

30 Minute Classroom Meals with Pages '09 presented by Mathew Needleman



The Toolbar

View Menu
Lets you Show and Hide Layouts, Rulers, Thumbnails, Format Bar, etc.

Section Menu
Lets you insert and organize breaks like page breaks and allows you to setup different styles for each section.

Buttons for inserting Items
Text Box Shapes Table Chart Comment Track Changes

Track Changes
Allows you to notate the changes you make to text.

Buttons for Opening Panels
Inspector Media Colors Fonts

Paragraph Styles

Character Styles

Font Settings
Includes Choice for a background color border around text

Alignment

Line Spacing

Columns

Bullets and Numbering

Show/Hide Comments Drawer

Links

Please visit Creating Lifelong Learners: <http://www.creatinglifelonglearners.com> (search for Pages or iWork or select "Upcoming Workshops" category on the right hand side) for extended handouts, design tips, and royalty free images.

Acknowledgement: Thank you to Davidson County Schools for their screen captures used in the creation of this handout.



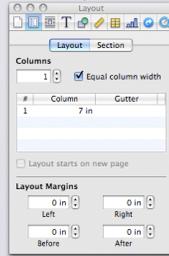
Object Inspector Window

Document



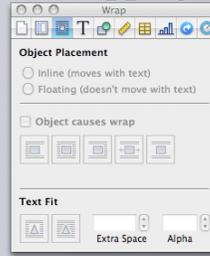
Settings for the document like *margins*, *headers*, *footnotes* and *hyphenation*.

Layout



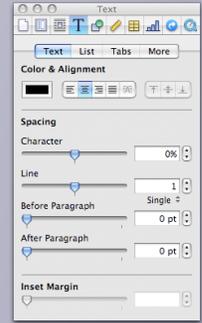
Settings for *Layouts* and *Sections* like *Columns* and *Page Numbers*.

Wrapping



Settings for *text wrap* around objects (text boxes and graphics). Also sets object to *float* or be *inline* with text.

Text



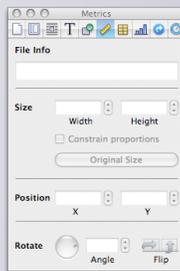
Text settings like *color*, *alignment*, *line spacing*. Has other tabs for *bullets* and *lists*, *tabs* and more.

Graphic



Has *Fill*, *Line* and *Shadow* and *Opacity* Settings.

Metric



Has Settings for *graphic* and *text objects* like *size*, *position* and *rotate*.

Table



Table Settings like *rows* and *columns* and sizes, *borders* and *backgrounds* for cells and table and a separate tab for specific *cell settings*.

Chart



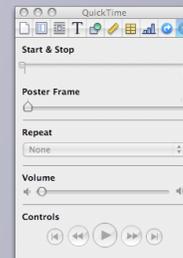
Chart Settings like *Axes* and *Borders* and their formats and *number formats*.

Hyperlink



Settings for adding *hyperlinks* - Visible Text and the URL.

Quicktime



Playback settings for inserted *movies*.