

Pages



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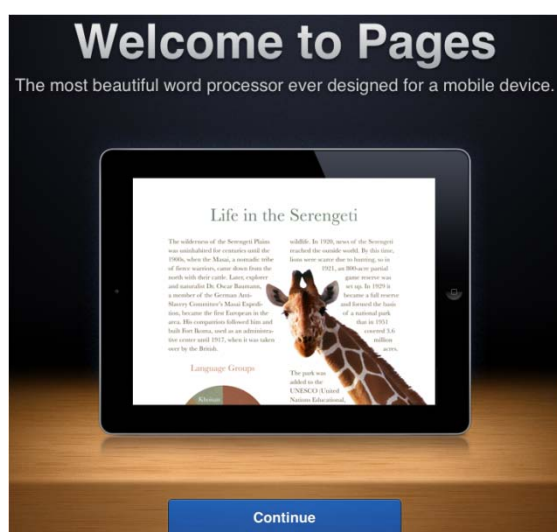
Step One

Select the "Pages" icon on the iPad



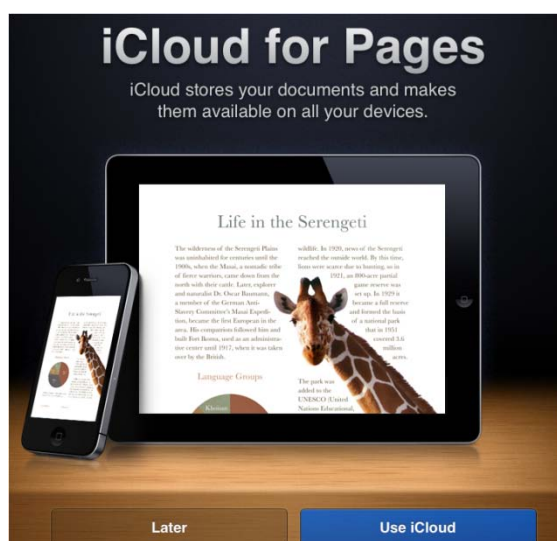
Step Two

Select "Continue" on the "Welcome to Pages" message



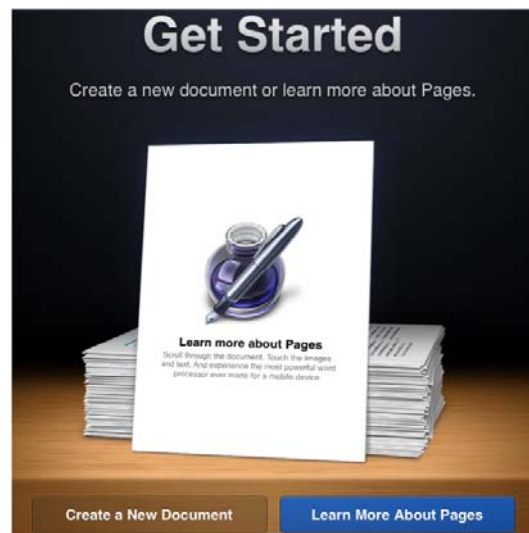
Step Three

Select "Use iCloud" on the "iCloud for Pages" message



Step Four

Select either "Create a New Document" or "Learn More About Pages" on the "Get Started" message



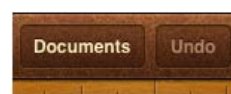
If you select "Learn More About Pages" a document will open with information about Pages



The "Learn more about Pages" document will be available under "Documents" for you to view at any time.

Step Five

To Exit out of the "Learn more about Pages" document, select "Documents"



To bring up the main Pages menu, select the



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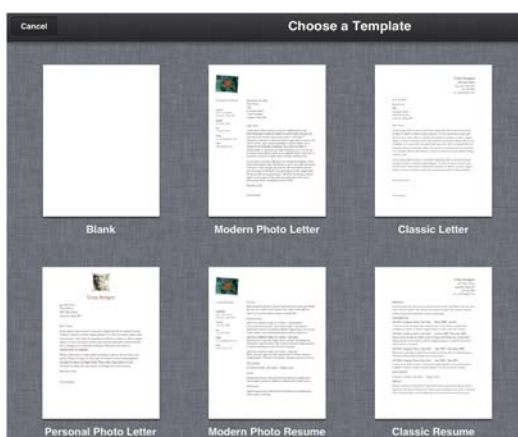
Create a New Document

Select the  to bring up the Pages menu




Select "Create Document"


Select a template from the "Choose a Template"




To format objects, select the object, then

select the 

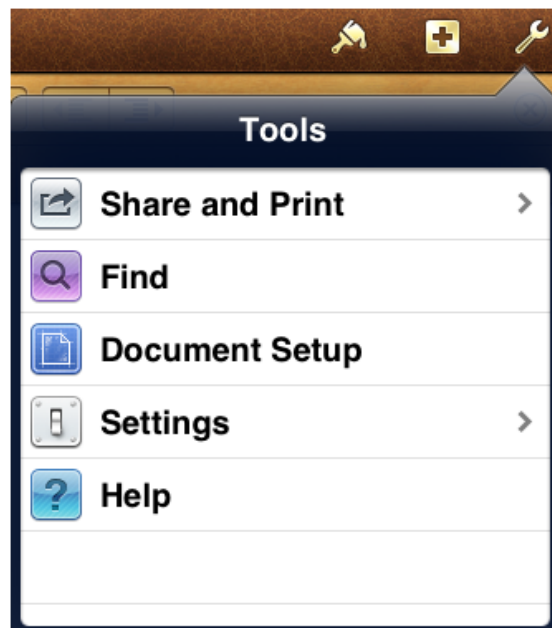
Select the  to insert Media, Tables, Charts, Shapes or Photos

For more options select the 

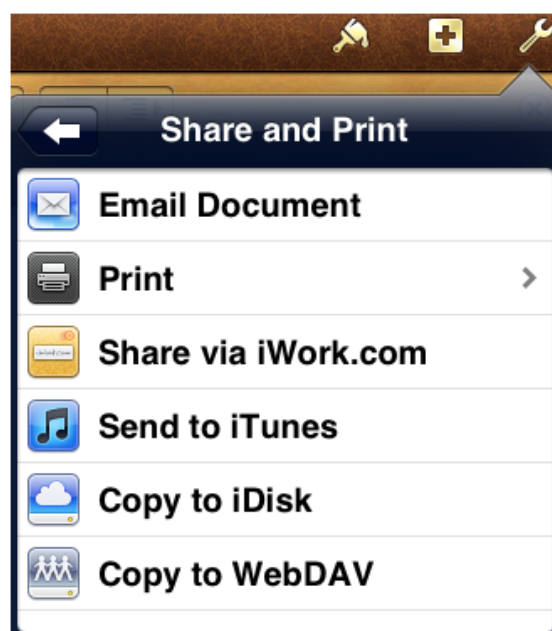
Share and Print Options

Select the 

Select "Share and Print"



The following options will be available: Email Document, Print, Share via iWork.com, Send to iTunes, Copy to iDisk and Copy to WebDAV



Email Document

From the "Share and Print" menu, select "Email Document"

Select either "Pages", "PDF" or "Word" as the file format

Pages

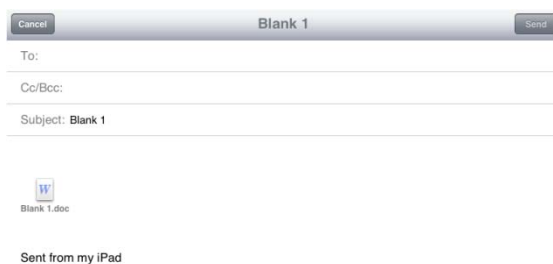


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Enter the email address to send the document to



Select "Send"

Print

From the "Share and Print" menu, select "Print"

Select "Printer"



This will search for printers, if printers are found, select a printer and select "Print"

If no printers are found a "No AirPrint Printers Found" message will be displayed

Share via iWork.com

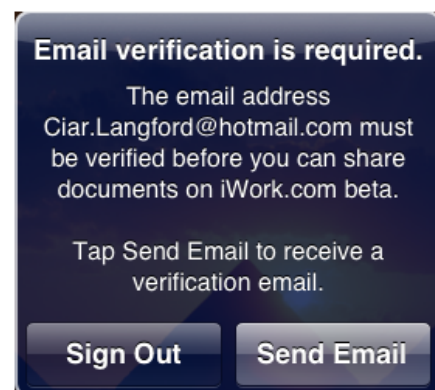
From the "Share and Print" menu, select "Share via iWork.com"

Enter your "Apple ID" and "Password" and select "Sign In"

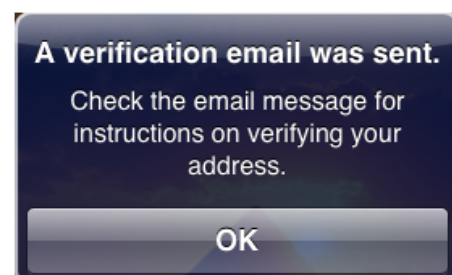


The following steps will need to be completed the first time you use "Share via iWork.com":

- Select "Send Email" on the "Email verification is required" message



- Select "OK" on the "A verification email was sent" message



- You will need to check your email and select "Verify Now" in the "Verify your email address on iWork.com" email

Pages

Before sharing documents on iWork.com, you must verify your email address.



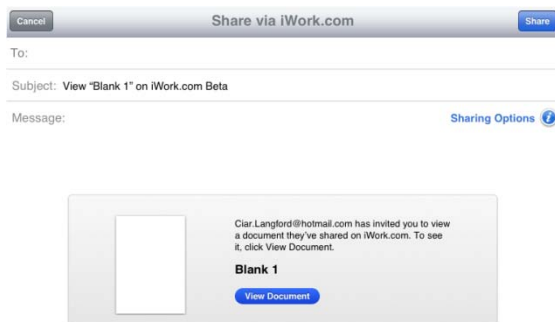
Email Verification

To use the address "Clar.Langford@hotmail.com" for sending shared document links to invitees, click Verify Now.

[Verify Now](#)

- In Pages, from the "Share and Print" menu, select "Share via iWork.com"

Enter the email address of the person you would like to view the document and select "Share"



You may need to wait a few minutes for your document to be copied to iWork.com

Send to iTunes

From the "Share and Print" menu, select "Send to iTunes"

Select either "Pages", "PDF", or "Word" as the file format to send to iTunes

In iTunes, the document will be available when you select "Pages" under "File Sharing" in "Apps"



Copy to iDisk

From the "Share and Print" menu, select "Copy to iDisk"

Enter your "Member Name" and "Password" for iDisk and select "Sign In"



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Copy to WebDAV

From the "Share and Print" menu, select "Copy to WebDAV"

Enter the "Server Address", "User Name" and "Password"



Import a document to Pages

Press the  to bring up the Pages menu

Under "Copy From:" There are three options: "iTunes", "iDisk" and "WebDAV"

Copy From iTunes

On the Pages menu, under "Copy From", select "iTunes"

Select the document

Copy From iDisk

On the Pages menu, under "Copy From", select "iDisk"

Enter your "Member Name" and "Password" for iDisk and select "Sign In"

Select the document

Copy from WebDAV

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On the Pages menu, under “Copy From”,
select “WebDAV”

Enter the “Server Address”, “User Name” and
“Password” and select “Sign In”

Select the document