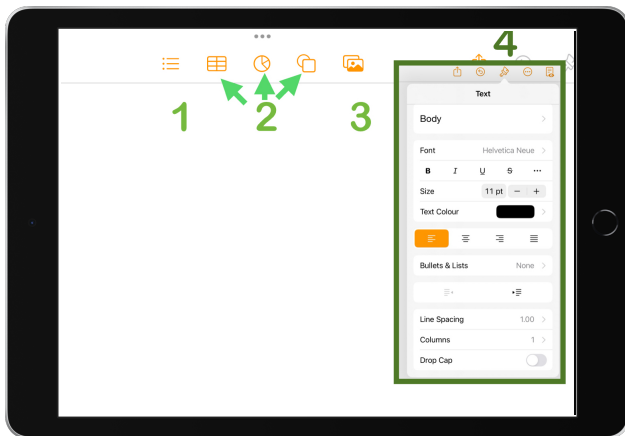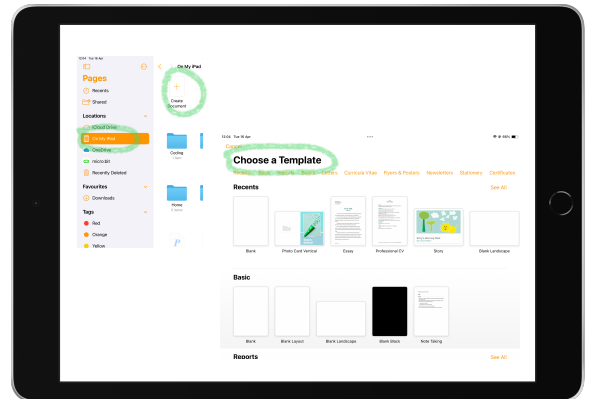# A Quick Guide to: Pages

Getting started

1. In the pages app select on my i-Pad and create document
2. Choose a suitable template by scrolling across or browsing down

Adding Items and formatting

1. Edit the table of contents
2. Add tables, graphs, shapes and text
3. Add media like photos, videos, audio, online videos or image gallery
4. Tap on the text or media you want to format until the blue dots appear around it.Tap the paintbrush to change style, text formatting and arrangement of the object

Saving options

Tap the arrow next to the presentation name for saving options.

1. Document setup (sizing, orientation etc)
2. Rename your document
3. Choose file location
4. Allows you to save as PDF, Word, EPUB Image or Pages Template

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