Click on the PAGES icon in the Dock at the bottom of your screen. It looks like a bottle of ink with a pen on top.

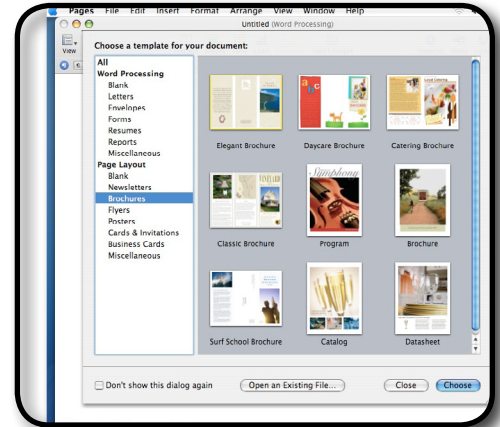


2. On the left side of the page, under PAGE LAYOUT, click on BROCHURE and then click on the design you like best. Make sure the template you choose has lots of places for pictures and words.

3. Once your template is open, click on FILE in the menu bar at the top of the screen and choose SAVE AS.

4. Name your file and save it to the desktop.

5. Click PAGES on the menu bar at the top of the screen and select QUIT PAGES .



Saving your Work to the Files1 Server.

1. Click anywhere on the desktop so that you see FINDER in the top left menu bar.

2. Click on Go and select CONNECT TO SERVER at the bottom.

3. Click CONNECT.

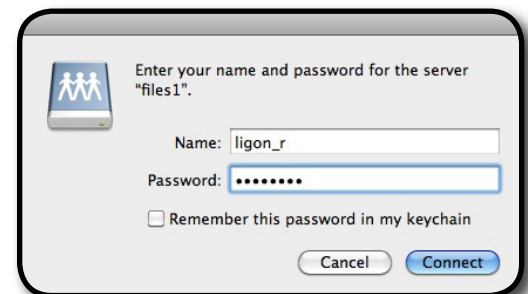
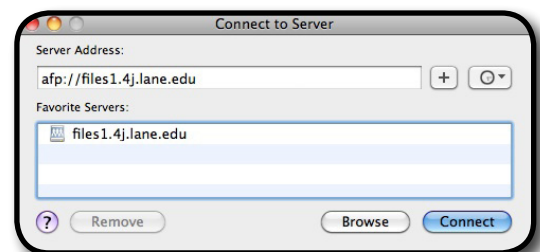
4. Type in your 4J user name in the Name box.

5. Type in your 4J password in the Password box.

6. Drag your Pages file into your files1 server account.

7. Once you see it in your files1 server window, delete the Pages file that is still on your desktop.

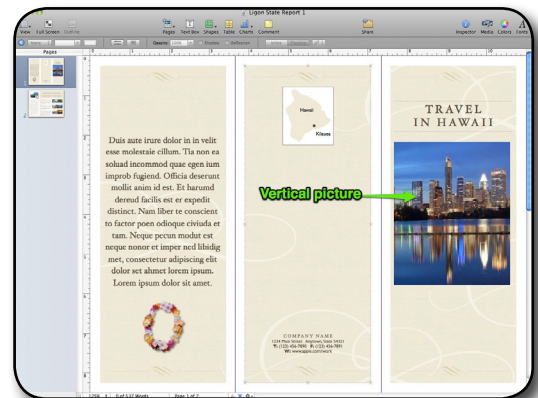
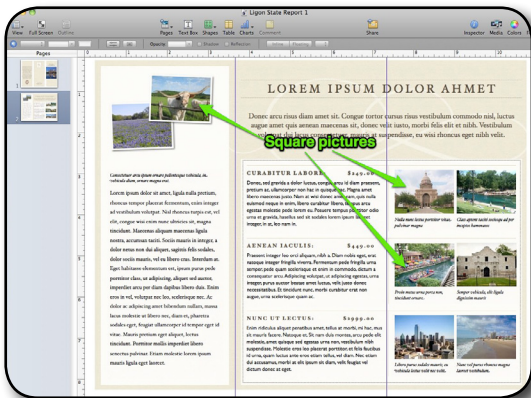
8. Go back to your files1 server window, and double click your Pages file to open it up. You will work on it in the server from now on.



Pages Brochure

How to Add and Edit Photos

1. You need to get photos for your brochure if you haven't already. Follow the instructions in the "Getting Photos using Google Images" pdf or watch the video tutorial to learn how to save photos to the desktop.
2. Click on the photo you want to use and then drag and drop it into the photo placeholder in your brochure template. Do this for all your photos.
3. Fitting your photo to the placeholder:
 - a. The easiest way: If the placeholder is vertical, find a vertical picture to put in it. If it is square, put a square-shaped picture in it.



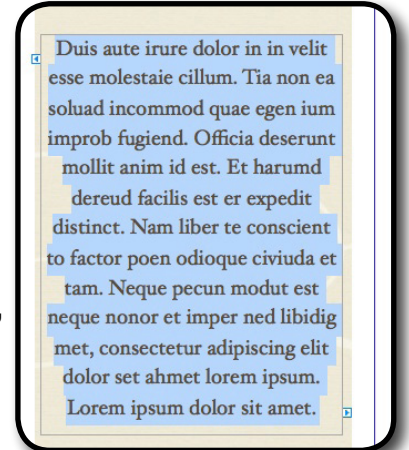
- b. If you need to put a picture in a photo placeholder that doesn't fit: Drop the photo you want into the placeholder and then double click the picture. An edit window appears below your picture. Move the slider bar to make your photo larger or smaller. Or grab one of the white square "handles" at the corners or sides of the picture and resize it that way. Click on EDIT MASK and grab the handles to edit your photo to make the changes you want.



Pages Brochure

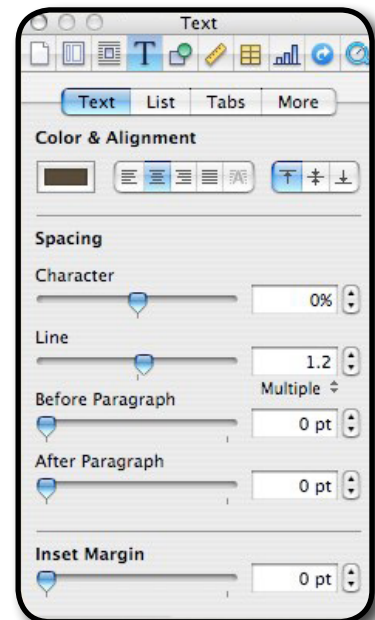
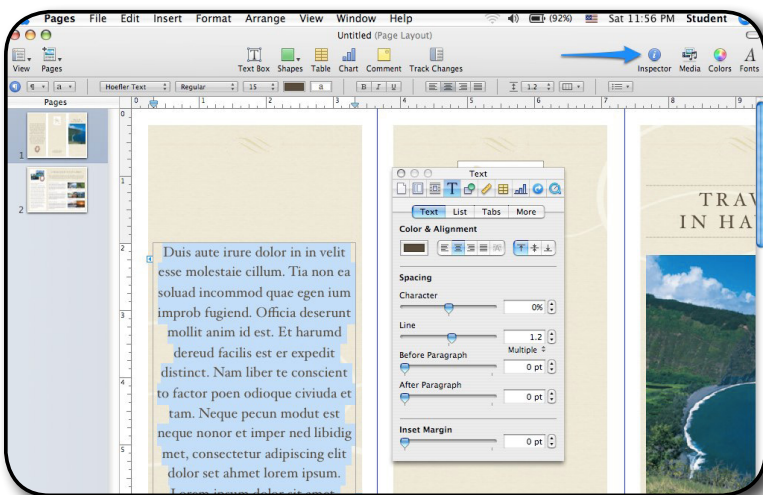
How to Add and Edit Text

1. **Adding your text:** Select the text you want to change by double clicking it or click and drag your cursor to select it. Selected text will turn blue. Type in your information.
2. Add all your facts and information first before changing font style, color, size, etc.



Changing Alignment and Spacing

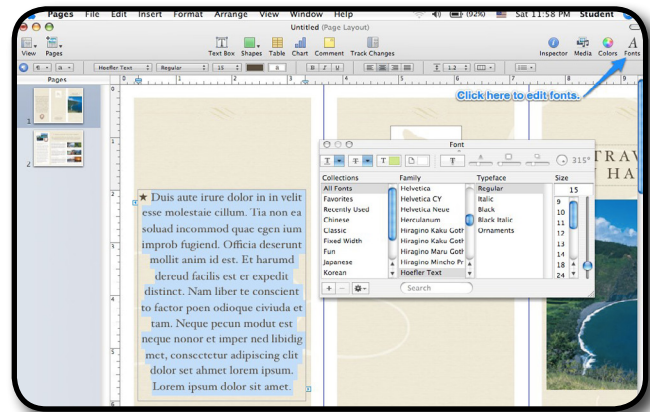
1. Select the words you want to change by double clicking it or click and drag your cursor to select it. Selected text will turn blue.
2. Click on the INSPECTOR icon in the menu bar.
3. Click on the T in the Text Edit window.
4. In the Inspector, you can change spacing between lines, whether you want your text centered, you can create bullet points and more. Experiment with each feature to see if it's something you'd like to change in your layout.



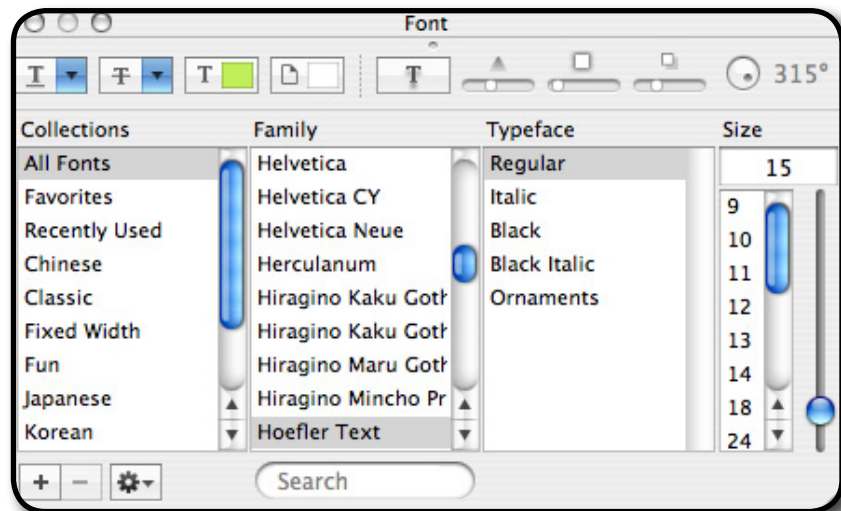
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Changing Fonts, Size, Color, Etc.

1. Click on the FONTS icon in the menu bar.



2. In this edit window, you can change fonts, as well as its size, color and style. You can add a drop shadow or underline. Experiment with each feature to see if it's something you'd like to change in your layout.



3. *Do Overs!* If you want to go back to a previous version, hold down the COMMAND key and press the Z key.

Final Steps

1. Proof all your words to make sure your spelling and punctuation are correct.
2. Save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.
3. Once your teacher has given the okay, you may print your brochure!
4. To disconnect from your server file, drag the SERVER ICON with your name on it into the trash.