What is Pages?
Is an easy-to-use application that allows users to quickly create documents on macOS and iOS.

3 C's of Design
1. Consistency
2. Clarity
3. Content

Creating Document in Pages
1. Open Pages application.
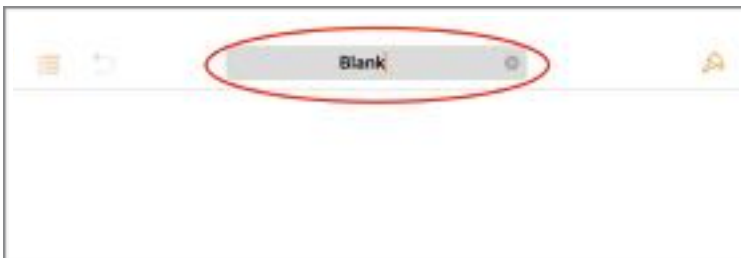2. Click "Create Document" or the plus "+" icon located at the upper right corner of the screen.

3. Select the template that you want to use for your document.
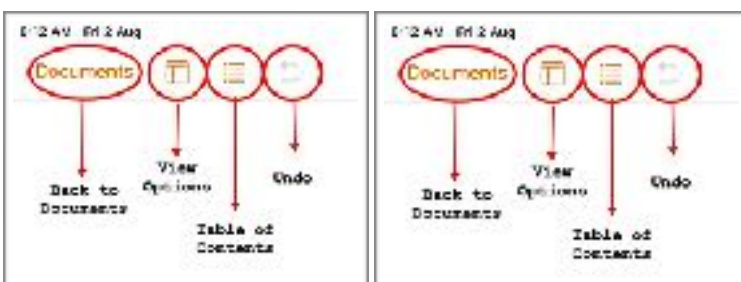

Renaming Document
1. On the top middle part of the screen, click the "Blank" word.

2. Replace it by typing the name of your document.
3. Once done, click anywhere inside the document.

* Once you create a document in Pages using your iPad, it is automatically saved. All you have to do is rename it.

Interface of Pages in iPad

View all of the pages in your Pages document
1. On the upper left corner of the screen, click the "View Option" icon.
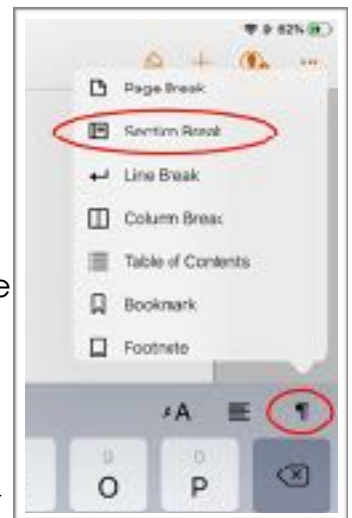2. Enable "Page Thumbnails."

To minimize the size of the page you are working on, pinch in the screen until you see the word "Minimum."


Adding a Page
1. Click on the document so that the keyboard will show up.
2. On the upper right corner of the keyboard, click the pilcrow (¶.)
3. Select "Section Break."

Tip: Always have an extra page before working on your document so that it will be easier for you to add pages if needed.
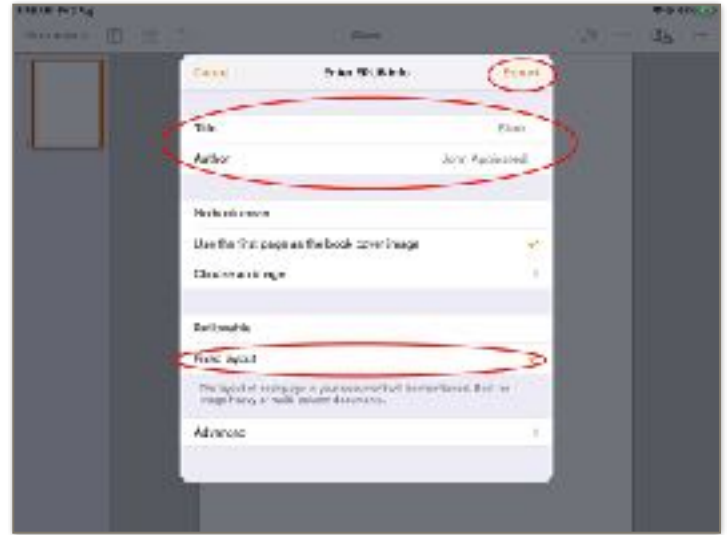

Deleting and Duplicating a Page
1. Enable "Page Thumbnails."
2. Click the page that you want to delete.
3. A bar will appear beside it.
   a. Click "Duplicate" for duplicating or copying the page.
   b. Click "Delete" for deleting a page.
4. If a confirmation pop up appears, click the confirmation button.
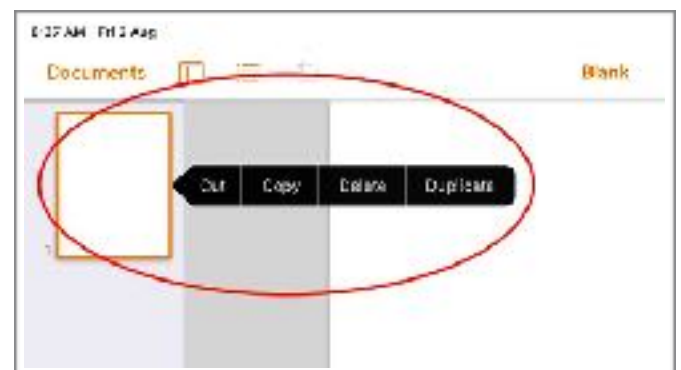
Adding Medias and Elements

1. On the upper right corner of the screen, click the plus "+" icon.
2. You can add the following:
   a. Table
   b. Charts (Bar Graphs, Pie Charts)
   c. Shapes (Textbox, Different Shapes)
   d. Medias (Photos, Videos, Drawings, etc.)
3. Select the category of the element that you want to add.

Exporting Document as an EBook

1. On the upper right corner of the screen, click the ellipsis symbol (…)
2. Click "Export."
3. Choose "EPub."
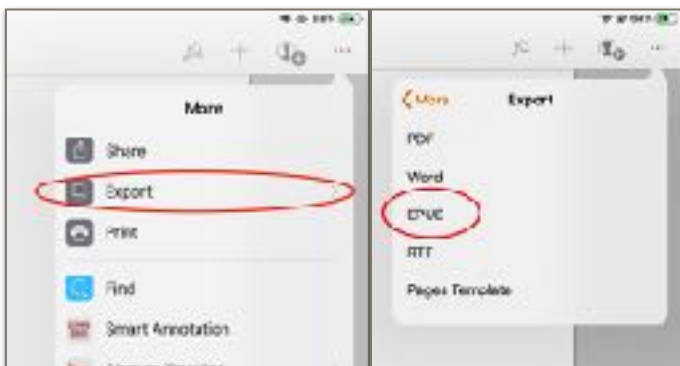
4. A pop up will appear asking you for the details of your EBook. Fill up all the information.

Always tick "Fixed Layout" so that the way you designed and arranged your document will not be changed when opened using other devices.

5. Once done, click "Export" on the upper right corner of the pop up box.
6. Wait for the document to be exported.

Sharing your Document

1. On the upper right corner of the screen, click the ellipsis symbol (...)
2. Click "Share."
3. You may click the name of the device that you want to share your document for "Airdropping."

You can also share your work via Google Drive, Gmail (Email, Google Classroom).

Adding Table of Contents

1. On the upper left corner of the screen, click the Table of Contents icon.
2. Click "Insert Table of Contents."

Make sure that the keyboard is shown so that the "Insert Table of Content" button will be visible.

Editing contents of Table of Contents

1. Click the "Table of Contents" icon.
2. Click "Edit."
3. Check the contents that you want to be part of your table of contents.

Bsic Filming
Is a process of taking videos or pictures of objects.

Framing
Is the presentation of the visual elements in an image, especially the placement of the subject in relation to the other objects.

Basic Rules in Filming
1. Landscape
2. Headroom

CORRECT   TOO MUCH   TOO LITTLE

3. Rule of Thirds

4. Lighting

5. Audio

Signing in to Gmail
Using iPad

1. Open "Gmail" application.
2. Click "Sign In."

3. Choose "Google."

4. Click "Continue."
5. You will be asked for your email address. Enter your email address which was given to you
   Ex. arligumbres27@xs.edu.ph
6. Click "Next."
7. You will be asked for the password for your email account. Enter the password for your account.
8. Click "Sign In."
. You are now signed in to your Google account.

Always check your email for important notification.

Signing in to Google Classroom

1 Open "Google Classroom" application.
2. Click "Get Started."
3. Enter your email address and password.
4. Click "Sign In."

Joining in Classes in Google Classroom

1. Open "Google Classroom" application.
2. Sign in to Google Classroom.
3. On the upper right corner of the screen, click the plus "+" icon.
. Click "Join a class."
5. You will be asked for a class code. Enter the class code of the class that you will be joining. The class code will be given by the teacher of the class you are joining.
6. Click "Join."
7. You are now part of the Google Class you joined in.