

Pages

Creating a “Student Wanted Poster”

Step One: Choose a Layout

- Open Pages (Double-click the hard drive on your Desktop[s, and the click Applications>iWork. Pages. Or click on the Pages icon in your Dock.)
- Click Newsletters from the list on the left.
- Double-click the Education Newsletter template. A pre-made newsletter will appear. You’ll see a green title box, nonsense text (called Lorem Ipsum) used by publishers to indicate where text eventually will be, and photos.
- Scroll up and down. Notice that the newsletter is just one page long.
- Click on the Pages button at the far left of the toolbar at the top os the Pages window. Here you can choose among a variety of page layouts, as well as to add new pages. For this lesson we will only work with the first page that is already open.
- Save your work (Click File>Save)

Step Two: Insert Photos from iPhoto

(Make sure you have taken a picture of each of you using PhotoBooth, and save them to iPhoto.)

The photos provide by Pages are only “placeholders.” Each image can be replaced by another by dragging a new image on top of an existing one. The new image will assume the same size as the one you are replacing.

- Click on the Media button in the toolbar at the top of the Pages window.
- Choose iPhoto in the drop-down menu. (Notice you also can insert movies or music if the newsletter is going to be viewed only on a computer and not in print).
- When iPhoto open, click the photo you want to insert and drag it on top of any existing photo. The new photo will replace the existing one.
- Repeat this step for each photo you want to add.
- Save your work.

Step Three: Insert Clipart

- Open Safari and go to Discovery School’s Clip Art Gallery.
<http://school.discovery.com/clipart>
- Choose a category, and then find a piece of clip art that is appropriate for your poster.
- Click once on the image hold down your mouse, drag and drop the image on top of the picture you want to replace.
- Add additional clip art if you like.
- Save your work.

Additional Option: Insert Saved Images

- To insert any image saved on your computer, but not in iPhoto, click once on the picture you want to replace to select it.
- In the menu bar at the top of the window, click Insert▷Choose. Browse to locate the image you want to use and then click Insert.

Step Four: Insert Text

- Replace the nonsense text with real text containing the information you want the students to know.
- Click on the title “Education Newsletter” and type the title Students Wanted
- Notice that the program moves graphics and text around to better fit the page. You can also move graphics that no longer seem to fit.
- Save your work.

You would now be ready to print your poster or send it electronically.

To send electronically you need to save your poster as a pdf file.

- Go to File▷Print
- Instead of printing click on the PDF pull down and select Save as PDF
- Save to your desktop or documents folder.
- You can then attached to an e-mail and send it out.