

# Apple Pages Manual for Visual Scenes

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## Website

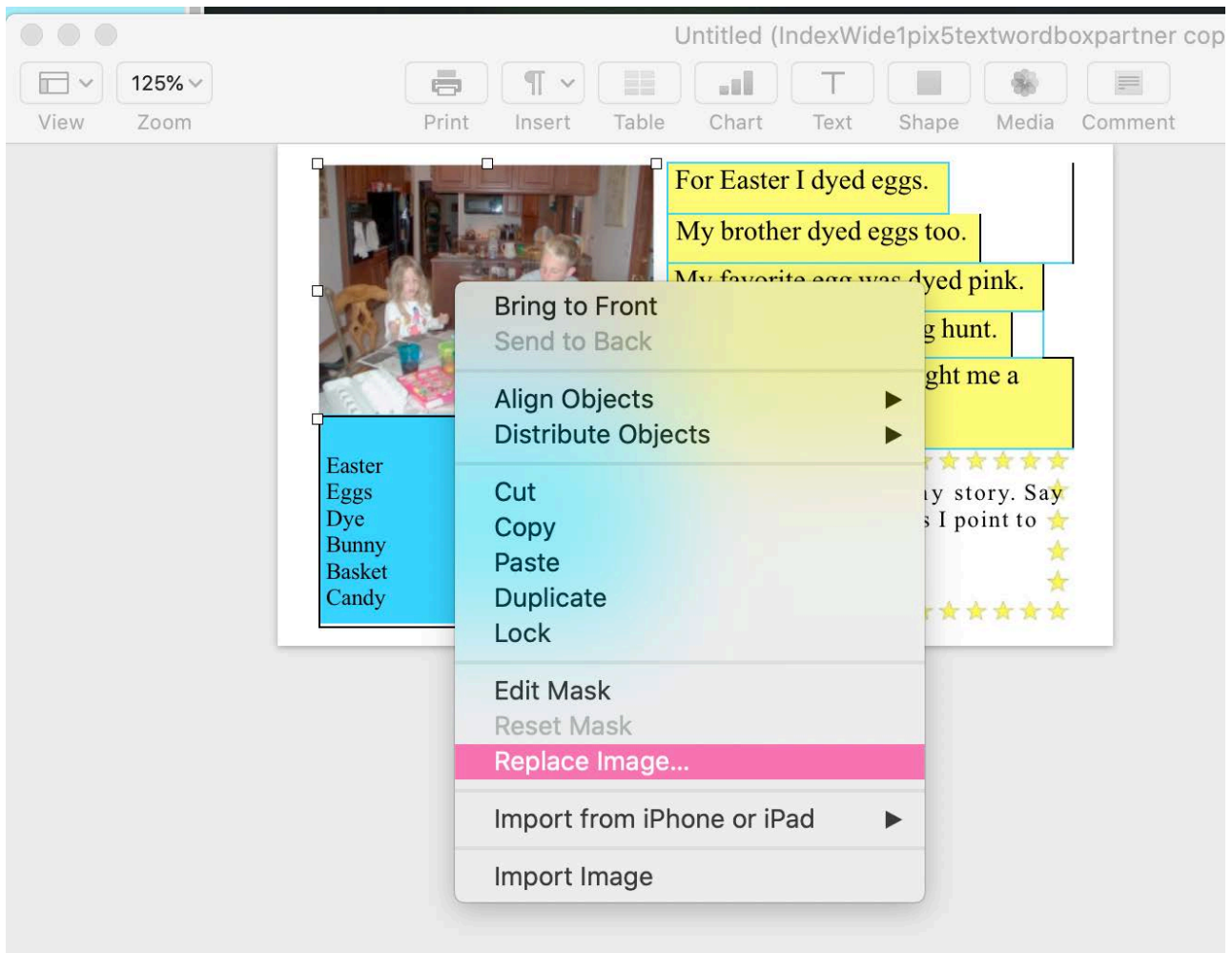
- **These templates are for use with Pages. This program is available MAC.**

### Creating Templates from AAC UNL website

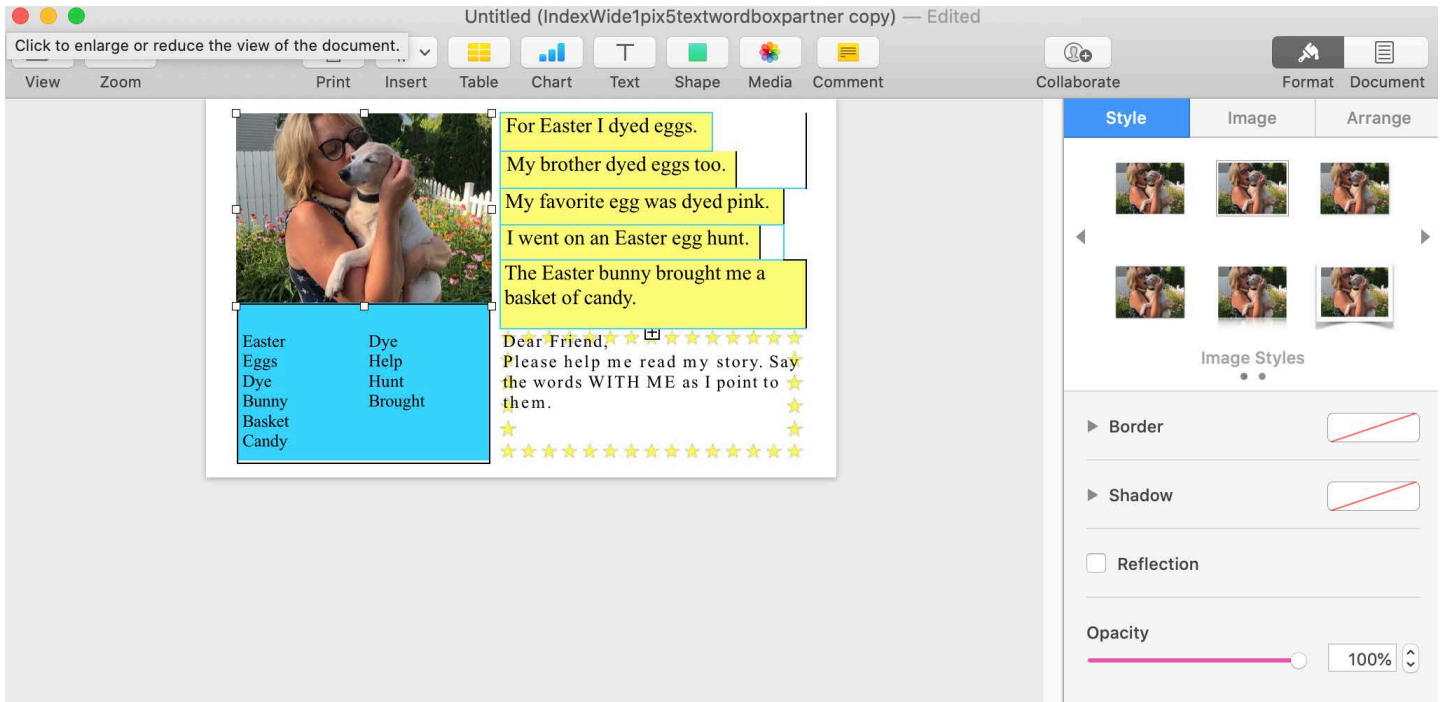
- Go to <http://aac.unl.edu>
- When you are on the website and click on the desired template it will automatically open and you can begin work
- Save your work as file on your hard drive where ever you prefer once you have customized it. As always it is a good idea to do frequent saves so that you do not lose your work. NOTE: once you have saved the work onto your hard drive you will not longer be working from the website.

To customize templates from the website:

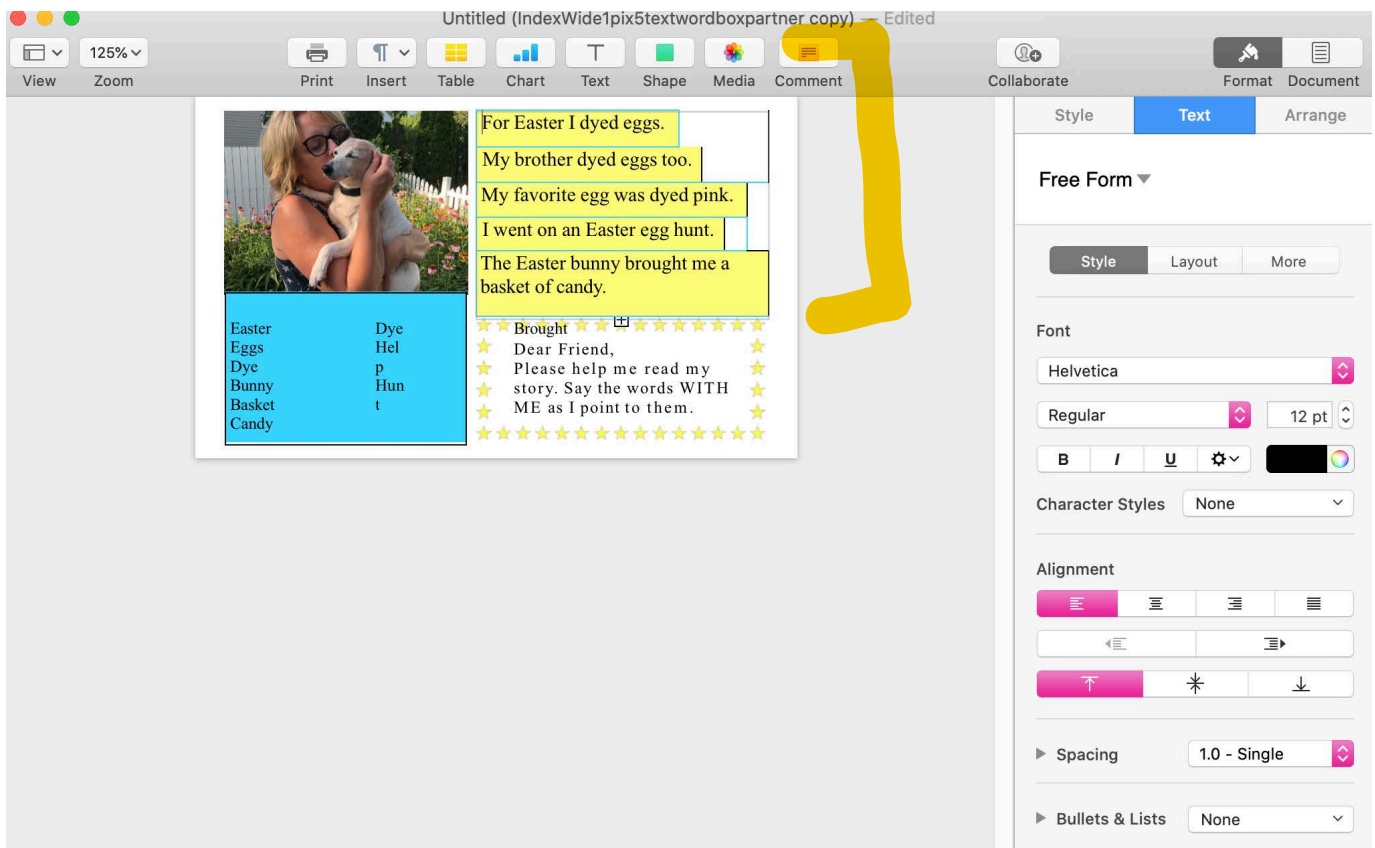
- When you have opened a template select a picture on the template and right click the mouse. Then choose “replace image”. Then click on the picture you want to replace it with:



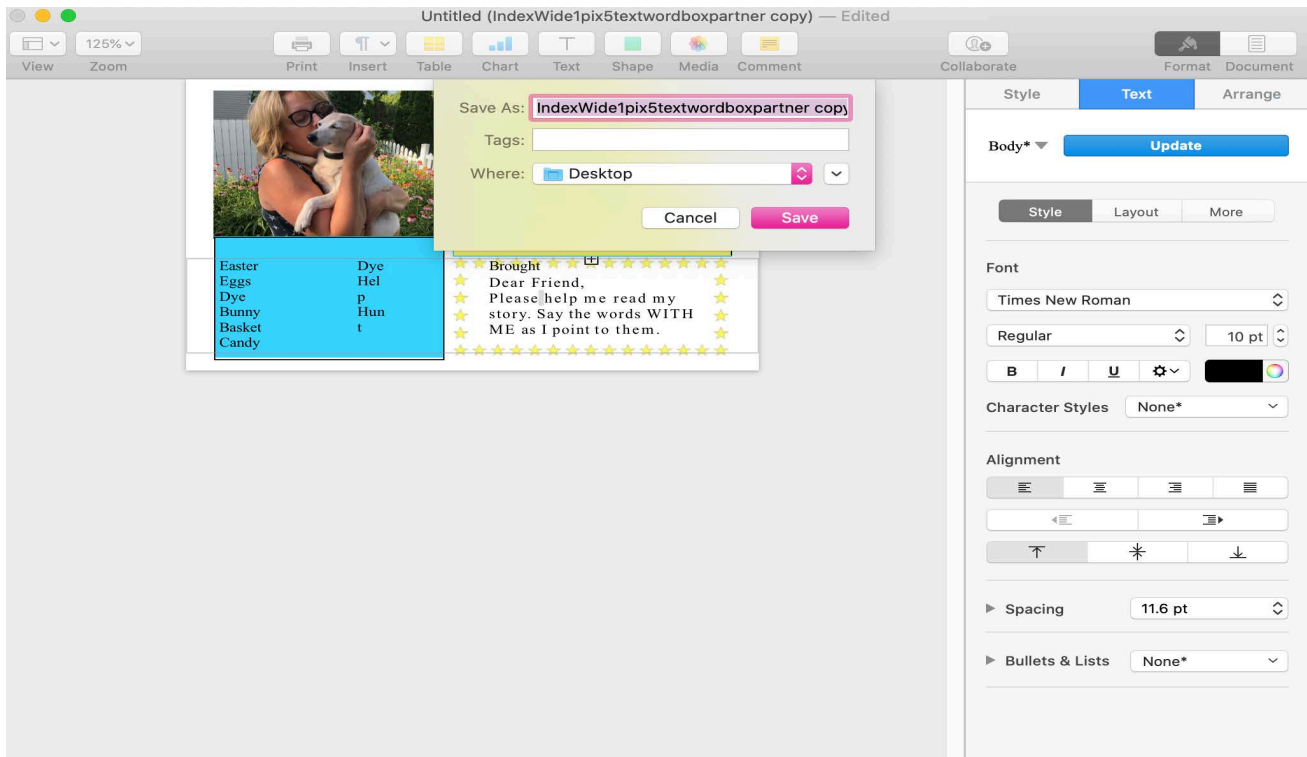
The picture will automatically resize to fit the template:



- To change the text use your mouse to highlight the text (you may have to click "update" on the right hand side under "text") and then begin typing over the template text.



- When you have customized the page (or sooner to insure you do not lose your work) save the pages document in a file folder on your computer where you will easily find it:

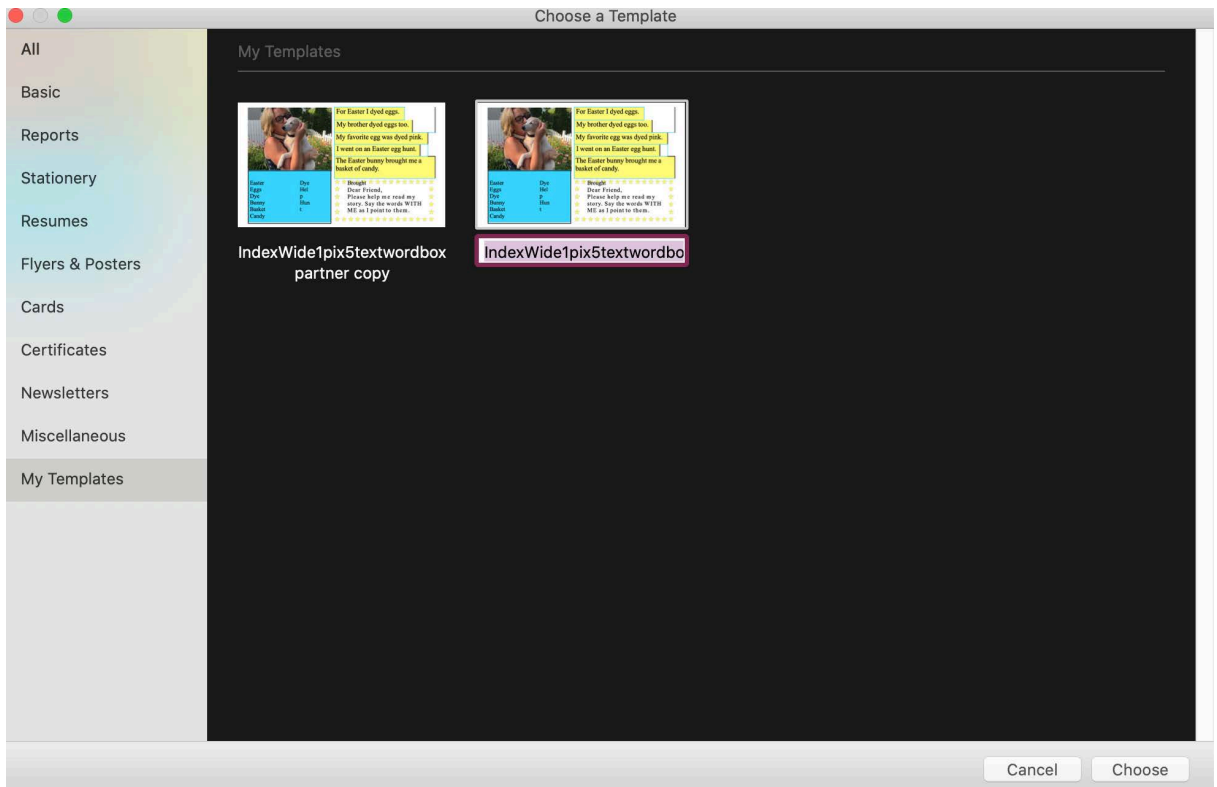
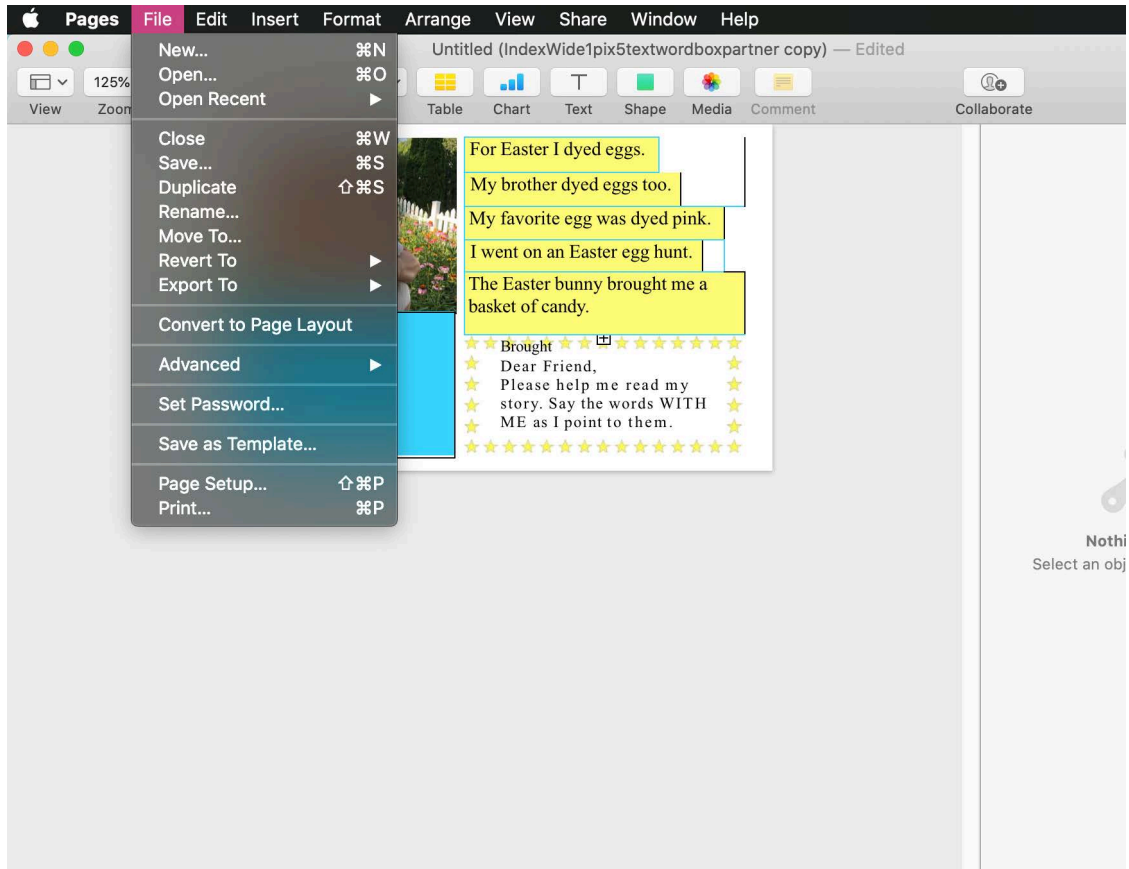


- We recommend you keep pages for each person in a file folder of its own while abiding by HIPPA privacy regulations for your facility.

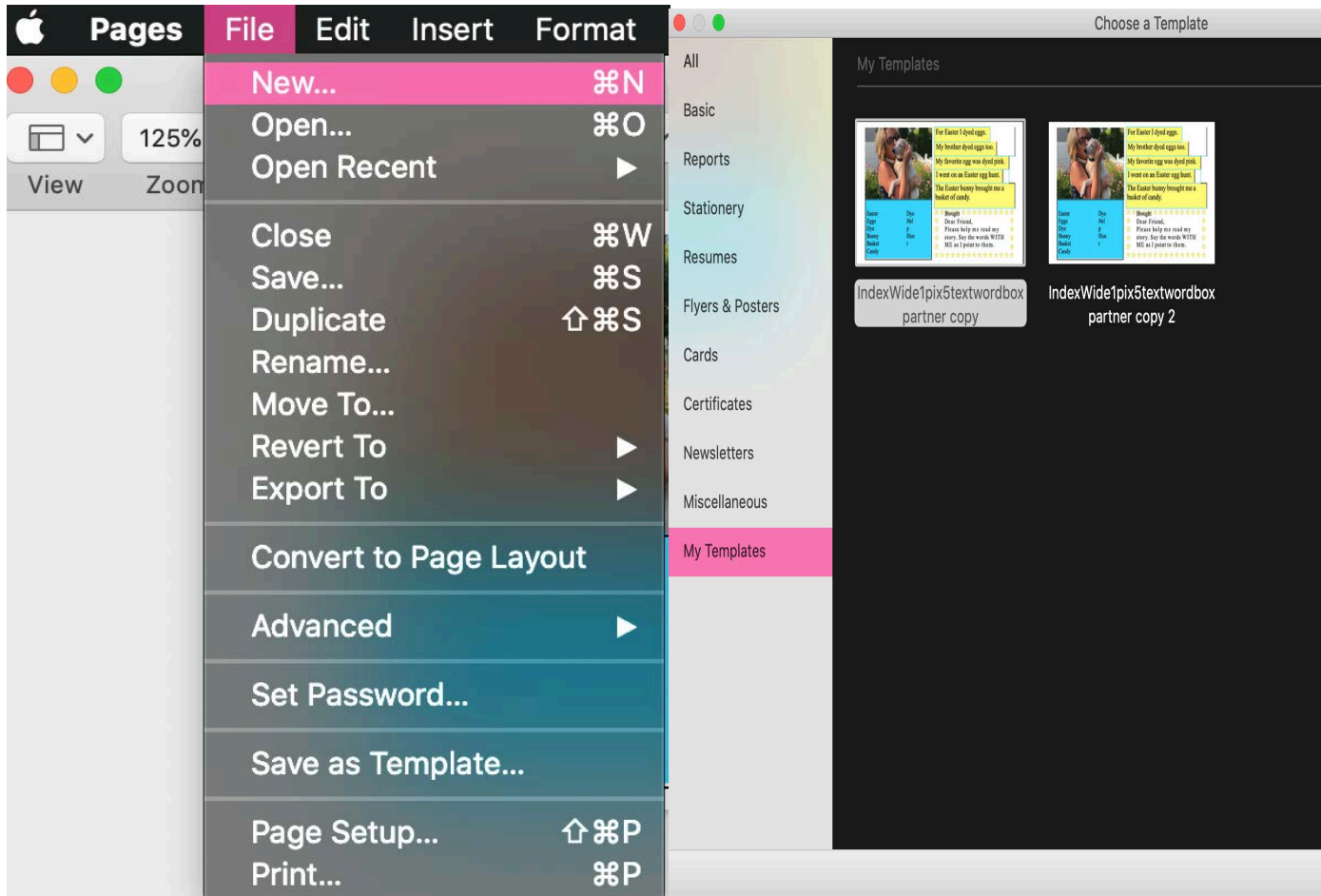
## To save templates on your hard drive in Pages

This will allow you to have the original documents on your hard drive and will allow you to use them when you do not have web access:

- Open a the template you wish to save on your hard drive
- Go to File > "Save as type" and add it to the template chooser



If you close out of Pages then reopen it. You can select your template by choosing File > New> My templates



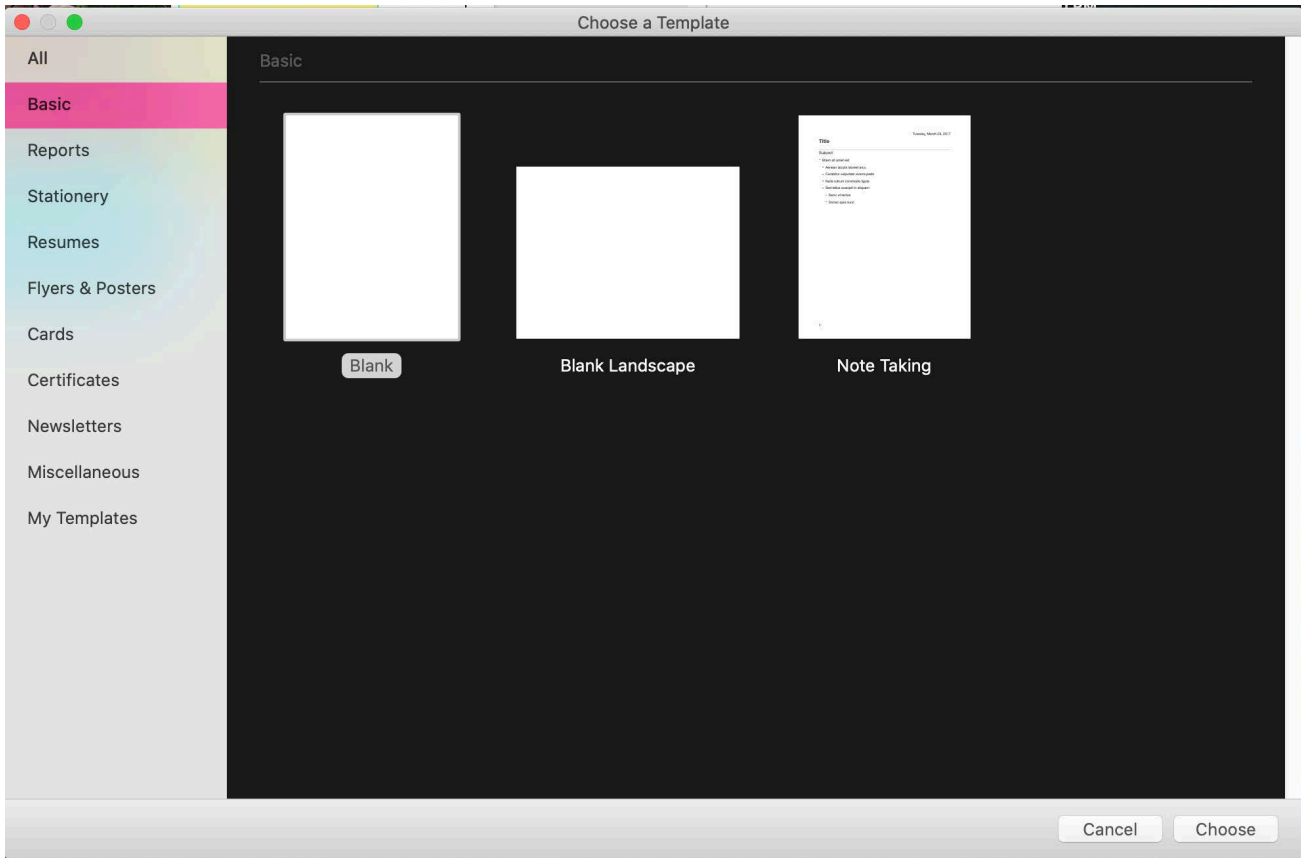
Once you have the "My Templates" page open. You can right click on the template of your choice and rename it to assist in organizing your templates. You also have the option to delete.



Other ways to use Pages to create custom pages:

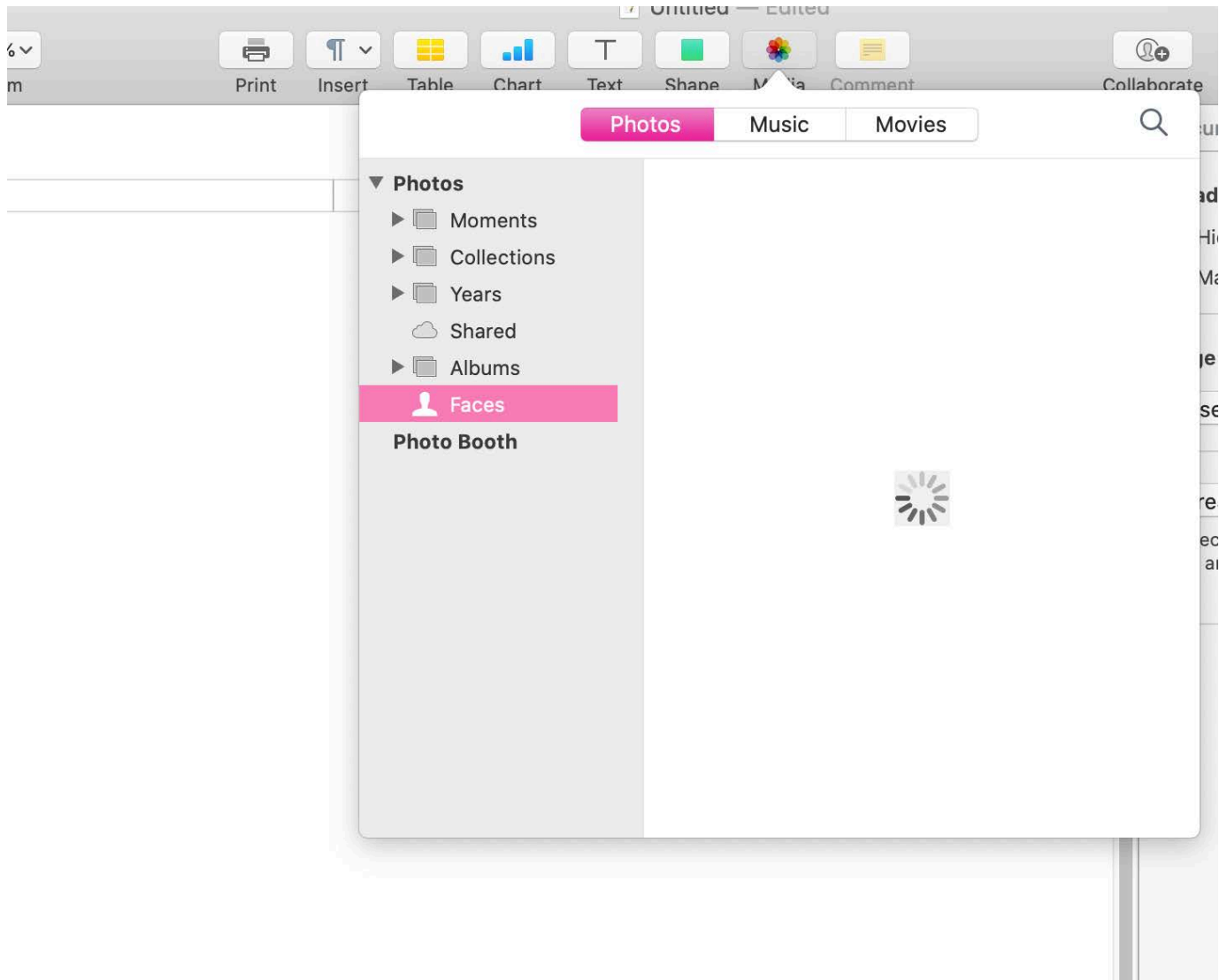
## 1. **Creating Documents from Scratch**

To start your own publication click on File > New. You will see:



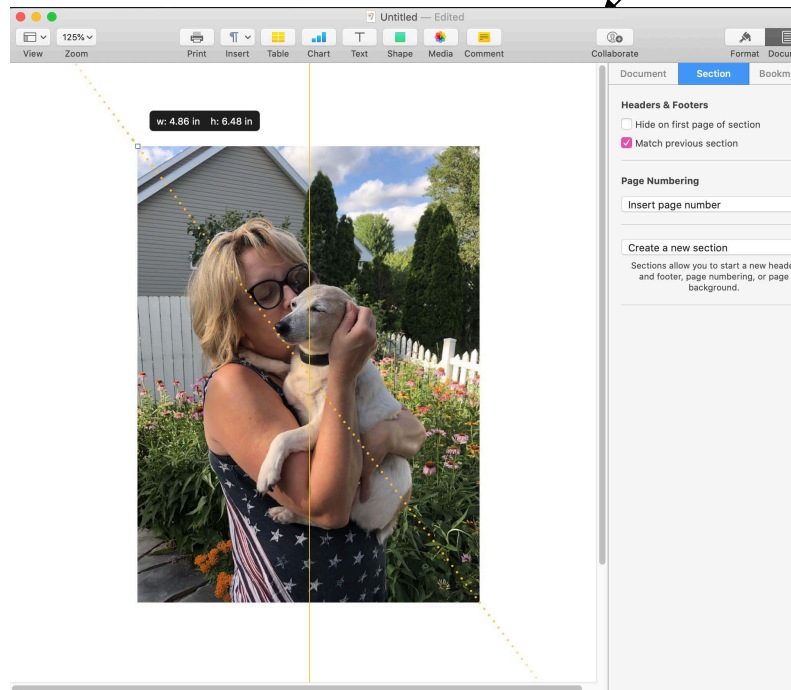
- Decide on the general size of your book choose from pre designed templates or create your own blank publication
  1. Blank/Basic publications
    - Flyers
    - Posters
    - Cards
    - Others

- You can now begin to insert pictures and text boxes. To insert a picture go to: Media > Photos and select your picture:

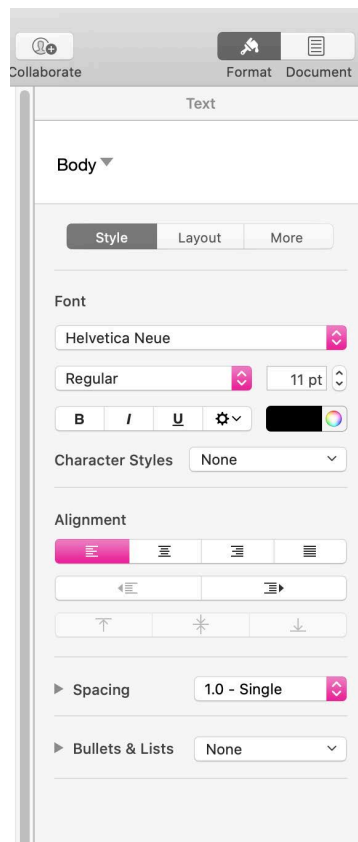




- Once you insert the picture you may need to resize by clicking on the corner of the picture until an arrow ( ) appears which will allow you to move the mouse and resize. This is done by depressing the right mouse button and moving the mouse:

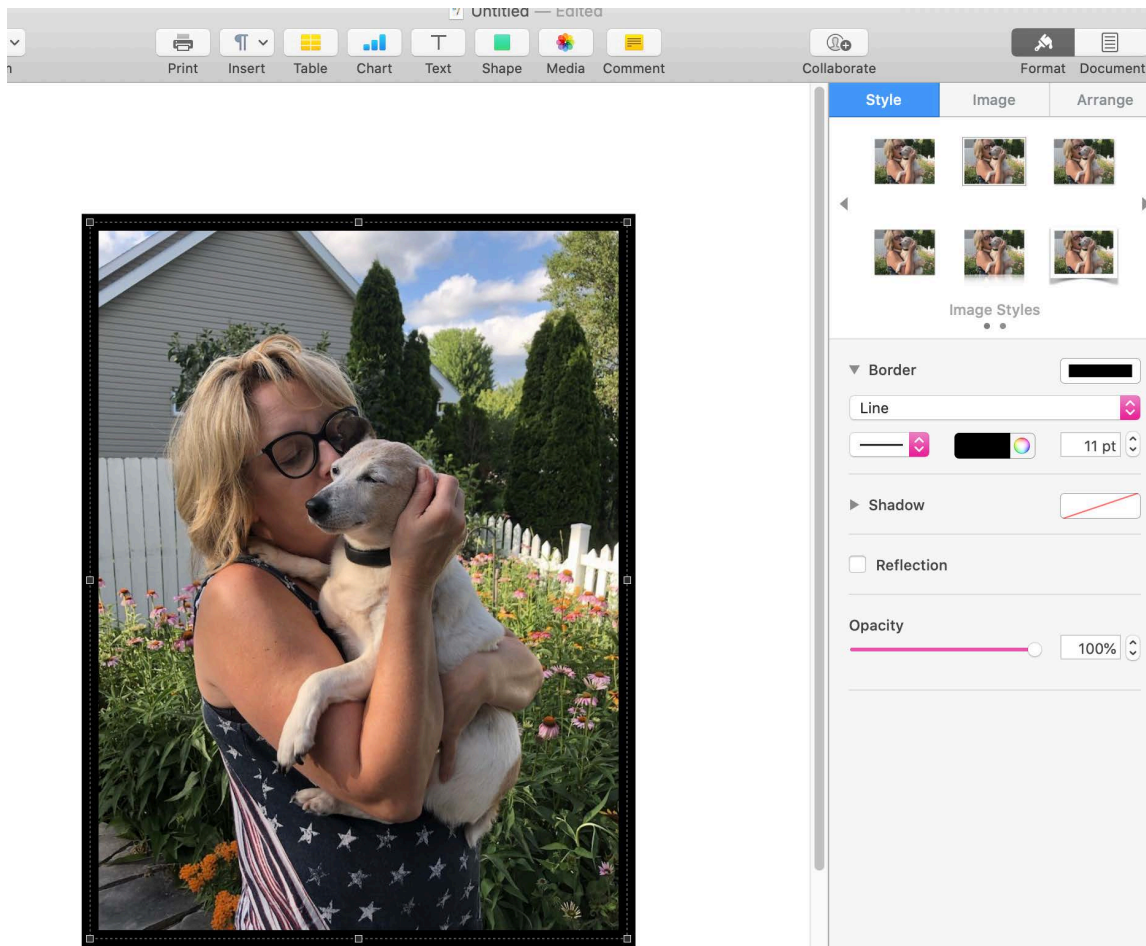


Once you have your picture in position you can put a border around it by selecting "format" in the top right corner.

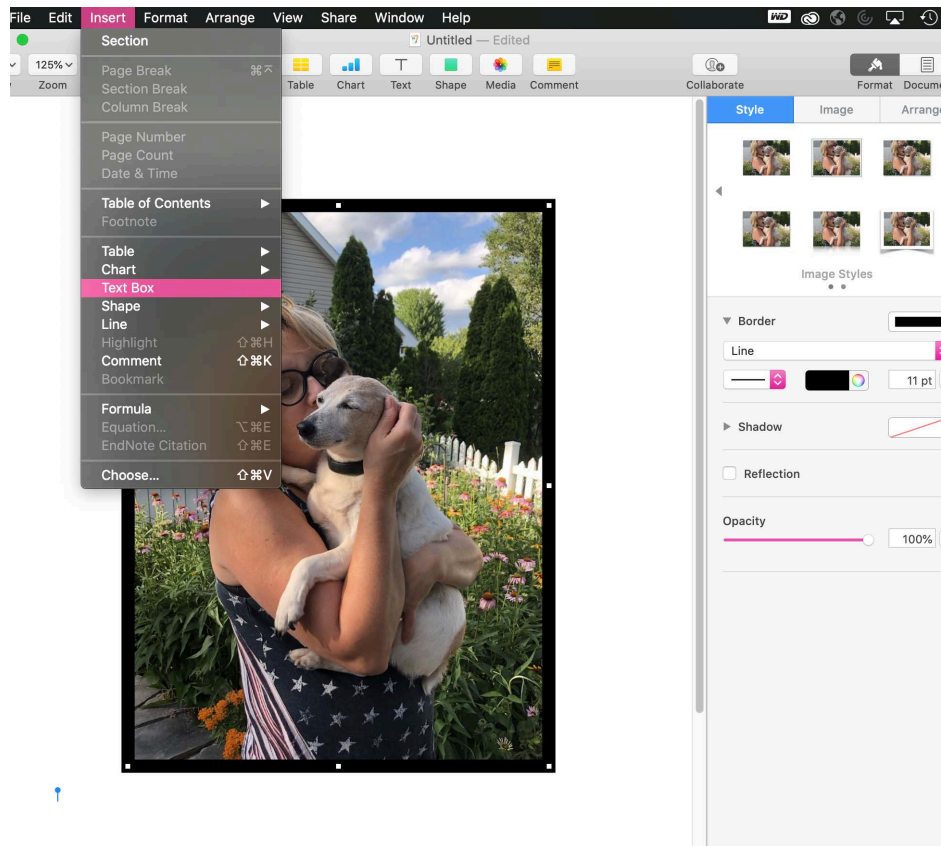




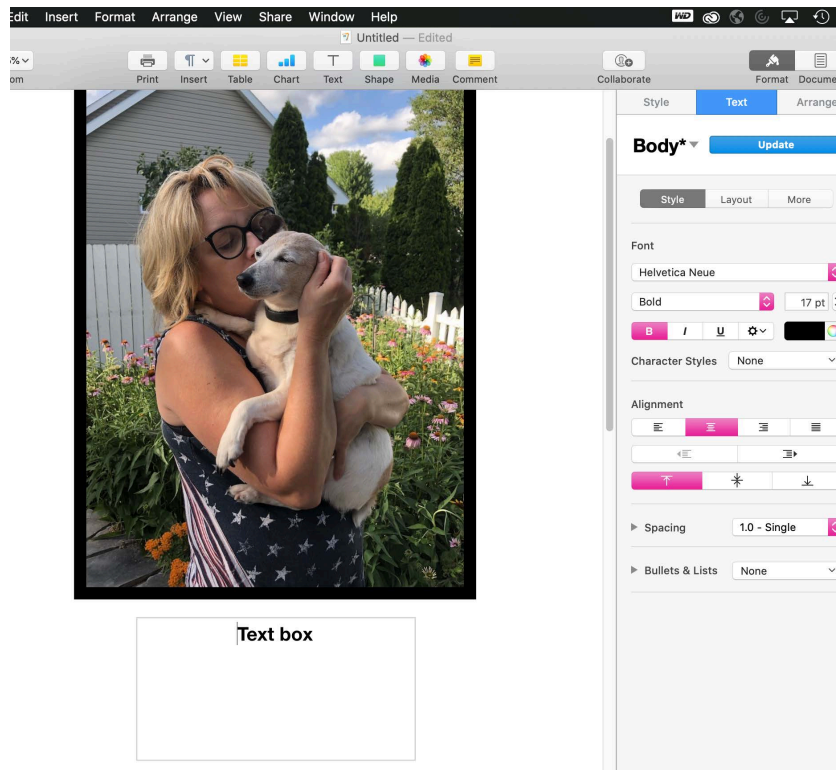
Select “borders” from the tabs to change the outline of the picture.



- Use the color, style, and weight (adjust the width by altering the pt.) features to create a border.
  
- You can choose to stretch the picture to fit or not depending on the result you would like.
- Once you have formatted your picture you can insert a text box by going to the insert menu at the top of the screen and selecting “text box” :



- Insert a text-box. Use your mouse to place the text box. As you place it, you can size it or you can change the size by depressing the left mouse button on one of the open circles on the text box:



- Type your text. You can select different text fonts, colors and sizes from the Pages menu:

The image shows a screenshot of a text editor application. At the top, there is a menu bar with options: Edit, Insert, Format, Arrange, View, Share, Window, Help. Below the menu bar is a toolbar with icons for Print, Insert, Table, Chart, Text, Shape, Media, and Comment. The main content area is divided into two sections. On the left, there is a large image of a woman with blonde hair and glasses, wearing a dark blue dress with white stars, holding a small white dog. On the right, there is a text box containing the text "Text box" in a blue, bold, sans-serif font. To the right of the text box is a formatting sidebar with the following sections: "Style" (with "Body\*" and an "Update" button), "Font" (with "Helvetica Neue" and "Condensed Black" dropdowns, a "29 pt" size dropdown, and "B", "I", "U" buttons), "Character Styles" (set to "None"), "Alignment" (with left, center, right, and justified alignment buttons), "Spacing" (set to "1.0 - Single"), and "Bullets & Lists" (set to "None").

- You can then use "format" tab at the top to quickly edit the text as well.

The image shows a software interface with a menu bar at the top containing 'Edit', 'Insert', 'Format', 'Arrange', 'View', 'Share', 'Window', and 'Help'. The 'Format' menu is open, displaying options such as 'Font', 'Text', 'Table', 'Chart', 'Shapes and Lines', 'Image', 'Movie', 'Copy Style', 'Paste Style', 'Conditional Highlighting...', 'Add Link', 'Remove Link', and 'Advanced'. The 'Font' sub-menu is expanded, showing 'Show Fonts', 'Bold', 'Italic', 'Underline', 'Strikethrough', 'Outline', 'Bigger', 'Smaller', 'Replace Fonts...', 'Character Spacing', 'Ligature', 'Baseline', and 'Capitalization'. Below the menu, a text box contains the text 'Text box' in a blue, bold, underlined font. To the right, a 'Format' panel is visible, showing settings for 'Body\*' font, including font family (Helvetica Neue), size (29 pt), and alignment options.

The screenshot shows a design tool interface with a menu bar at the top (File, Edit, Insert, Format, Arrange, View, Share, Window, Help) and a toolbar with various icons. The main workspace contains a photo of a woman with blonde hair and glasses holding a small white dog. Below the photo is a text box with the following text:

**This is Kristy and her dog, Halle. She is 12 years old!**

On the right side, there is a 'Text' panel with the following settings:

- Body
- Style | Layout | More
- Font: Helvetica Neue
- Regular
- 11 pt
- B | I | U | Color swatches
- Character Styles: None
- Alignment: Left (selected), Center, Right, Justify
- Spacing: 1.0 - Single
- Bullets & Lists: None

- Continue adding pictures and text until you have the page designed as you would like.
- These can then be saved as templates on your hard drive by following the instructions provided above.

## ACKNOWLEDGEMENTS

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