

# PAGES, NUMBERS, AND KEYNOTE BASICS



**Pages, Numbers, and Keynote** are applications developed by Apple that are comparable to **Microsoft Office** and **Google Docs**. **Pages, Numbers, and Keynote** comes free with your Apple product. Files can be saved and accessed from a user's **iCloud** account as well.

# GETTING STARTED

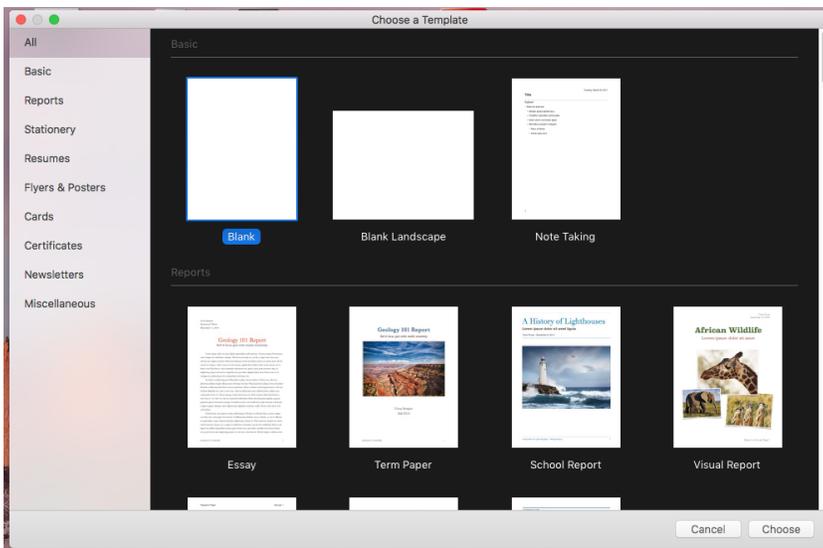
## What are Pages, Numbers, and Keynote?

*Pages, Numbers, and Keynote* are programs comparable to *Microsoft Word* and *Google Docs*. They are free with any Apple device, with mobile apps for iPad and iPhone. Files can also be stored and accessed online at [icloud.com](https://www.icloud.com).



Apple	Microsoft	Google
 <i>Pages</i>	 <i>Word</i>	 <i>Docs</i>
 <i>Numbers</i>	 <i>Excel</i>	 <i>Sheets</i>
 <i>Keynote</i>	 <i>PowerPoint</i>	 <i>Slides</i>

## Templates

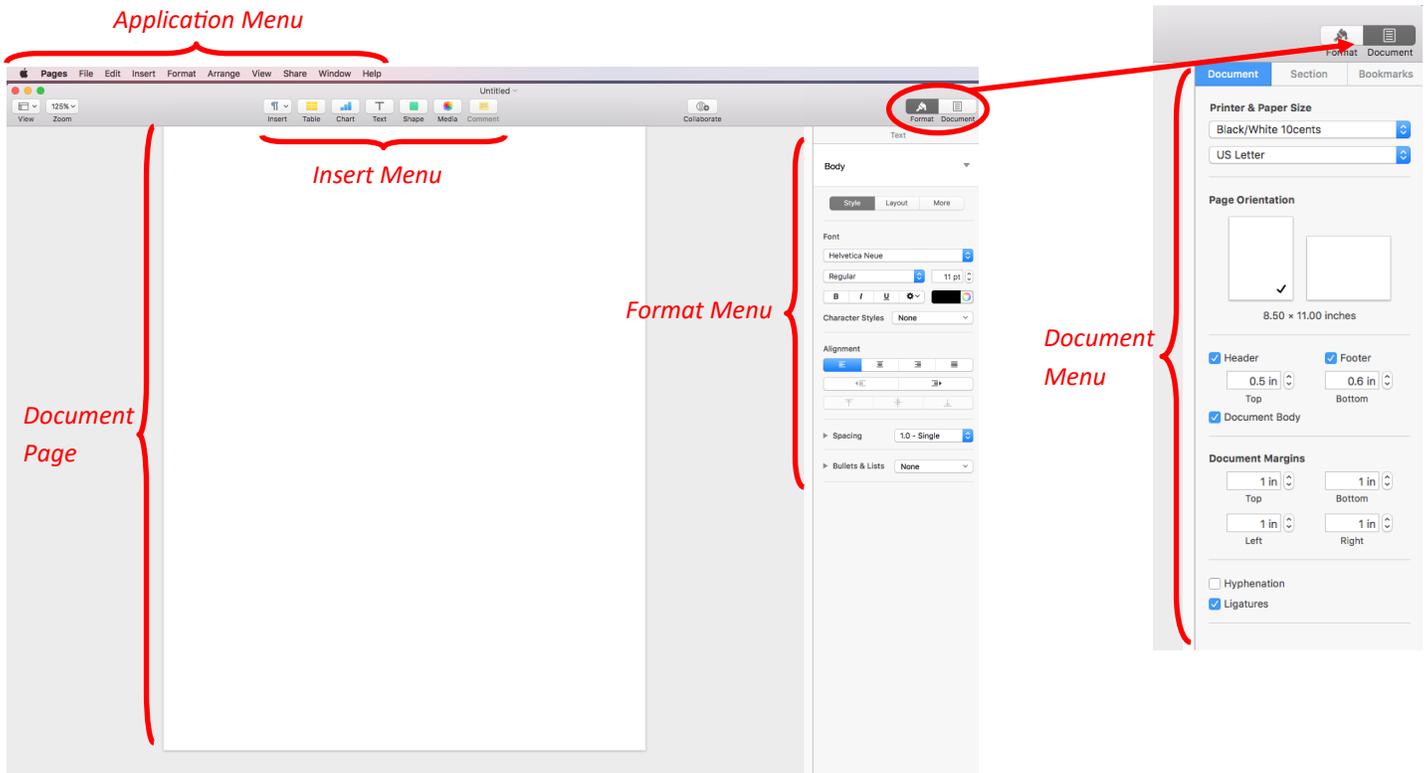


**Pages, Numbers, and Keynote** have free templates available for use to help create the perfect document, spreadsheet, or presentation. When you open **Pages, Numbers, or Keynote** on the computer, it will ask which template you want to use for the program. To create a new file from scratch, choose **“Blank.”**

# PAGES

## Pages Layout

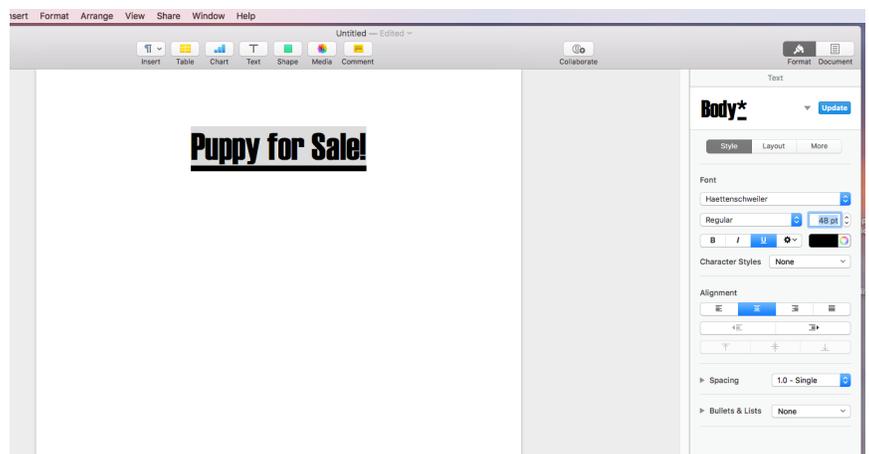
Below is what a blank Pages document looks like. Like all Apple programs, the **Application Menu** is at the very top of the screen. On the right side is a panel with the **“Format”** menu to adjust font, alignment, etc. Clicking on **“Document”** will bring menu options to adjust paper size, margins, orientation, etc.



## Adding Text

When you open **Pages**, a cursor will be blinking at the top of the page. The cursor indicates where text will appear when you type. After selecting the text by clicking and dragging the cursor, you can adjust the font, font size, alignment, and more using the **Format** menu.

**Pro Tips:** The **Tab** key will indent the text 0.5” at a time. The **Enter** key will start a new line of text.

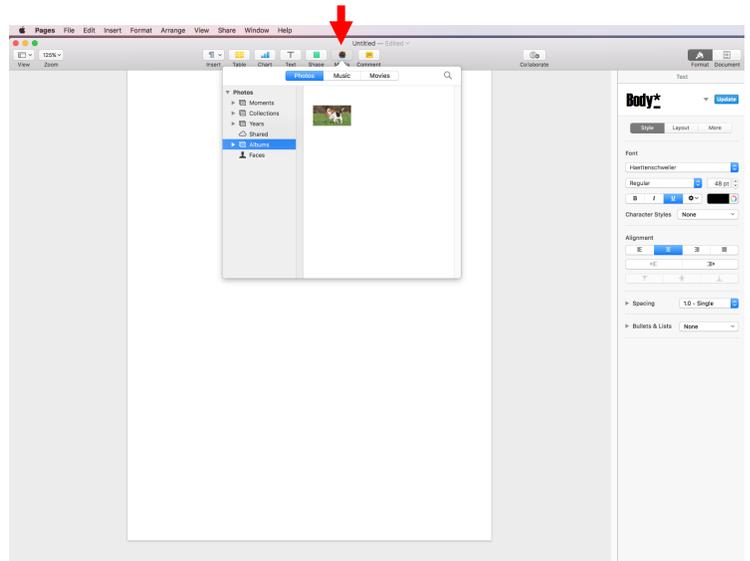


# PAGES

## Insert Media from Photos

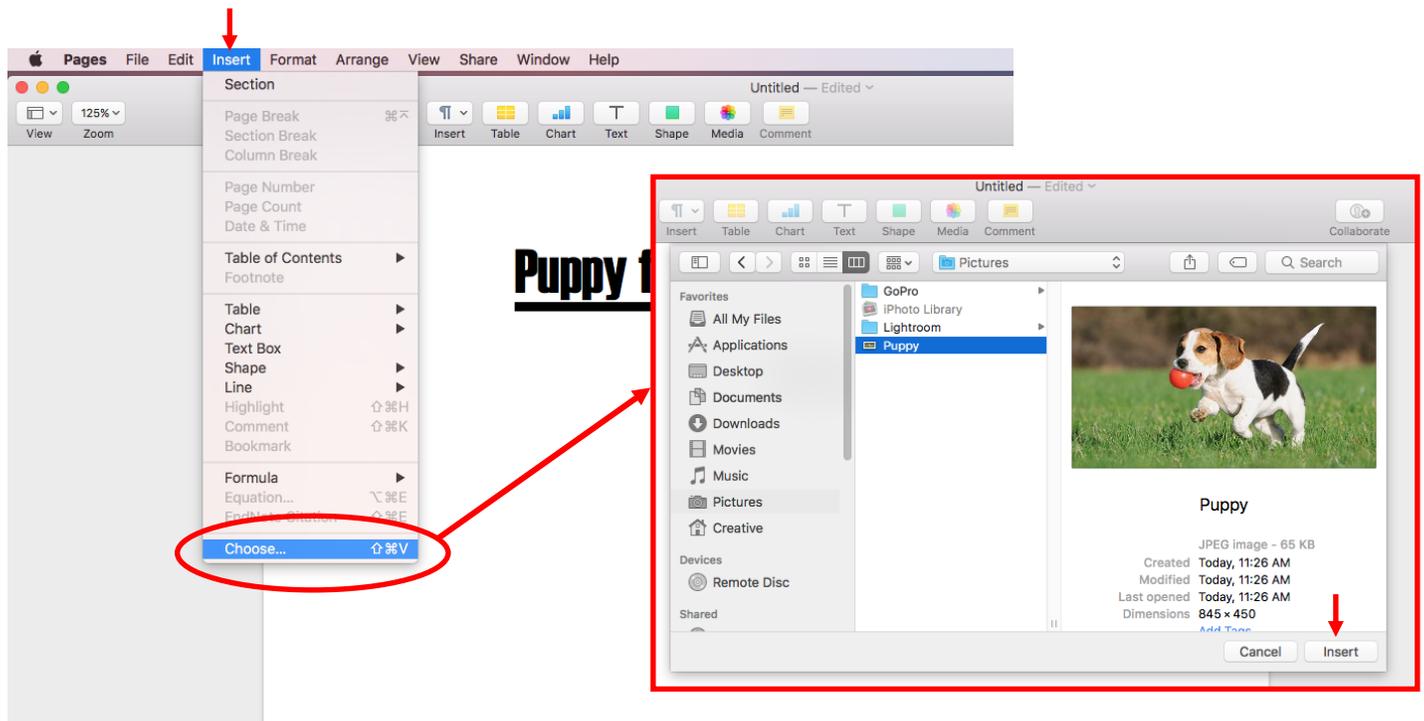
There are two options for inserting images. If you want to insert an image from your **Photos Library**, select the **Media** icon above the page. Locate the image within your **Photos Library**. Double click on the image to insert into the document.

**Note:** **Photos** is an application developed by Apple to store and organize your photos. The **Photos Library** is separate from the “**Pictures**” folder.



## Insert Images Not Stored in Photos

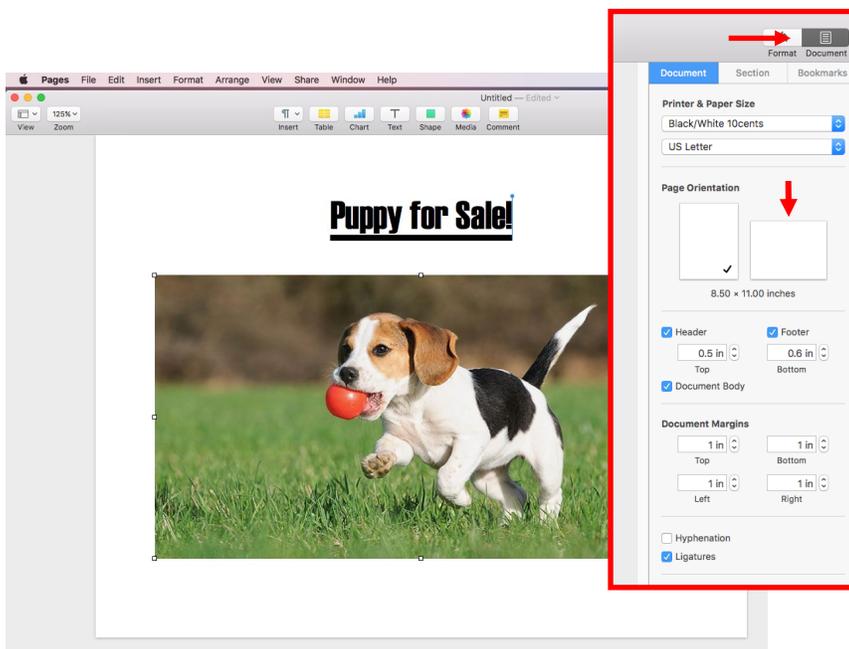
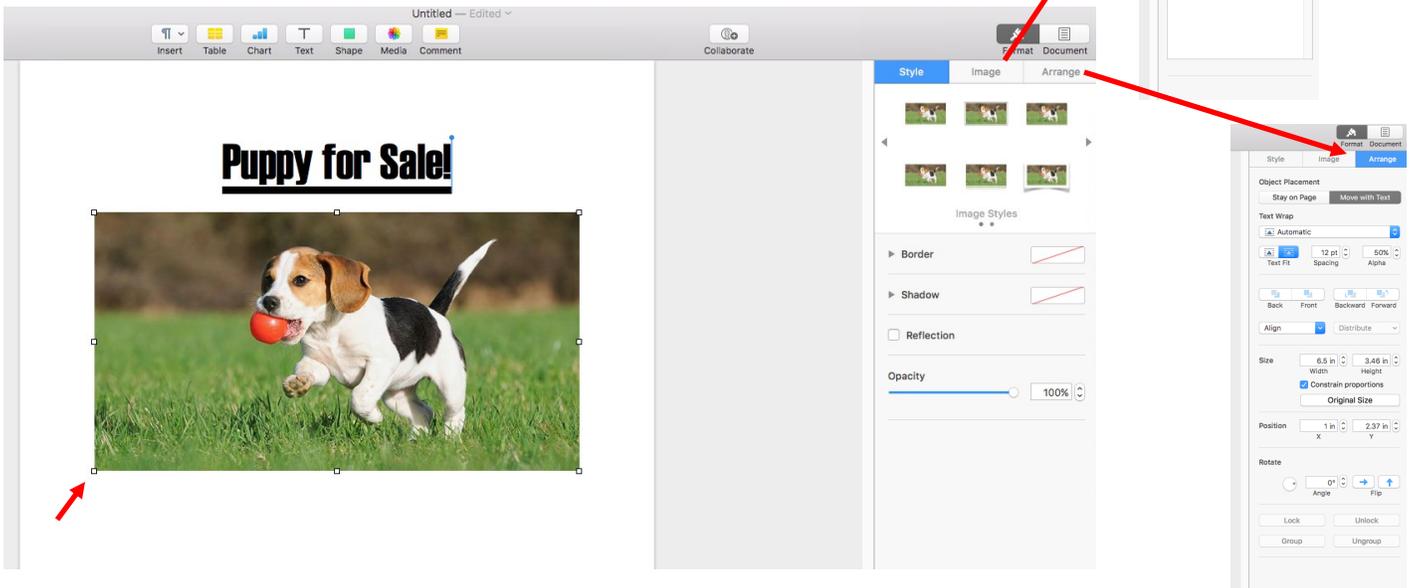
Images that are not stored in the Photos Library can also be inserted into the **Pages** document. Click **Insert** from the **Application Menu**. In the dropdown menu, select “**Choose...**” In the window that appears, locate the image in it’s appropriate folder. Select the image, then click **Insert**.



# PAGES

## Editing Images

**Pages** offers basic image editing options. When an image is select, tiny white bisecting squares appear along the border. These squares can be clicked and dragged to resize the image. Additional editing options are available in the **Style**, **Image**, and **Arrange** tabs of the **Format** menu.



## Adjust Page Orientation

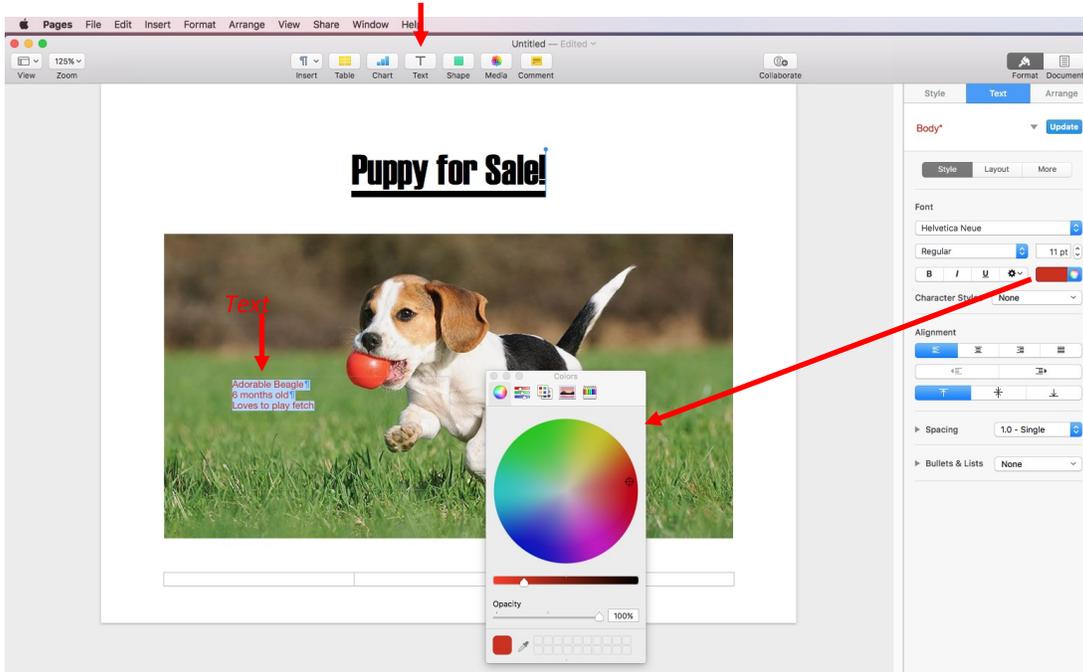
To switch from **Portrait** to **Landscape**, select the **Document** icon in the upper right. The menu on the right panel will change. Within the **Document** tab, select the landscape icon within **Page Orientation**.

This menu can also be used to adjust page size, margins, headers, and footers.

# PAGES

## Adding Text Boxes

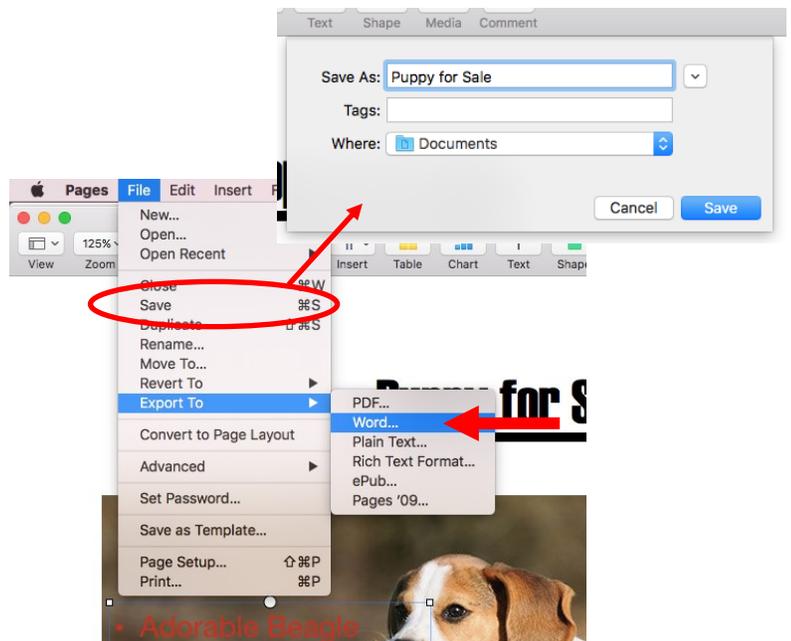
To insert a **Text Box**, click on the **Text** icon above the page. After typing in the **Text Box** that appears, the font and color can be adjusted in the **Format** menu. Text Boxes are great because they can be dragged anywhere on the page, even on top of an image!



## Saving and Exporting

To save your document, select **File** from the **Application Menu** and click **Save**. A window will appear so you can name your file and give it a folder destination. This will save the document as a **Pages** file.

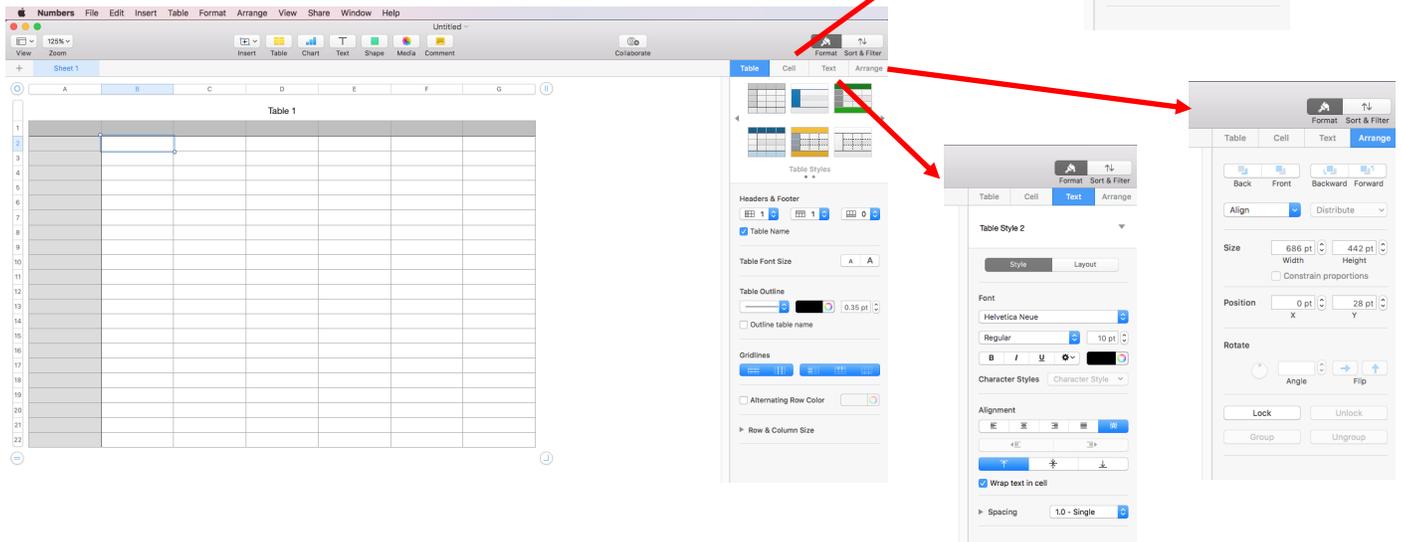
**Pages**, **Numbers**, and **Keynote** all offer ways to export the files to their **Microsoft equivalents** or as **PDF** files. To export a **Pages** file as a **Word** document, select **File**, then hover your mouse over **Export To**, and chose "**Word...**" Name the file and select a folder destination.



# NUMBERS

## Getting Started

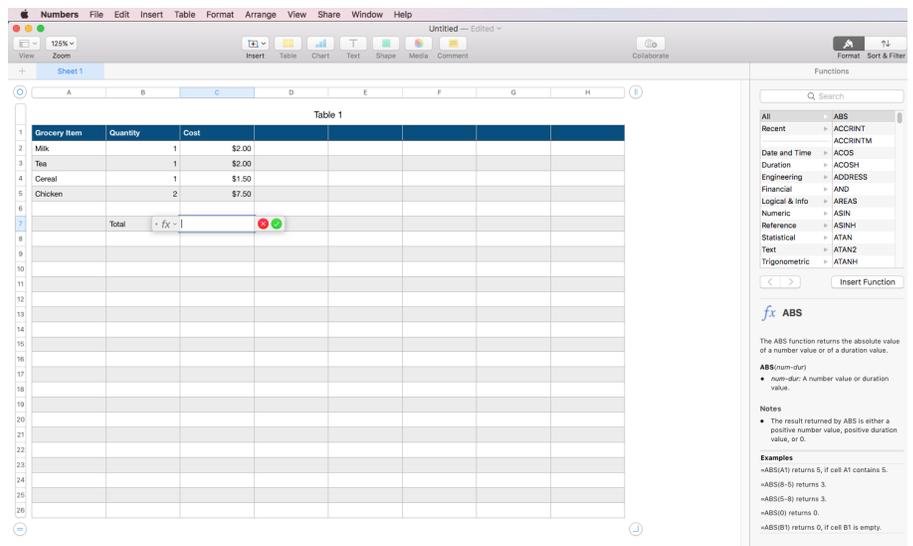
Below is an example of a blank spreadsheet. The **Format** menu on the right is divided into four options: **Table**, **Cell**, **Text**, and **Arrange**. The **Text** menu is to adjust font, font size, and more. **Cell** is used to adjust data format and border styles. **Table** is used to adjust the style of the table.



## Adding Text and Formulas

To add text into a spreadsheet, select a **Cell** and begin typing. Clicking the **Enter** key will send you down to the cell below. Clicking the **Tab** key will send you to the cell to the right. To begin a formula, type the **Equals (=)** key. A **Function (fx)** bar will appear on the cell. Begin typing your formula and press the **Enter** key to finalize. Suggestions for **Formulas** will appear on the right.

To learn more about formulas, sign up for **Intermediate Excel: Formulas**.



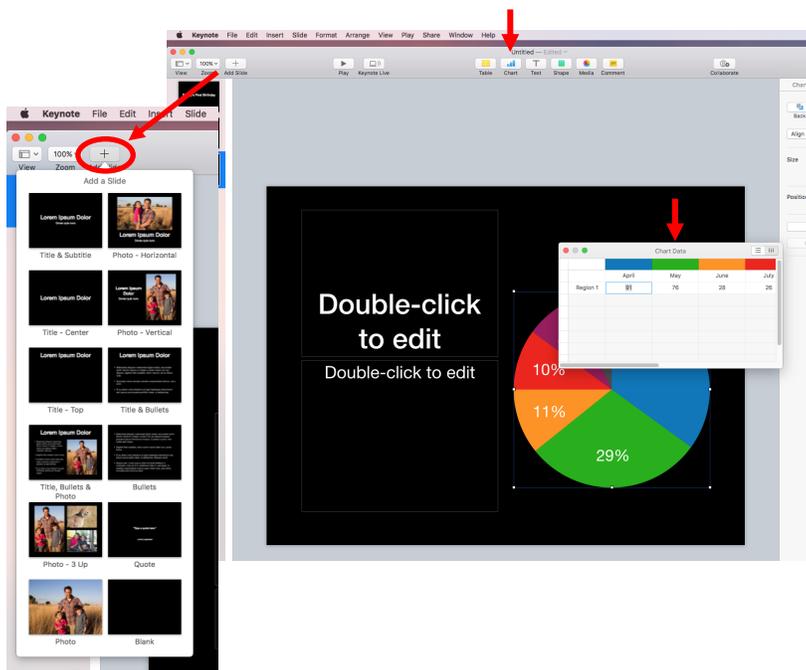
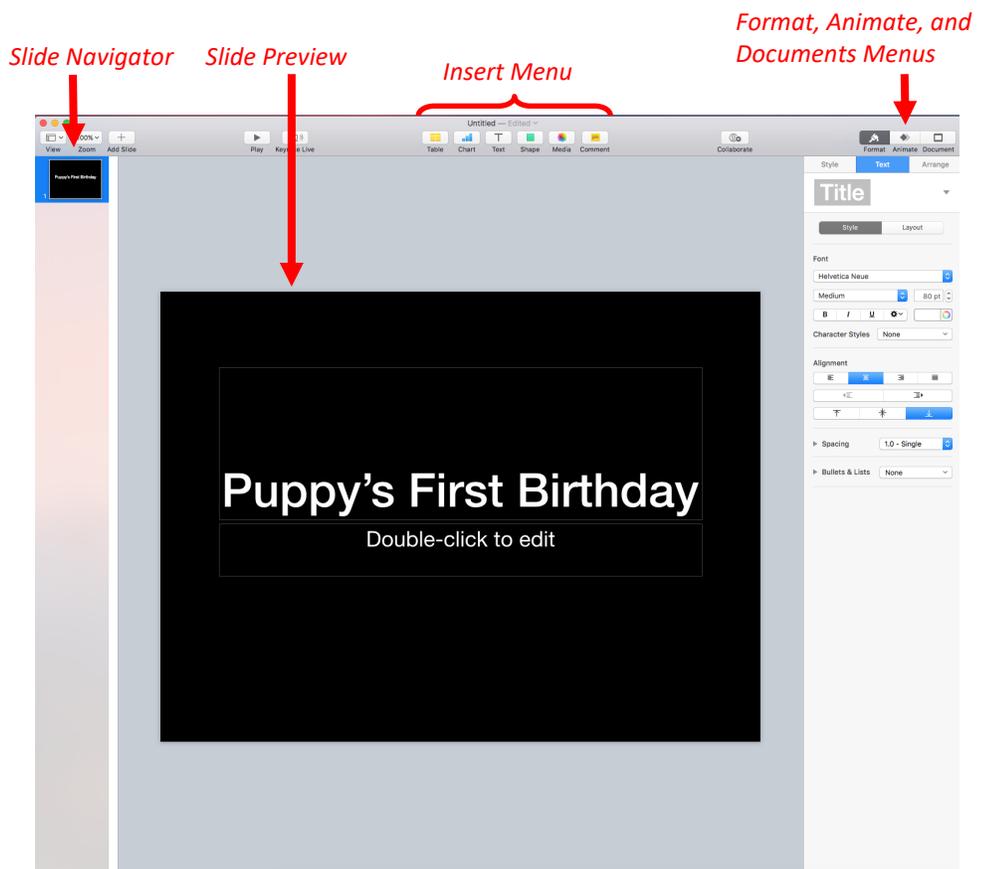
# KEYNOTE

## Getting Started

**Keynote** is divided into three sections. In the middle is a preview of the slide. Depending on the layout of the slide, there will be pre-made text boxes. The left side is the **Slide Navigator**, which displays the slides from first to last. The right side is the **Format, Animation, and Document** menus.

Click on the **Text Box** to begin typing. When the **Text Box** is selected, the **Format** menu will change with adjustments for font, font size, alignment, and more.

Adding images to **Keynote** is the same method as **Pages**.



## Add Slides and Charts

To add **Slides**, click the **Add (+)** icon in the upper right. Choose the preferred slide layout for the new slide.

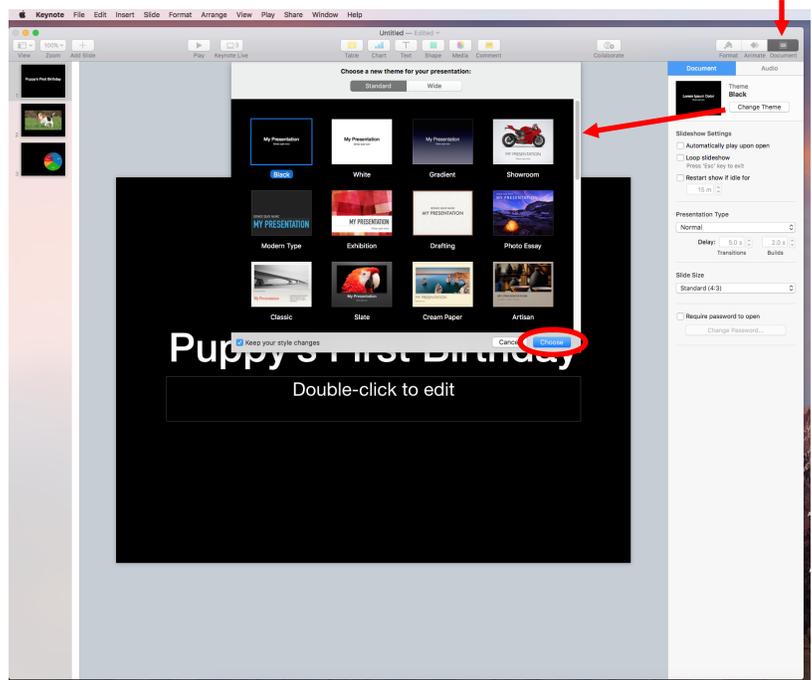
## Adding Charts

Charts can be inserted using the **Insert** menu. When adding a chart, a small **Numbers** window will appear. Use the **Numbers** spreadsheet to customize the chart. Colors and style can be customized through the **Format** menu.

# KEYNOTE

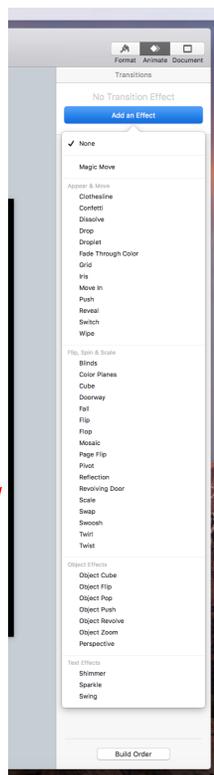
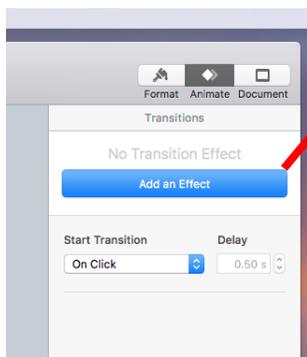
## Changing Theme

Keynote has **Themes** available to use for your presentation. A **Theme** is a design or background for all the slides in your presentation. Themes help make a presentation more memorable instead of using a basic white or black background. To change **Themes**, visit the **Document** menu on the far right. At the top of the menu, click **"Change Theme."** Browse and select a theme in the window that appears.



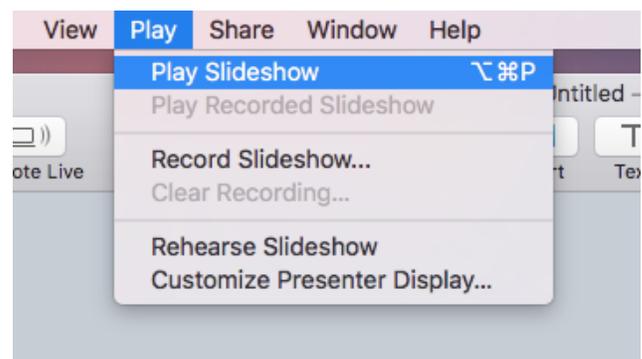
## Add Animations

The **Animate** menu on the far right provides options to add animations to your presentation. Select **"Add an Effect"** to open a list of available animations. Use the dropdown menu below **Start Transition** to choose when the animation occurs.



## Play Slideshow

Once you are ready to practice or view your slideshow, select **"Play"** from the **Application Menu** at the top of the screen. In the menu that appears, select **"Play Slideshow."**



## To Learn More

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