

# Formatting Text Documents

- Compose in iWordQ
- Format in Pages App

## SEA RCCDSB Training Manual

January 2014

*(Instructions based on App Version as of January 2014 and prior to the release of iOS 7)*



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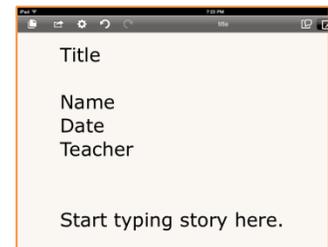
## Format Page Layout from iWordQ into Pages

### *In iWordQ:*

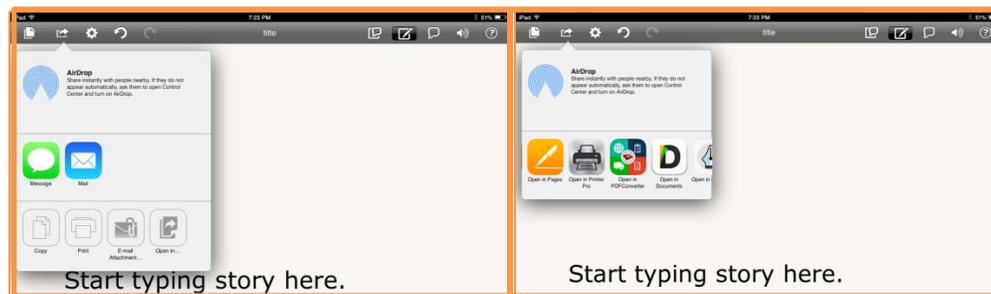
After composing a document in iWordQ it can be shared into Pages to edit the appearance of the font and layout of the text on the page.

In iWordQ a basic setup has been done up on how to format a letter to use as an example.

Starting with "Title" a space and then Name, Date and Teacher. Then two spaces and the start of the body of text.



After selecting Share, Open in and Open in Pages...



### *Processing into Pages App:*

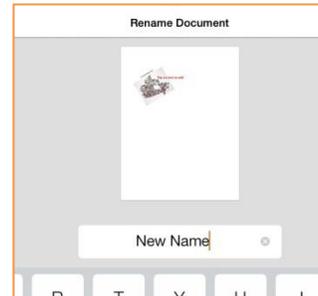
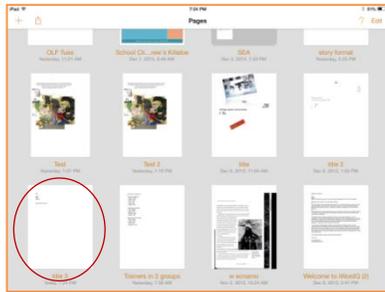
Pages open and begins to import the document.

There may or may not be a notification about available fonts. If there are, the fonts are automatically substituted, select Done.



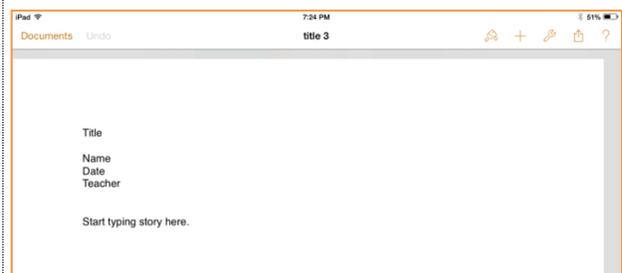
## Working on Document in Pages App:

After the document is imported and processed it will appear amongst the documents in Pages. If a document exists with the same name a number will be added to it. At this window you are able to change the name of the document by tapping on the date.



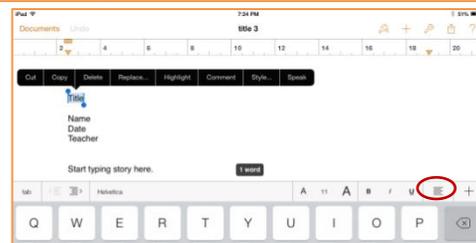
Tap on the document to open it.

It will appear basically the same as in iWordQ.

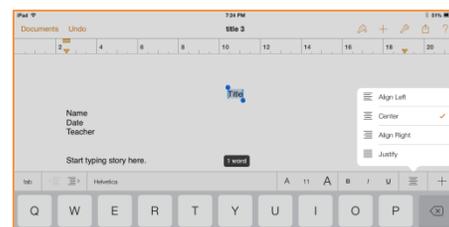


Tap on "Title" and select it.

From the menu bar at the bottom right of the screen tap on the justification options.

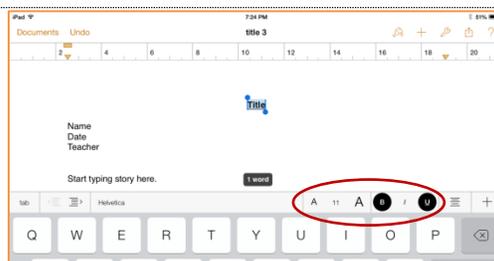


Tap on Centre.

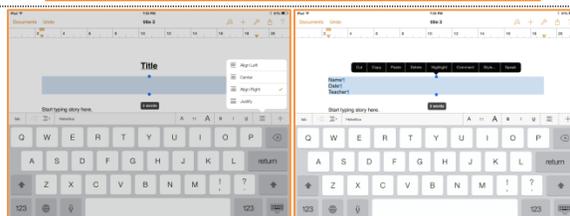


After centering you can also Bold and Underline the title.

Font size can also be changed.



The next step basically repeats to right justify the name, date and teacher.



## Formatting Font

The default font in Pages is "Helvetica." To change the font select all of the text then from the menu bar along bottom of screen tap on the font Helvetica. If starting a document in Pages from scratch the font can be applied before the typing begins.

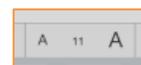
The font selection window opens and a selection appears.



Recommend using a font where the letter "a" looks like what the student is used to writing out by hand. Chalkboard SE and Chalkduster appear in many Apps. There are others but the font example doesn't show the letter "a" as desired. Best to know and use fonts that have the desired letter "a."

## Format Font Size

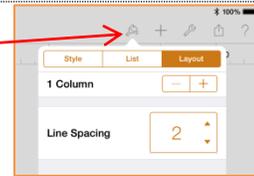
As well the size of the font can be changed for the entire document here. Using the smaller or larger "A" decreases or increases the font size from what is already selected.



If you have chosen a larger font for the title it will increase and remain larger. If you select the "11" and adjust the font all of the fonts in the document will change to that size.

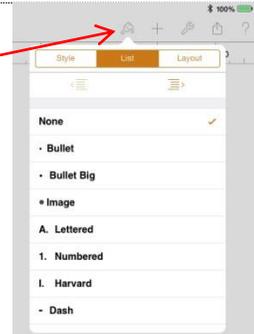
## Line Spacing

Line spacing can be adjusted from the brush format tool and layout.



## Bulleted Lists

Bulleted lists can be found from the brush format tool and lists.



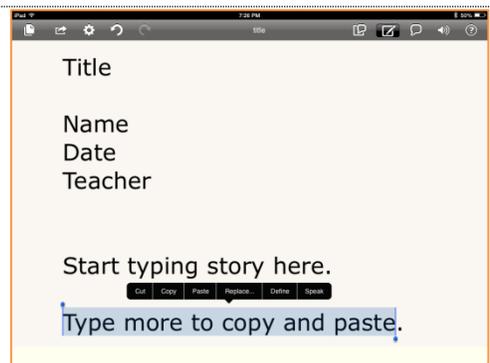
## Adding Additional Text from iWordQ

Once the document is processed into Pages it becomes the working document. Additional text can be added by typing, dictating or copying and pasting from iWordQ.

In iWordQ type out the additional text.

The original document can be used or start a new one.

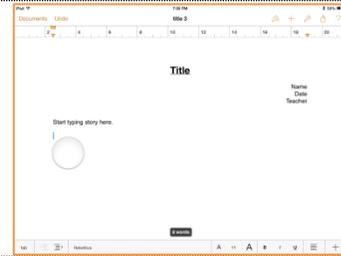
Select the desired text and copy it.



Move back to the Pages App.

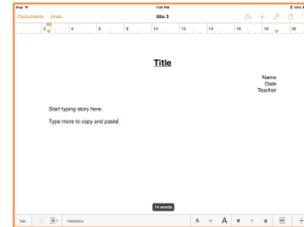
Touch and hold the screen until the magnify bubble appears.

When you let go the Paste option will appear.



Tap on paste.

The copied text is now in the Pages document.

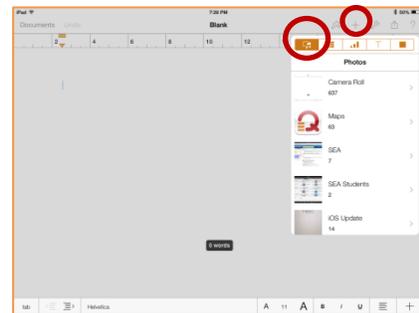


## Adding a Picture

To add a picture tap on the "+" symbol in upper menu bar.

Then tap on the left symbol with the music notes then Camera Roll.

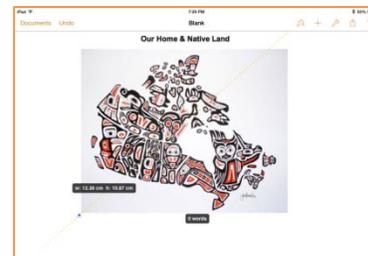
Browse through the camera role to find picture you desire.



Once the picture is in the document you will notice a diagonal line and blue resizing dots.

Tap and holding on one of these dots allows you to resize the picture.

Tap and hold on the picture to move it around in the document.

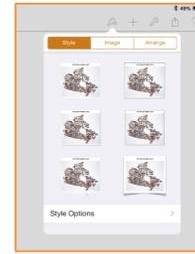


With two fingers on the picture you are able to rotate it.



Explore some of the format brush options such as styles and borders that can be applied to the image.

Note the "Arrange" tab to move the picture to the front or back.

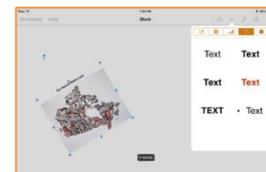


*Note: Picture frame or text box must be selected to access these features.*

### Add a Text Box

As well as pictures you can insert a text box to go along with the picture.

From the "+" on the menu bar select "T" and tap on one of the text formats that appear.

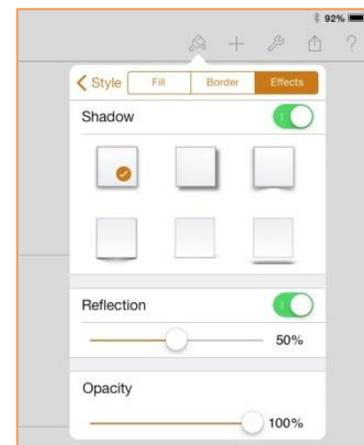


Tapping on the text allows you to edit (colour, size...) it from the brush format tool.



The text box can be rotated just as the picture.

Tap on format brush, Style then Style options. Under the Borders tab there a selection of borders to choose from (this windows scrolls for more choices). Under effects there are more options under Shadow, Reflection and Opacity to explore.



This option is also available for pictures.

*Note: Text box or picture frame must be selected to access these features.*

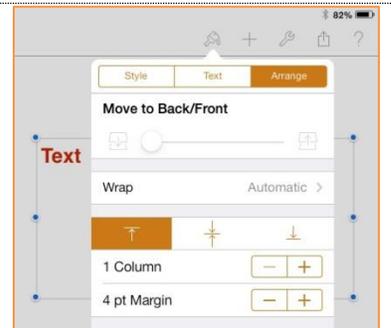
## Layering of Text and Pictures

Layering happens due to the order text boxes and pictures are inserted. If a picture is inserted after the text box the picture will cover the text. To rearrange use the feature under the format brush called arrange.

First select the text box or picture you wish to move backwards or forwards.

Select the format brush and Arrange.

Slide the slider to Move to Front/Back.

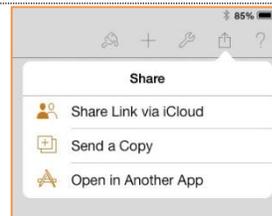


## Printing from Pages using Printer Pro

*Note: After September 2014 RCCDSB will not be using the Printer Pro App for default printing. For pages use the Native Printing, settings (wrench) and print.*

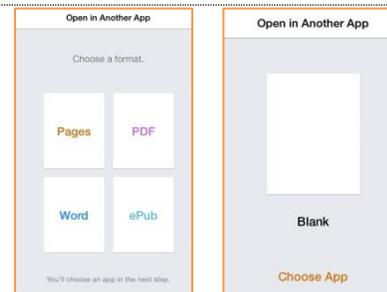
Tap on the Share button.

Choose Open in Another App.



Select PDF for printing.

Tap on Choose App when it appears.



Select Open in Printer Pro.

