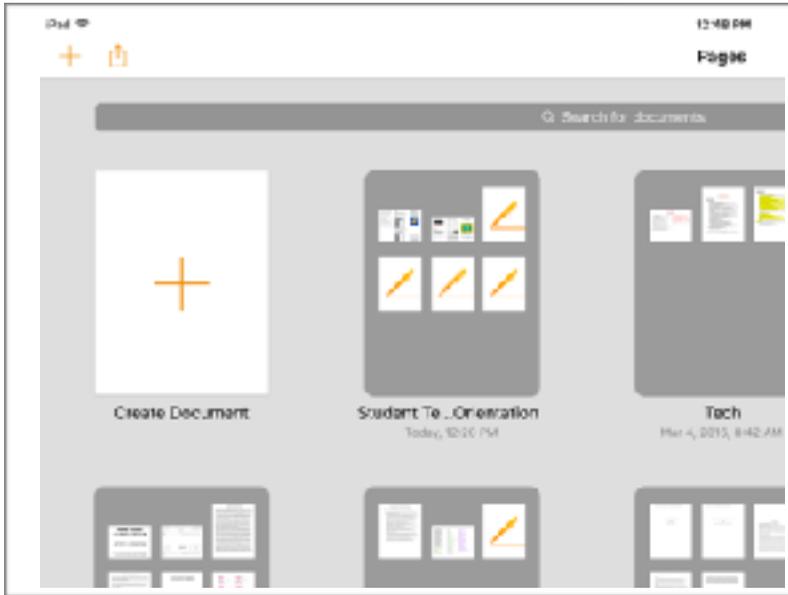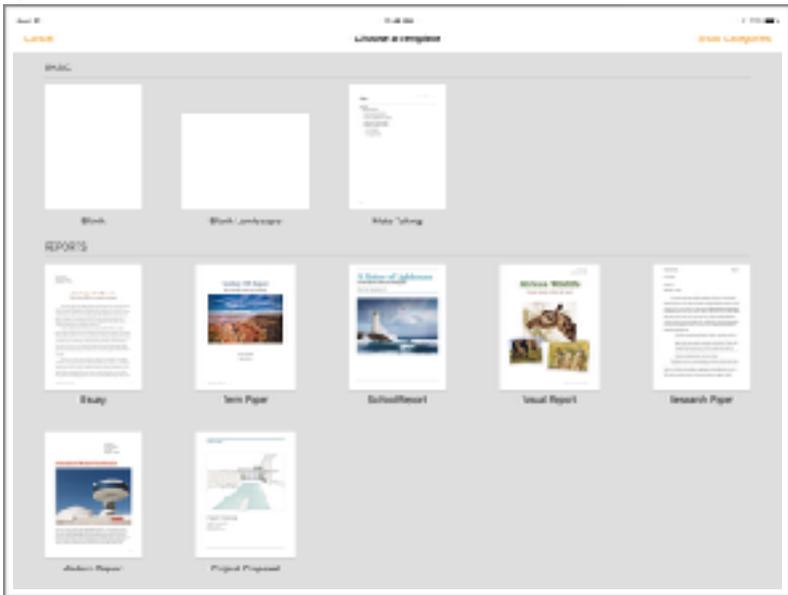# Creating a Document

When you open Pages, you will see all of the documents you have created. To create a new document, click on the "+" in the upper left document.
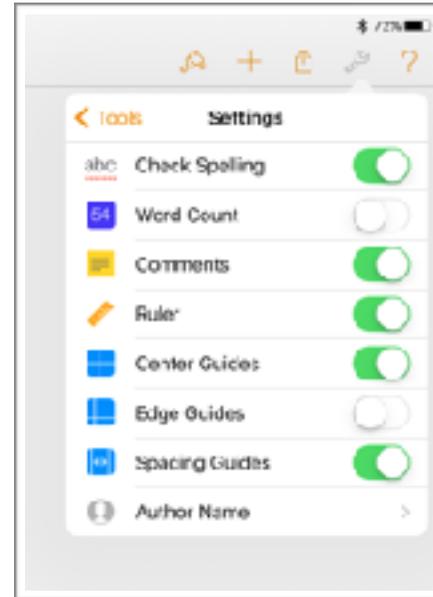

Once you select to create a new document, you will see options to make blank documents or chose a template provided.
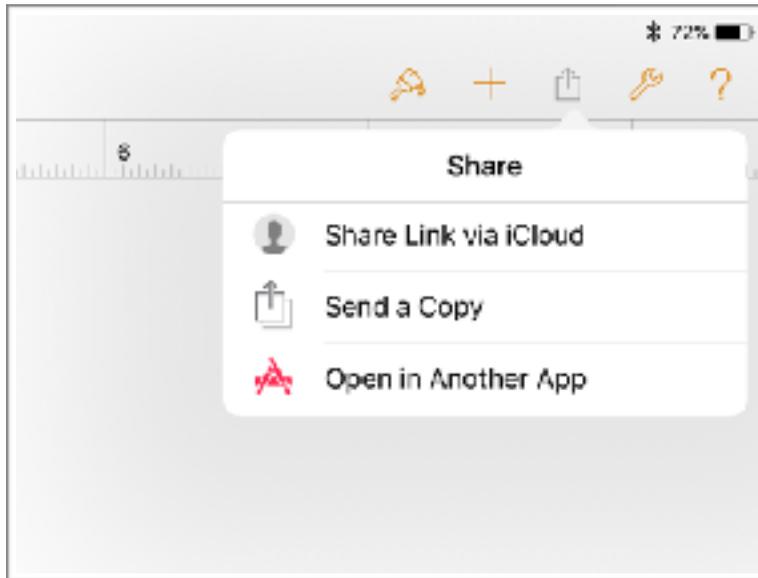

Settings

This is where you can turn off and on different features. The features you will use most often are spell check and

Sharing

Your document is automatically saved to your iCloud Drive. From the sharing icon, you can send it via email or open it in another app, such as Google Classrooms or Notability.


Pages 101

Student Edition 2016

This was created for the students and teachers at USD 387, Altoona-Midway by Crystal Bjorgaard.

For additional technical assistance with Pages, Please visit the *Technology Assistance 101* webpage **http://wp.me/P2B2Su-1Xx**
or contact the Technology Staff at
techsupport@usd387.org

app icon from: iTunes.apple.com

To change formatting in the document, the paintbrush in the toolbar is where you want to go.
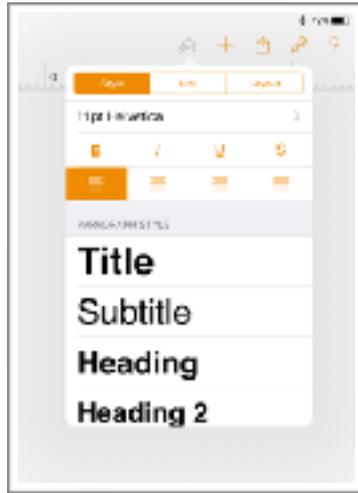
The style section is where you can make basic formatting changes such as font, size, arrangement, and also setting the paragraph style.

The list section is where you can indent/outdent, and add lists with bullets or numbering.

The layout section is where you can add or remove columns to your document and change the line spacing. To make a document double spaced, change the line spacing to 2.
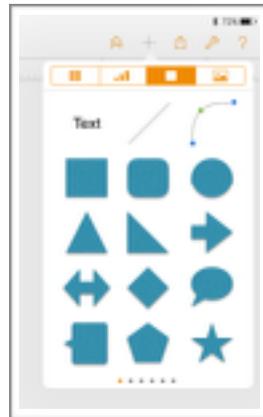

To add things besides text to your document, the "+" in the toolbar is where you want to go.
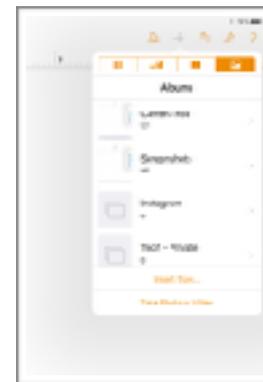

The first set of options let you insert a data table from Numbers.

The second set of options let you turn that data table into a graph, or insert a graph from different data.
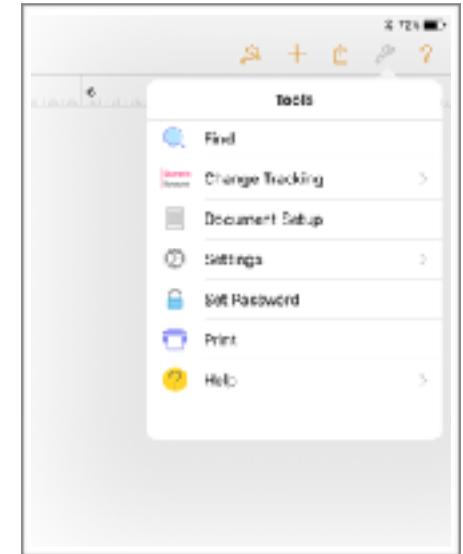

The third set of options let you insert a text box, lines, or shapes.

The forth set of options lets you insert photos from your camera roll.

For settings and other options, the wrench in the toolbar is where you want to go.

This is where you go to search in your document, print your document, see settings (more details on reverse side), and get help if needed.

The document setup section is where you will change the margins of the document and add/edit headers and footers.