

## Quick Start

# Creating a Newsletter in Pages

Pages, part of the iWork suite, is a word-processing and design layout application you can use to create professional-looking documents that can combine text with photos, charts, and other images. Pages includes a wide variety of Apple-designed templates to help you get started.

In this activity, you'll use an education newsletter page layout template to produce a school newsletter.

## Using Pages in the Classroom

With Pages, students can readily create many types of documents in all subject areas, such as term papers, lab reports, poetry books, posters, or documentary movie scripts. Teachers will also find Pages a valuable tool for keeping students' families informed of school and classroom events with great-looking letters, newsletters, flyers, and more.

The example in this activity is a school newsletter that promotes a school-wide photographic exhibition and contest. The newsletter is designed to be printed and mailed to students' families and could also be added to a school website.

## Goals

In this activity, you will:

- Select a template
- Add text to a newsletter
- Add images to a newsletter
- Edit images for size and position
- Add a mailer page

## Time

This activity will take approximately 60 minutes to complete.

## What You Will Need

For this activity, you need to download the Pages\_Assets folder. You need to import the image files in that folder to your iPhoto library. (See the "Importing Photos and Creating Albums with iPhoto" activity for more information.) The Pages\_Assets folder also includes a Pages text file that you will use for the text for your newsletter.

Software needed:

- Pages
- iPhoto

## Opening Pages

- 1 Open Pages by clicking its icon in the Dock or by double-clicking its icon in the Applications folder.



**Note:** If this is the first time you are opening Pages, the Pages '08 dialog appears. Click OK.

The Pages Template Chooser window opens. It contains a list of template categories for Word Processing and Page Layout documents in the left column and pictures of the templates on the right.

- 2 In the Template Chooser window, click Newsletters under Page Layout in the column on the left. Click the Education Newsletter on the right of the window to select it, then click Choose.

The Education Newsletter template opens. You are ready to modify the text in the green banner and all of the pictures on the first page.



**Note:** If your computer does not have the fonts used in this template, a font substitution will automatically occur.

- 3 Double-click the current title, "Education Newsletter," to select the text. Type the new title, *Hometown High Newsletter*.

**Note:** The date field and the volume number in the green newsletter banner are automatically filled in with the current date and a volume number. You can modify them manually by selecting the text and typing the new information.

- 4 Choose File > Save. Name this project and save it.

## Replacing Pictures

The four pictures in the green banner are template placeholder images. You'll replace them with four photos from the Pages\_Assets folder.

- 1 Click in the middle of the first image (the soccer players) to select it.  
The edit mask controls appear. These tools are used to crop, resize, and reposition pictures. You will use them later in this activity.



- 2 To select a new picture, from the Pages menu bar, choose Insert > Choose, then navigate to the Pages\_Assets folder.
- 3 Click the file hansenDam\_horseback\_riders.JPG to choose it, then click Insert.

**Note:** To close the edit mask controls window, click outside the selected picture area in an area that does not include a picture or text.

- 4 To replace the remaining three pictures, repeat steps 1-3. Replace the placeholder images with the following images (from left to right): LARiver\_heron.jpg, hansenDam\_feeder\_3.jpg, and LARiver\_tree.jpg.

All of the inserted pictures fit into the placeholders without any adjustments so far. The next replacement picture will need to be modified using the edit mask controls.

- 5 Click in the middle of the first paragraph's image (the group of people) to select it.
- 6 Choose Insert > Choose, then navigate to the Pages\_Assets folder.
- 7 Click the file HansenDam\_color.jpg to choose it, then click Insert.

The edit mask controls appear. The resizable mask area, which is the dotted outline with selection handles, identifies the size of the picture in the document. The edit mask slider controls the zoom-in and zoom-out factors of the picture. Clicking the Edit Mask button selects a repositioning tool.

In this case, the newly-inserted photo has too much sky and must be repositioned to show more of the landscape.

- 8 Click the Edit Mask button to see how much additional picture is available outside the resizable mask.



- 9 Click in the middle of the picture. The pointer turns into a hand. Drag up until the sky fills only the top third of the window.

**Note:** Click anywhere outside of the edit mask or text areas to deselect the edit mask.

You need to replace one more picture on this page before modifying the text.

- 10 Click in the middle of the second picture (the swimmer) to choose it and open its edit mask controls.
- 11 Choose Insert > Choose and navigate to the Pages\_Assets folder.
- 12 Click the file hansenDam\_field.JPG to select it, then click Insert.

## Modifying the Text

Newsletters are the culmination of the efforts of many people who contribute stories and images from a variety of sources. Now that you've changed the pictures in the newsletter, you'll copy and paste several prepared stories by students and faculty into the newsletter body.

- 1 Choose File > Open and navigate to the Pages\_Assets folder. Double-click the Pages\_Newsletter\_Content.pages document to open it.
- 2 In the text file you just opened, drag to select the "Open Spaces in Your City" title and text. Choose Edit > Copy (or press Command-C) to copy the selected text.

Leave the document open because you'll be returning to it later.

- Return to the newsletter. Double-click inside the text box starting with “Aliquam justonisl iaculisnon faucibusnon” and choose Edit > Select All (or press Command-A) to select all of the text.



**Aliquam justonisl iaculisnon faucibusnon!**  
Vestibulum vel massa quisque imperdietleo a enim pellentesque sem hasellus hendrerit volutpat maurisonec lectus felis molestie quis suscipit vel elementum a massa nam wisi. Sed odio mauris at neque.

- Choose Edit > Paste (or press Command-V) to paste the new text into the box, replacing the placeholder text.

The new text is in the same font and size as the template, but it is a bit longer so the text box needs to be taller to accommodate it. The main body’s text box must also be moved down to make room.

- Click outside the text box to deselect it, then click the new text to activate the selection handles, as seen in the picture below. Drag down the + (plus) handle at the bottom center of the text box just enough to display all of the text.

**Open Spaces in Your City**  
Open spaces are an important part of any community and the students of Hometown High have put together a photographic exhibition of their work. Students, teachers, staff and parents are invited to vote for their favorite

This text box will now overlap with the larger main body’s text box. You will need to reposition the larger text box.

- To make more room for the larger text box, click in the white space in the main body’s text area to activate its resizable text box and drag down the top middle selection handle.

You will have to adjust both boxes and their content by dragging the larger text box and its picture downward until “photograph.” is no longer clipped in the top paragraph’s text box and there is a pleasing amount of space between the two.

- In the “Pages\_Newsletter\_Content.pages” document, select just the two paragraphs below the title “Body Paragraphs 1 and 2” and copy them by pressing Command-C.
- In the newsletter, double-click anywhere in the dark gray text of the main body to automatically select all of it, then choose Edit > Paste (or press Command-V) to replace it with the new text.

The photo in the second column is now out of place. Don't worry, you will be fixing that soon. The main body text area of your newsletter should look like this:

### Open Spaces in Your City

Open spaces are an important part of any community and the students of Hometown High have put together a photographic exhibition of their work. Students, teachers, staff and parents are invited to vote for their favorite photograph.



Although Los Angeles is a highly built up urban metropolis, it has a surprising number of open spaces. Two of those open spaces are the Los Angeles

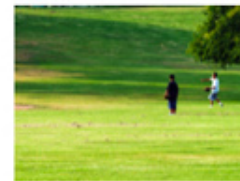
River and the Hansen Dam Recreational Area. Open spaces are not only important to Los Angelenos for the pursuit of recreational activities, but they also provide habitat to local and migratory wildlife, as well as serving to protect our precious watershed.

Our students were invited to take pictures of these two open spaces for a photo contest. The mission was to capture them in a way that reflected both their beauty and function.

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Nonummy a est mauris at erat. Maecenas sit amet nulla id tellus fringilla aliquaminteger interdum venenatis nulla. Proin vel massa vitae velit blandit

lobortis. Proin sed leo quis metus fringilla fermentum. Aliquam erat volutpat. Sed nec purus. Vivamus rhoncus, neque in varius tincidunt, mauris mi scelerisque leo, at aliquam lacus metus quis velit.



- 9 In the Pages\_Newsletter\_Content.pages document, select the title "The Importance of Watershed Open Spaces" and its three associated paragraphs, then choose Edit > Copy to copy them.

**Note:** To select specific text inside a Pages text box, you first click within the text box to make it active. You then click to place the insertion point at the beginning of the text you want to select, and then holding down the mouse button, drag to highlight all of the text you want to select.

- 10 In the newsletter, select the light blue title and text of the main body, and choose Edit > Paste to paste the new text.

**Note:** The second picture has fallen perfectly into place with its text. If this were not the case, the picture could be moved by clicking it to display its resizable mask and dragging it to a new position.



Your finished page should look like this:



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River and the Hansen Dam Recreational Area. Open spaces are not only important to Los Angelenos for the pursuit of recreational activities, but they also provide habitat to local and migratory wildlife, as well as serving to protect our precious watershed.

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### The Importance of Watershed Open Spaces

Both the Los Angeles river and Hansen Dam are watershed areas created for flood control. Without them, Los Angeles would suffer periodic disastrous

floods. Two marvelous side benefits of this flood control effort are recreational areas and wildlife habitat creation.

The Hansen Dam Recreational Area offers horseback riding, boating, fishing, model airplane flying and hiking through one of Los Angeles's few urban forests. These diverse outdoor recreational activities improve the quality of life and make the Los Angeles area a more attractive place to live and raise children.



Constructed in the 1930's by the Army Corps of Engineers as a flood control project, the lake it created was eventually filled in with silt from the

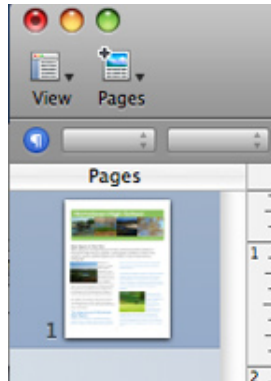
Tujunga Wash. This created a rich ecosystem offering shelter to a wide variety of birds, both domestic and migratory. Today it is one of the most important bird breeding grounds in the Los Angeles area.

**Note:** If you are writing your own stories for the newsletter, you can type them directly into the newsletter template.

## Adding a New Page

You have finished the first page of your newsletter. Such a newsletter could be sent to parents and community members to tell them about school events. You will now add a new mailer page.

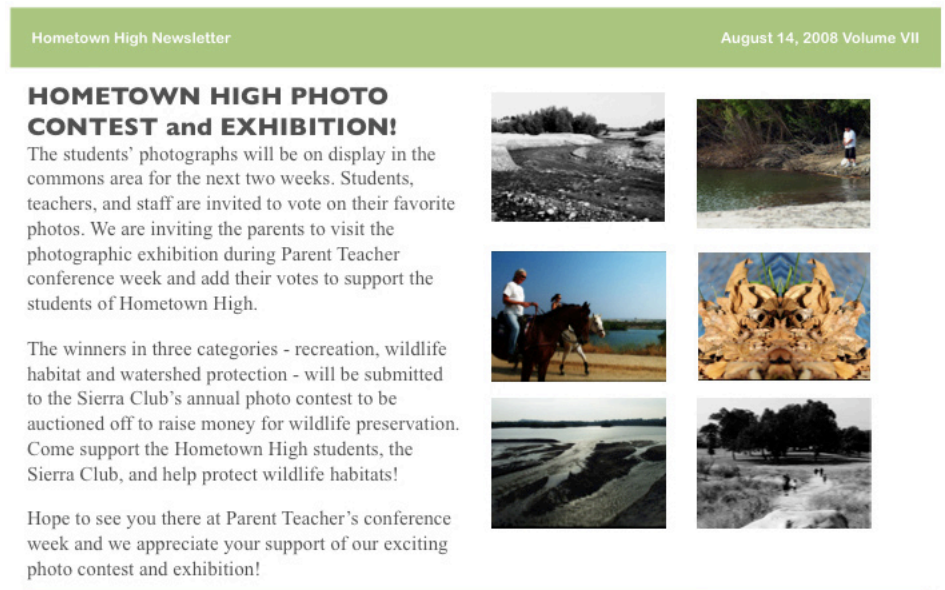
- 1 Click the Pages button in the toolbar and choose Mailer.



A new mailer page is added to the list of pages on the left, appended to your newsletter document, and automatically selected.

- 2 In the green header bar, double-click the "Educational Newsletter" text to select it, and type *Hometown High Newsletter* to replace it.

Since the Mailer page is the outside of this bi-fold newsletter, its content needs to be eye-catching so that the recipient will want to read it. You will modify the mailer page to make it look like this:

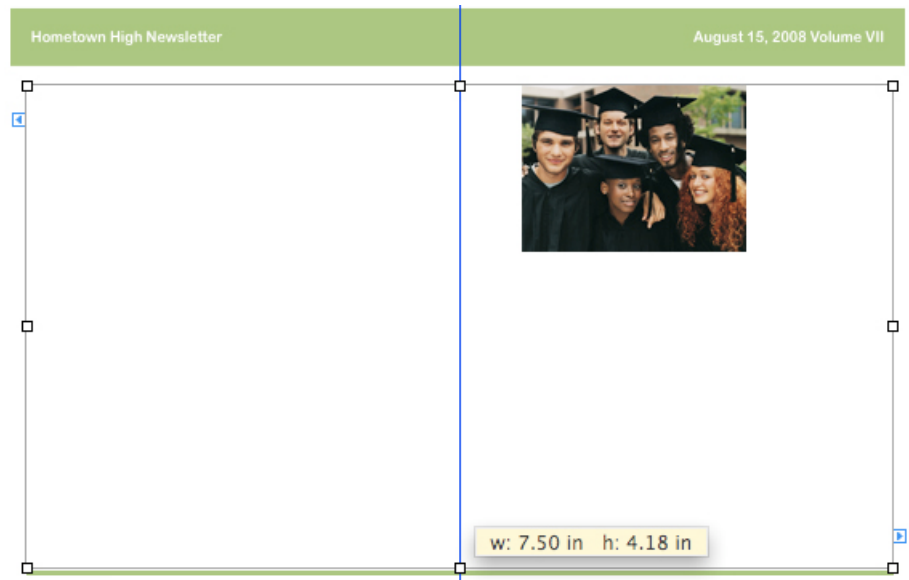




- 3 Click the small “soccer” picture to select it, then press Delete. Delete the small “computer lab” picture as well.
- 4 Click once in the text box, then drag across the blue and dark gray titles and text to select it, and then press Delete.

At this point, only the “cap and gown” picture should remain on the page.

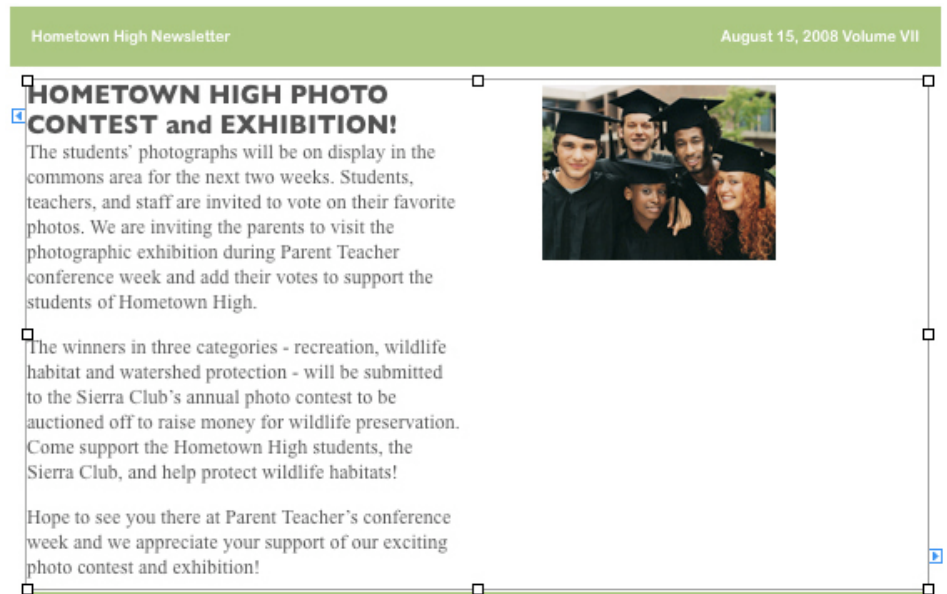
- 5 Drag the “cap and gown” picture into the right column of the text box.  
You do not want the new text to wrap around into the right column. To ensure that the new text stays within the left column, the height of the text box will need to be adjusted before you place the text.
- 6 Click in the middle of the text box area to select it and drag the bottom middle selection handle down until the bottom edge of the text box is just above the green line.



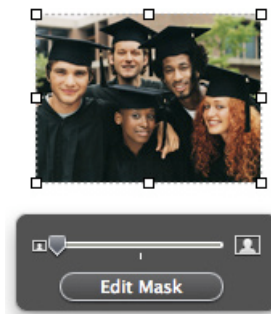
- 7 In the “Pages\_Newsletter\_Content.pages” document, select the title text, “Hometown High Photo Contest and Exhibition,” along with its three associated paragraphs. Press Command-C to copy them.
- 8 In the newsletter, click in the upper left corner of the text box to position the pointer, then press Command-V to paste the new text.  
The bottom text is now a little too close to the green line, so it must be moved up a bit.
- 9 Click in the text box area to select it, then drag the top middle selection handle up toward the green banner, cutting the distance between them in half.

## Duplicating a Placeholder Image

Next, you will modify the mailer page and add more placeholder images to accommodate some of the students' photographic work. You'll resize and duplicate the "cap and gown" placeholder image to create areas in which to insert six images. The top half of the mailer page should currently look something like this:



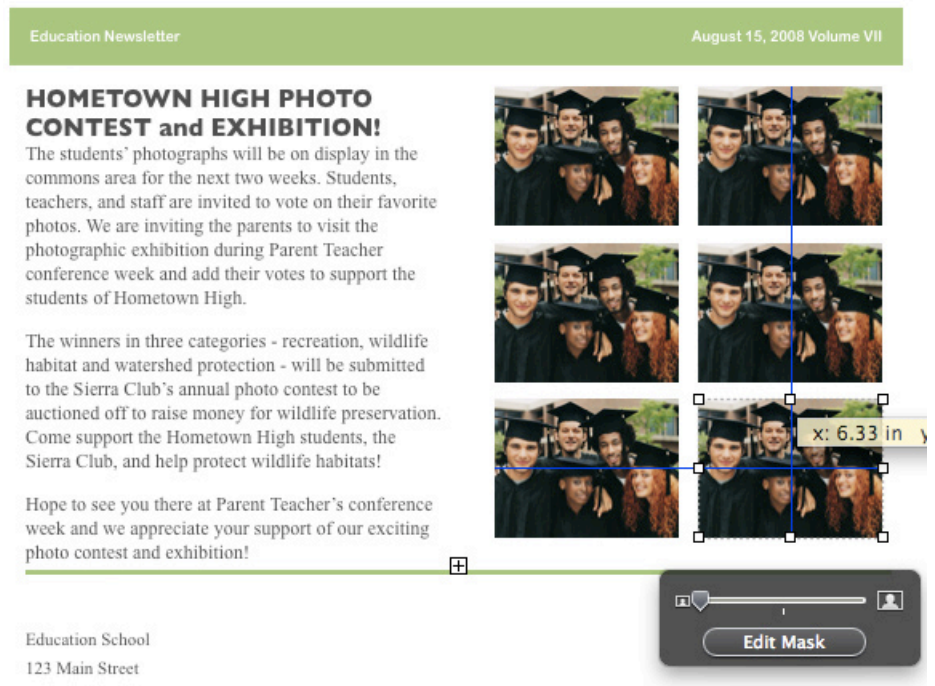
- 1 Click in the middle of the "cap and gown" picture to select it, which opens the edit mask controls.



- 2 Position the pointer over the bottom-right corner selection handle.  
The pointer turns into a double-headed arrow.
- 3 Drag the selection handle in the lower-right corner of the picture until the tooltip displays a width of 1.60 in. and a height of 1.20.
- 4 With the image selected, press Command-C to copy it. Click outside the image to deselect it, then paste the copy by pressing Command-V.
- 5 Drag the copy to position it to the right of the original image.
- 6 The copy of the image is still in your computer's memory, so paste four more copies, in each case clicking outside the image before pasting a new image copy. Drag the six images until they are positioned in two columns of three images, as shown in the figure after step 7.

- 7 To check the vertical and horizontal alignments of the pictures, position the pointer in the middle of an image. Hold down the mouse button to select the image. Vertical and horizontal blue lines appear to indicate the position of the images.

**Note:** The blue lines appear only when rows or columns are in perfect alignment. You can press the arrow keys to nudge the images into final position.



## Finishing the Mailer Page

With the six placeholder images inserted and positioned, you can replace them with your own pictures. You will also replace the mailing and return addresses. You already know how to replace the pictures and reposition them using the edit mask controls.

- 1 Repeat the steps in "Replacing Pictures" earlier in this activity to replace and reposition the pictures, as necessary.

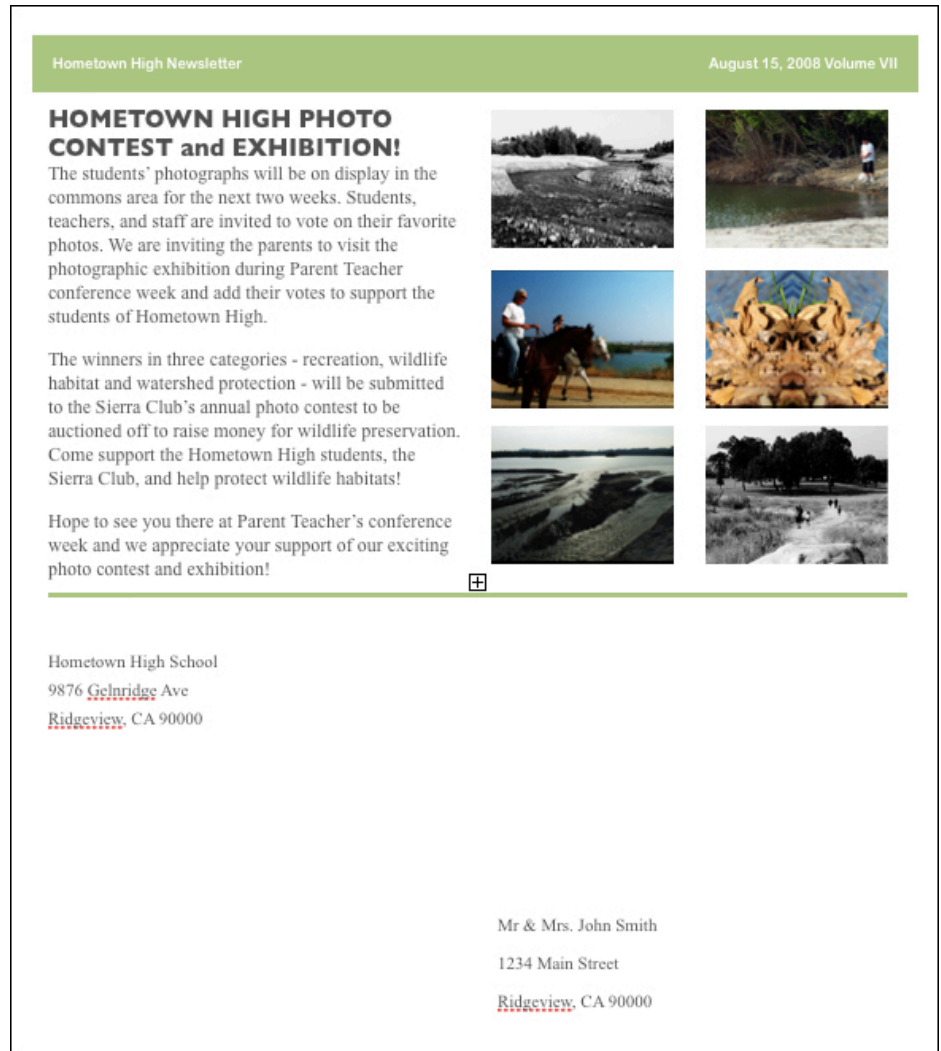
Replace the pictures as follows:

	COLUMN 1	COLUMN 2
Picture 1	hansenDam_river_BW.jpg	hansenDam_fishing.jpg
Picture 2	hansenDam_horses_1.jpg	hansenDam_leaf_face.jpg
Picture 3	hansenDam_feeder_1.jpg	hansenDam_hikers_BW.jpg

**Note:** The content of Picture 1 in Column 1 (hansenDam\_river\_BW.jpg) will need to be repositioned.

- 2 Select the sender and recipient mailing addresses and change those accordingly.

The completed mailer page should now look like this:



You have created a newsletter that describes an important ecological issue in the Los Angeles area and that provides details for a school-wide photo contest and exhibition. You can now create your own newsletters reflecting your community and school. You can mail them to families and upload them to a school website.

## Next Steps

Now that you've gotten started with Pages, you're ready to use it with your lessons to enhance teaching and learning. The additional activity ideas that are included here suggest a few more of the ways you can use Pages with your students. When you want to gain further skills in using the software to implement these and other activities, you can use the resources listed in "Learn More," below.

### Learn More

The following are some of the resources you can use to find out more about using Pages.

#### Help

When you're working in Pages, onscreen help is available at any time by choosing Help > Pages Help.

#### Video Tutorials

For a collection of tutorials about using Pages, go to [www.apple.com/iwork/tutorials](http://www.apple.com/iwork/tutorials) or choose Help > Video Tutorials when Pages is open.

#### Apple Media Series

iWork '08 in the Classroom, part of the Apple Media Series, provides how-to videos and step-by-step guides for learning how to use Pages and the other applications in the iWork suite. iWork '08 in the Classroom, available at an affordable cost to individuals and schools, guides you through what students could produce with each application.

[www.apple.com/education/k12/applemediaseries](http://www.apple.com/education/k12/applemediaseries)

## Additional Activity Ideas

### Exploring Literature—Language Arts, History

When students are studying a literary unit that focuses on a time period in history, such as the Elizabethan period, they can use Pages to create a newsletter related to that time period or the literature they are studying. Students can write the stories as if they are people living during that time period or are characters in the book they are reading.

### Going Green—Environmental Science, General Science, Language Arts

As students study the impact of global warming, water shortages, energy issues, and so on, they can research ways to make changes in their carbon footprints and be more ecologically aware. Students can use Pages to publish their findings in a report format that includes photos, charts, and tables, and share that information with a larger community.

### Poetry with Nature—Language Arts

In language arts, students can take digital photos on a nature hike field trip and then write poems based on their favorite photos from the trip. Students can publish the poems with illustrations in a Pages document that can then be printed or shared on a website.

### **Symmetry—Math, Science, Fine Arts, History, Architecture**

The study of symmetry is appropriate in many curricular areas, and an interdisciplinary approach to symmetry can be interesting and insightful. Students might research symmetry in nature, art, historical buildings, and so on; collect photos (both original and through the research process); and then use Pages to create a newsletter about symmetry. The newsletters can also include video commentaries that others can view when reading the newsletters on a computer or on a website.

### **Book Promotion—Language Arts**

Along the lines of a movie poster advertisement, students can use Pages to create a poster advertising or promoting a book they have read. They can study the elements of a movie poster and incorporate those components into their book poster. The posters can then be printed and displayed in the classroom or shared on a website.

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