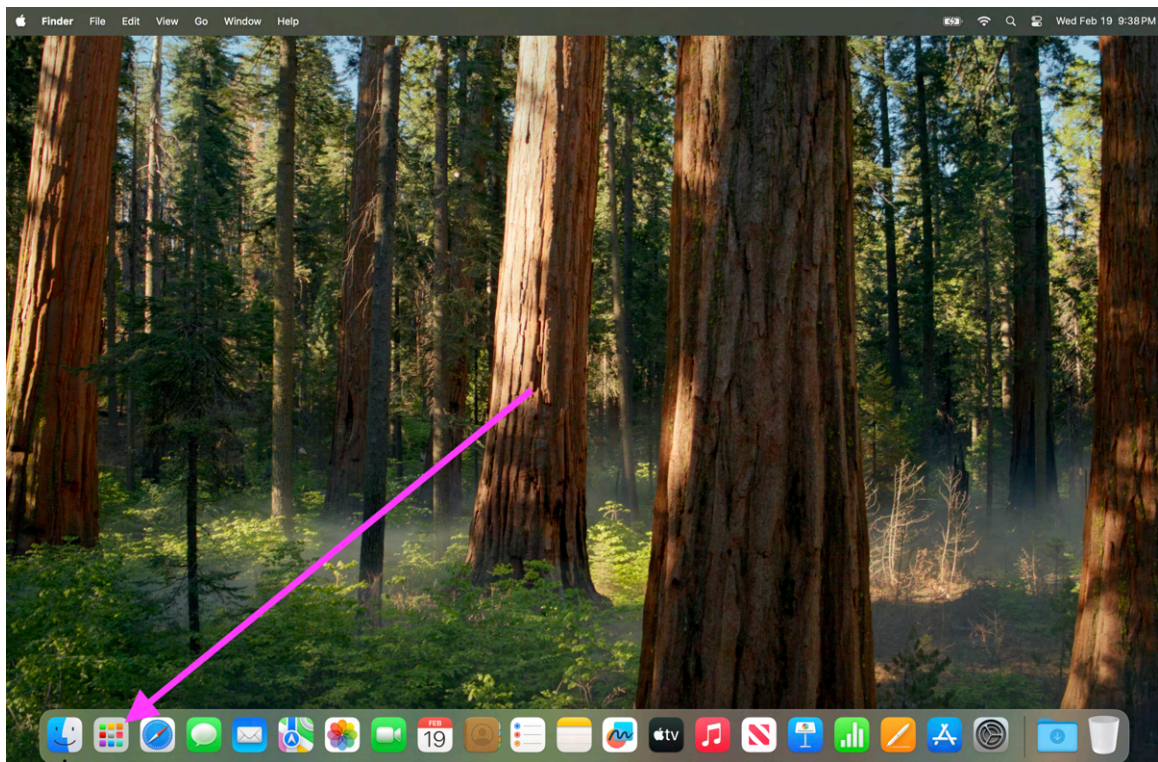
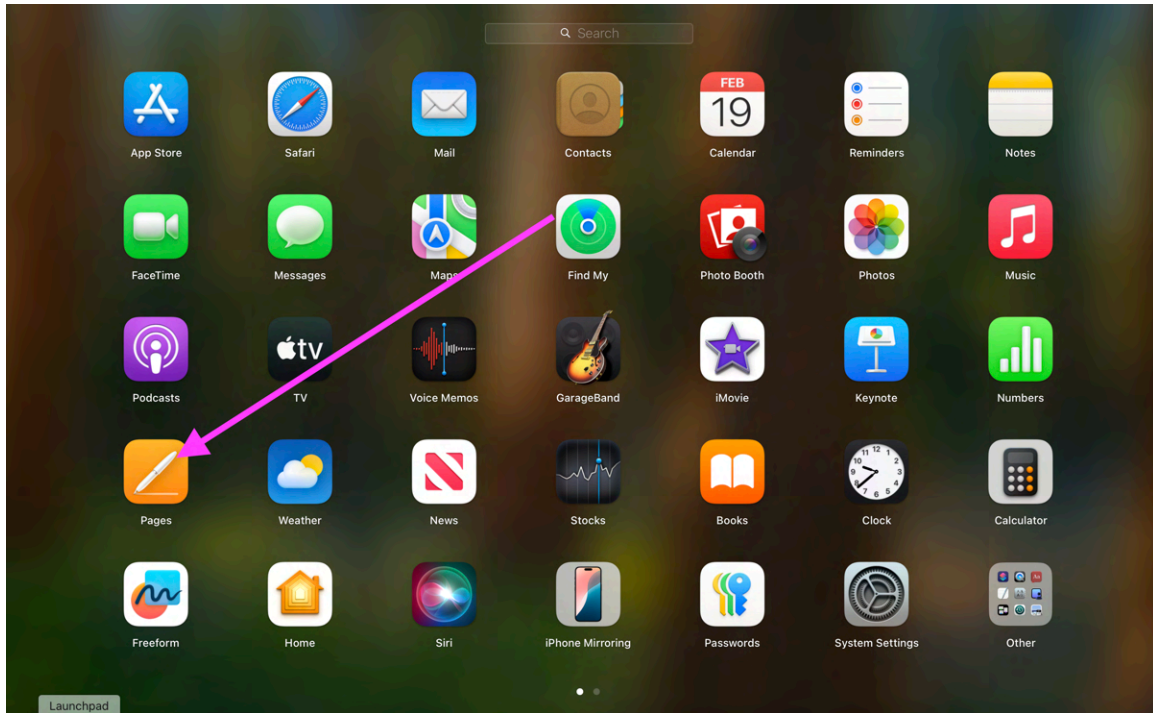


Document Color and Size

Step 1: Navigate to Launchpad and click on it.

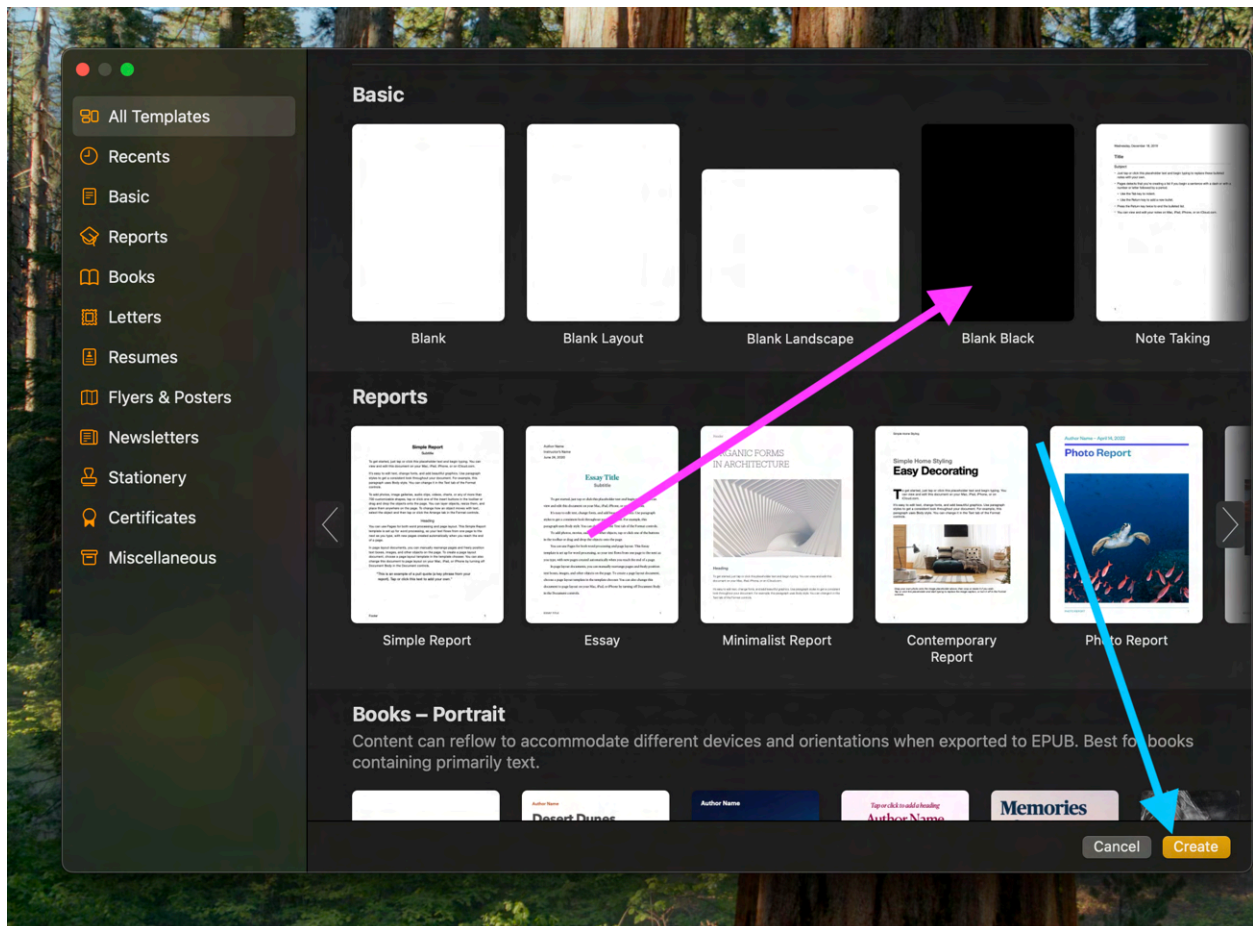


Step 2: Click on the Pages Icon

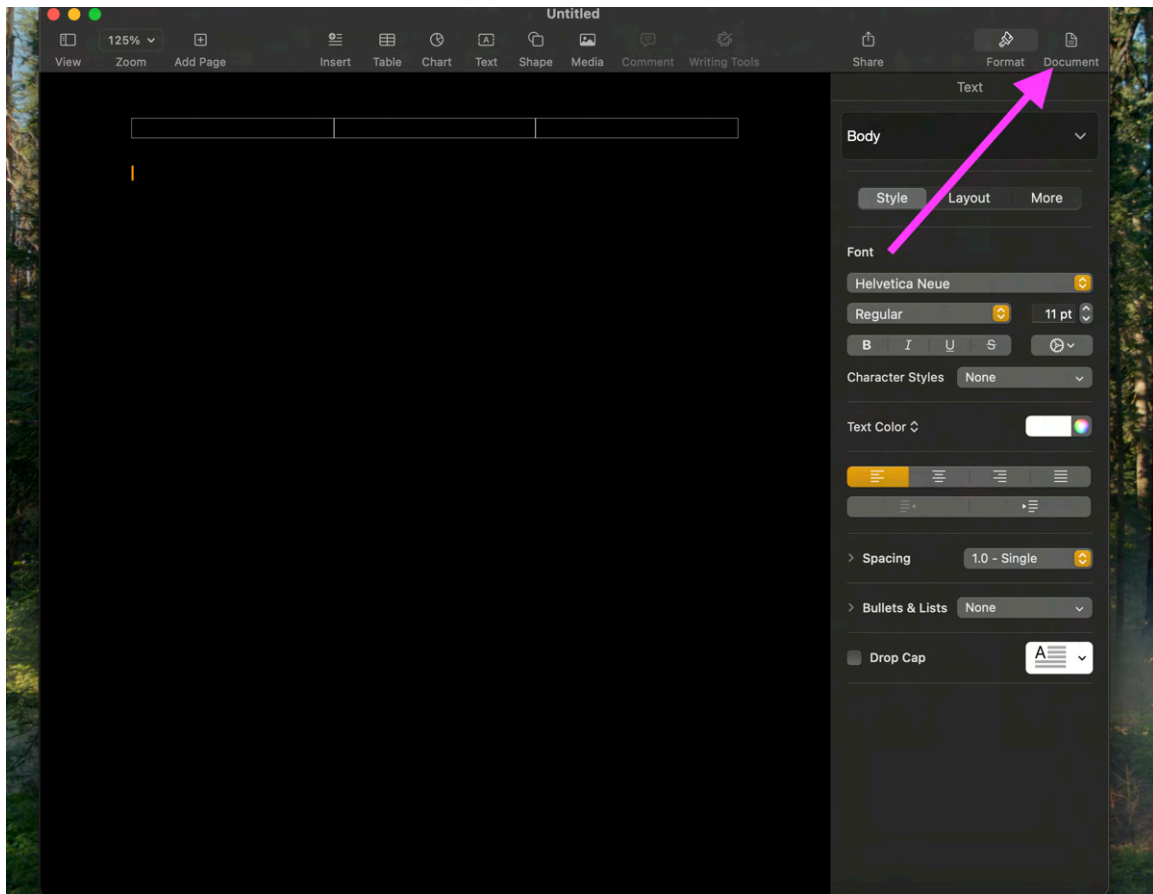


Step 3: To open the document choose one of the options below:

- rapidly click twice on the blank black template (pink arrow)
- click on the blank black template and then press create (blue arrow)

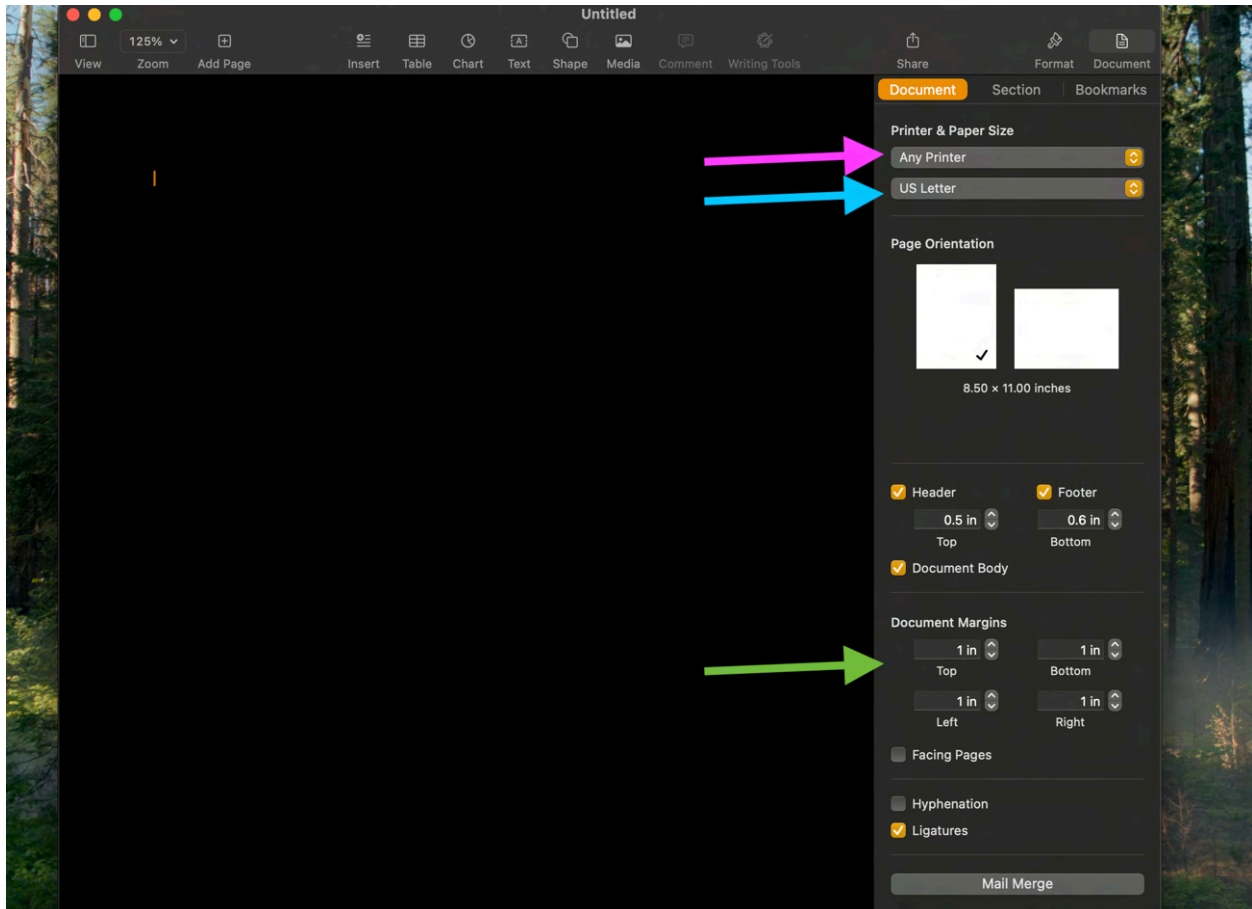


Step 4: Click on the document tab

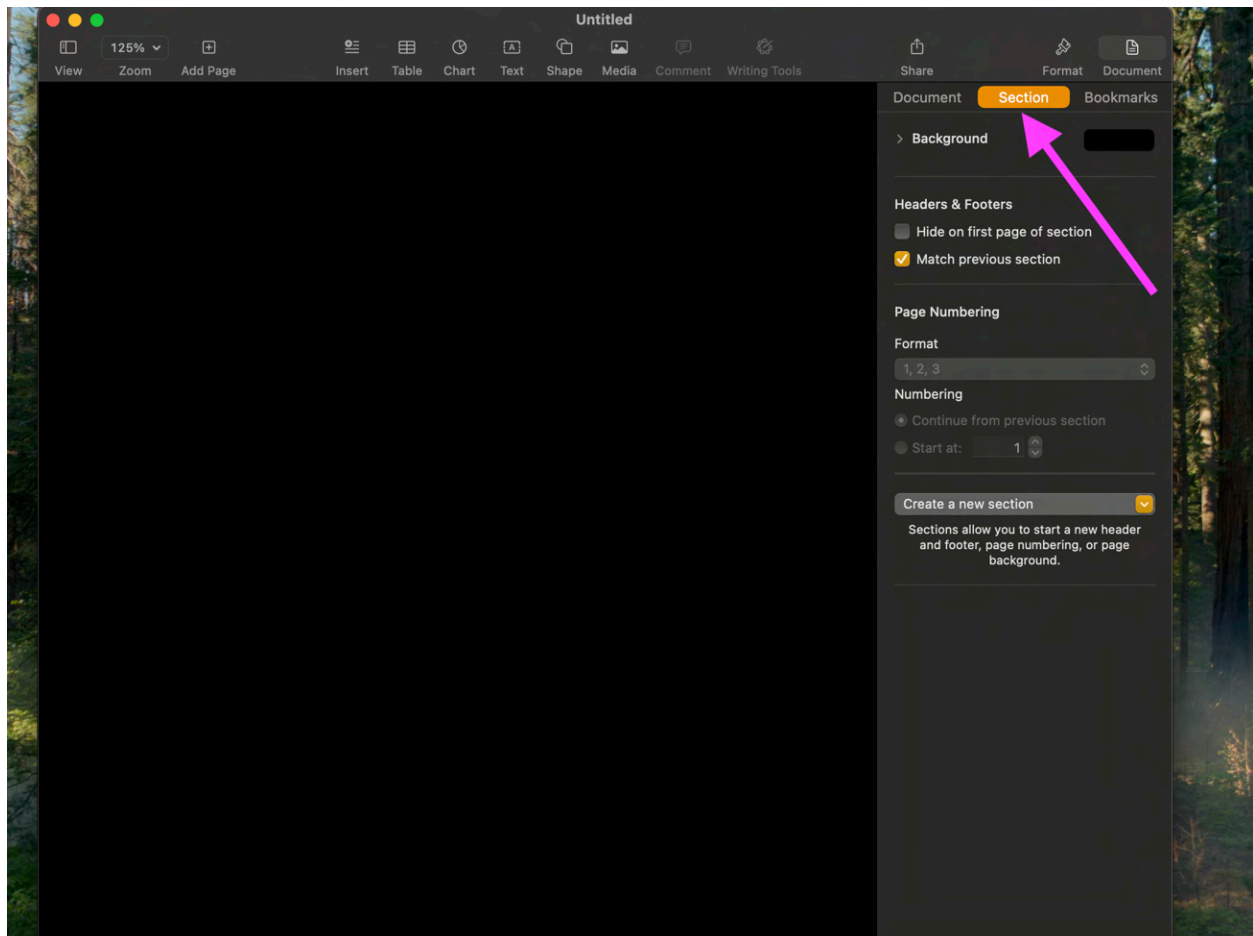


Note 1

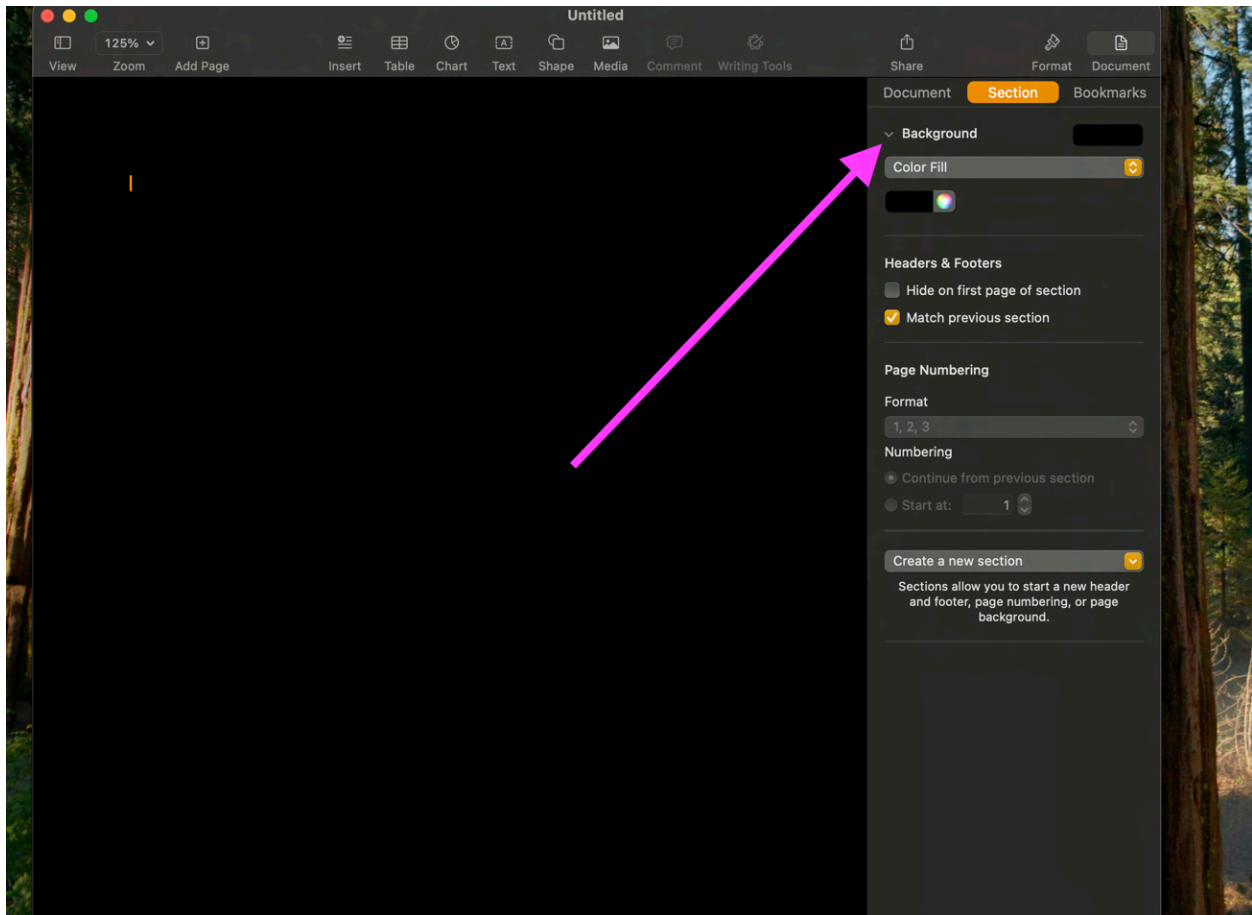
- Pink arrow indicates which printer will be used
- Blue arrow indicates size and type of paper
- Green arrow sets the margins



Step 5: Click on the Section tab to edit the document color

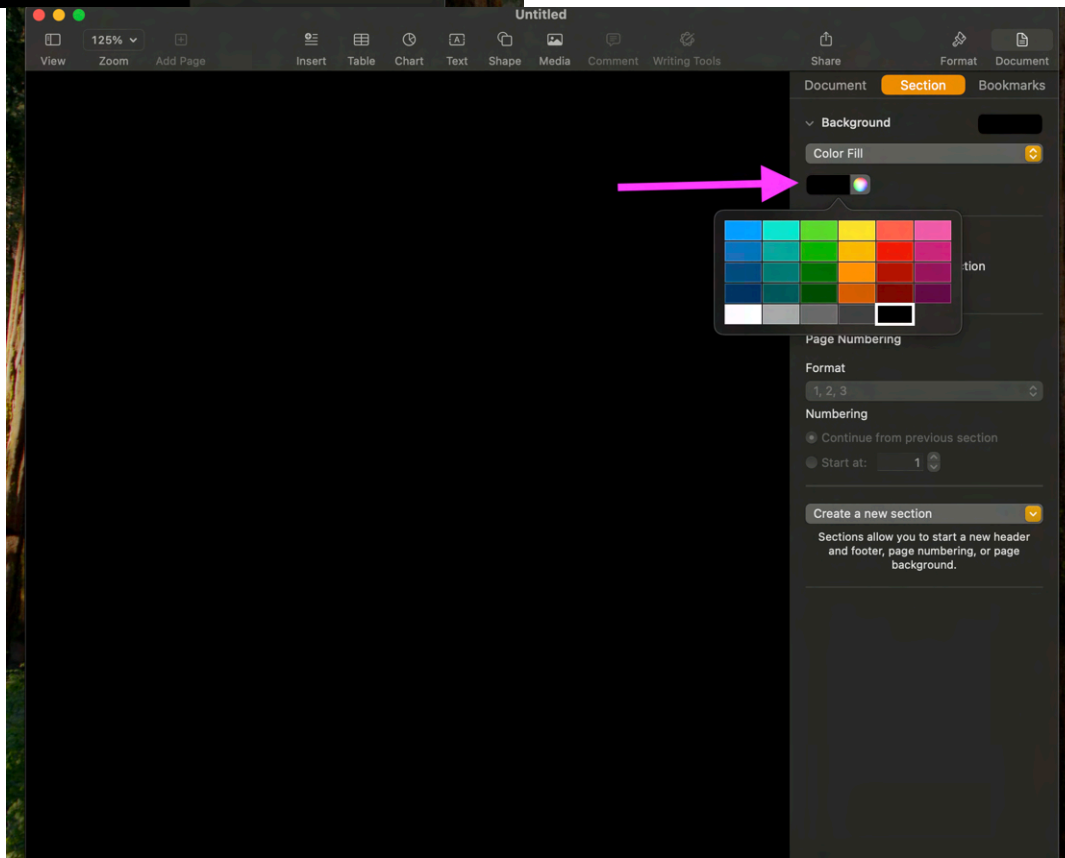
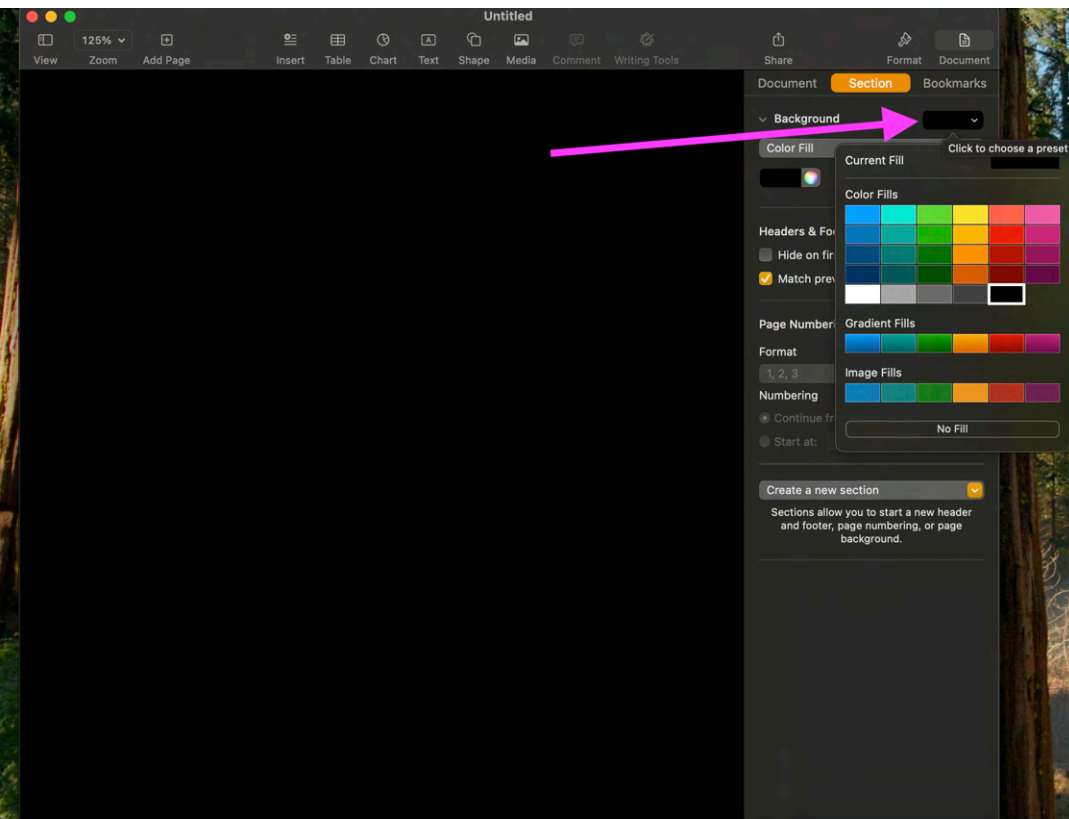


Step 6: Click the arrow next to Background to pull down the options for the background color

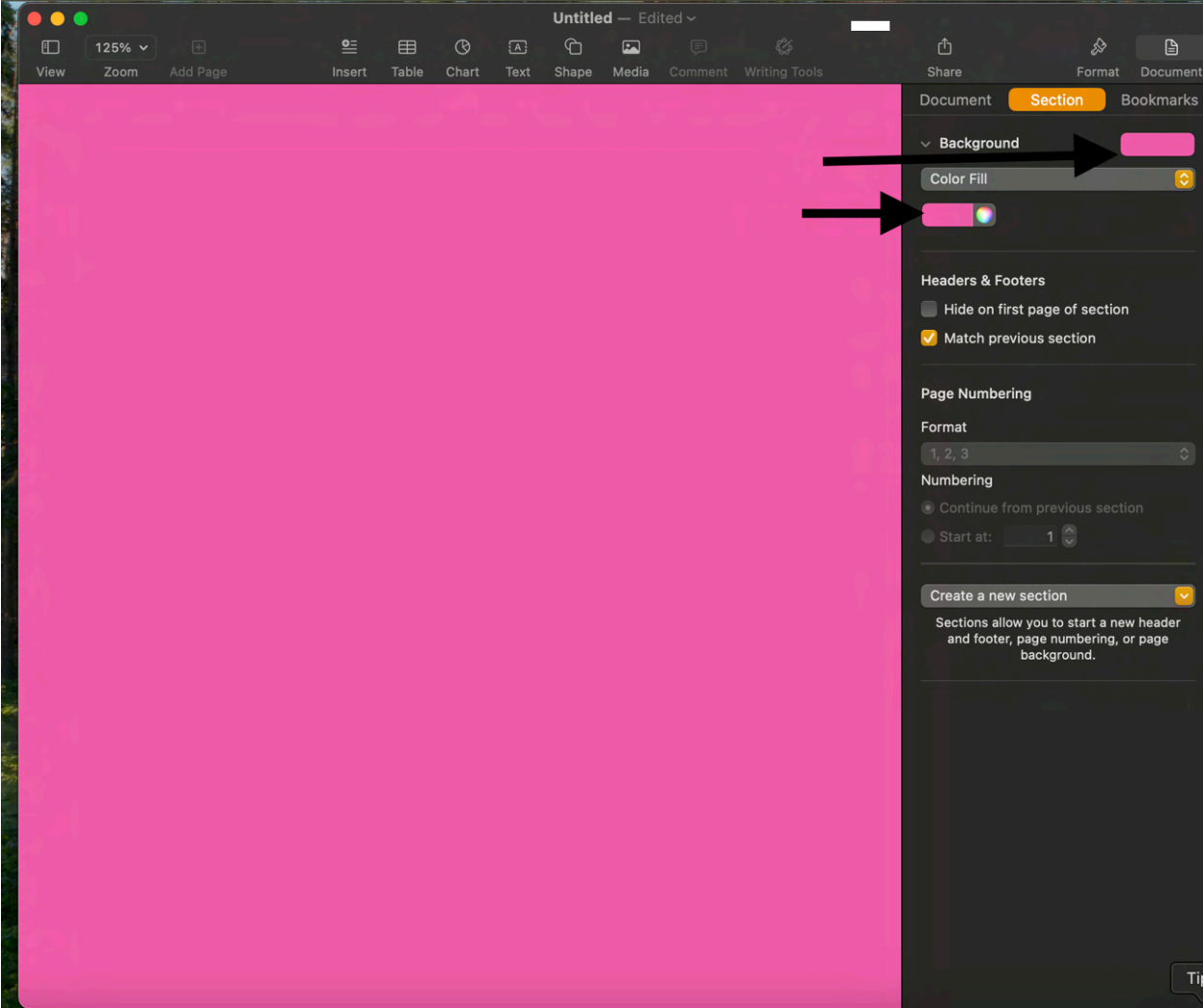


Note 2

Both indicated boxes allow you to change the color. The rainbow wheel allows you to choose exact colors.

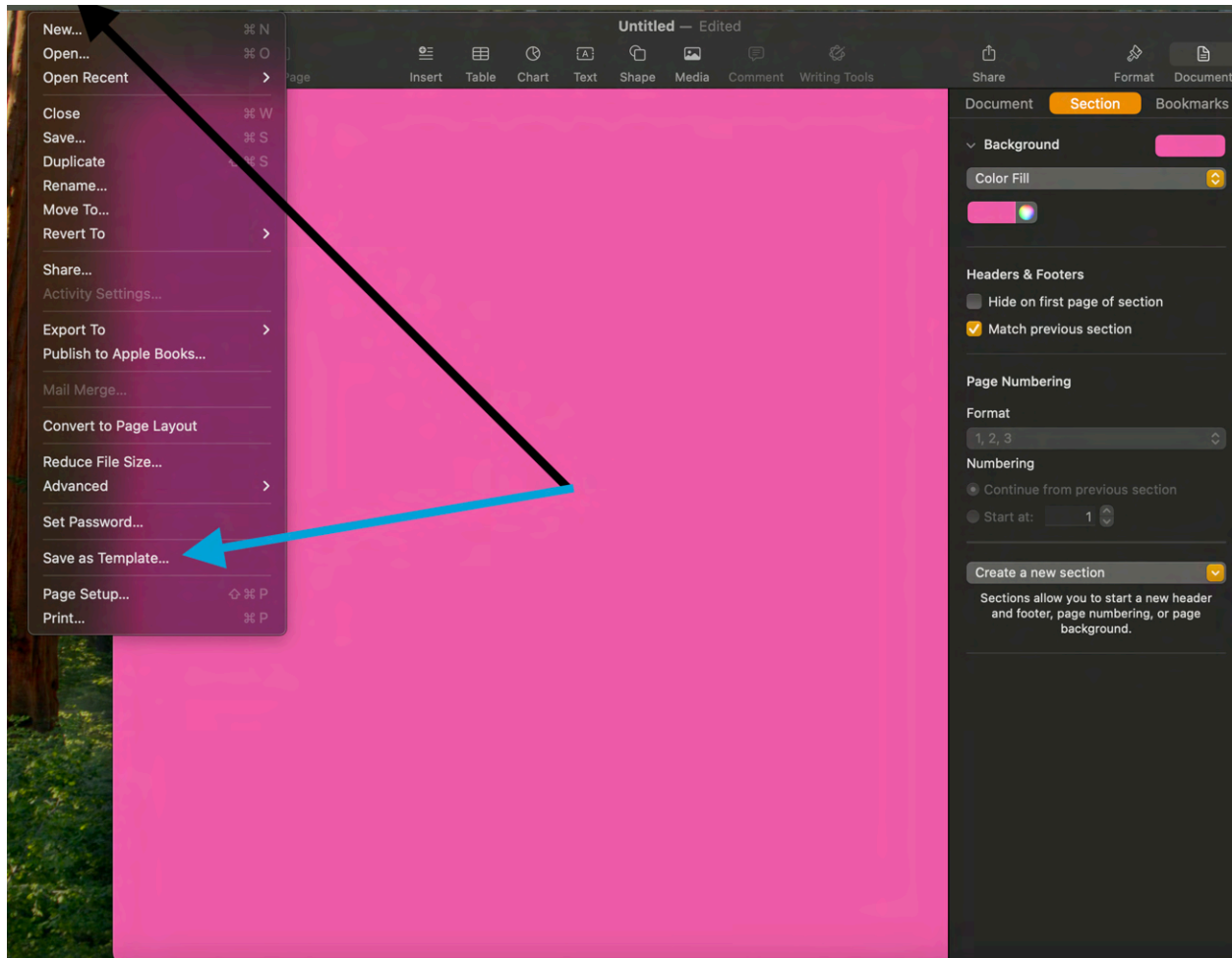


Step 7: Change the color of the document to your desired color

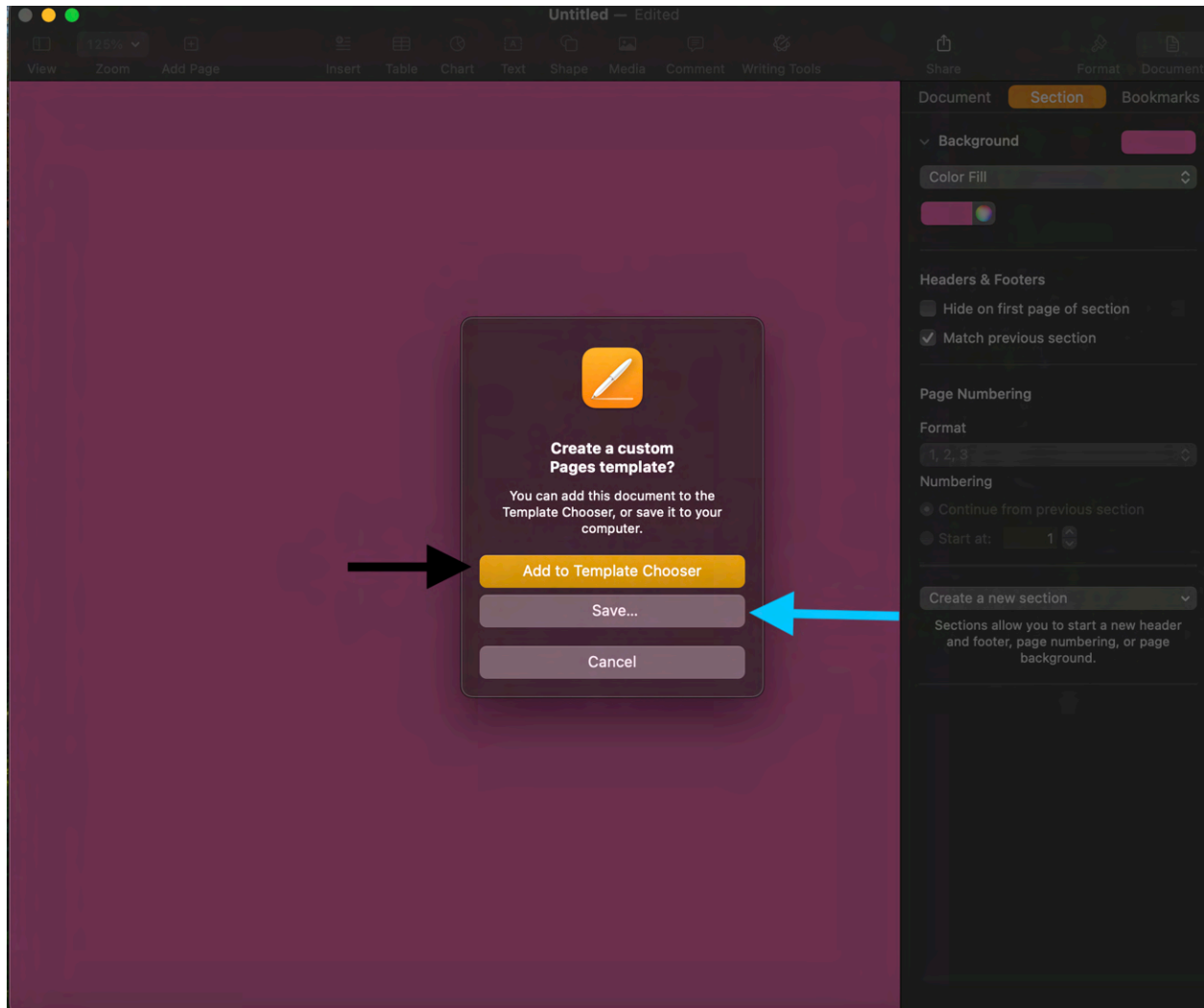


Step 8: Press the Files button at the top of the screen. Press the Save as Template button to create a template of the document

***Editing a document after saving it as a template will NOT change the template**

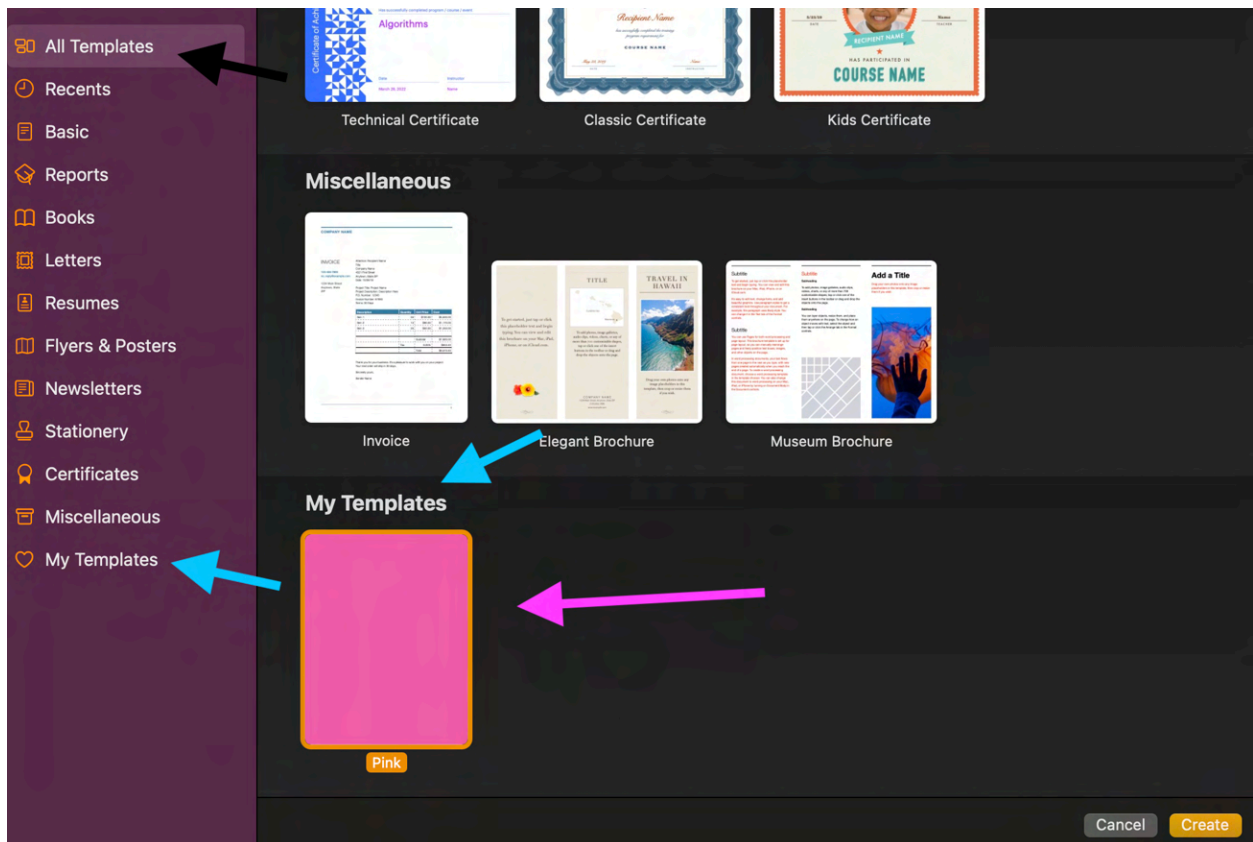


Step 9: Click Add to Template Chooser and it will be on the home screen of Pages. The Save button will save it as a file to your MacBook storage
black arrow: Add to Template Chooser button
blue arrow: Save button



Step 10: Locate the saved template

- Black arrow: All Templates (the home screen)
- Blue arrow: My Templates (the templates you created)
- * To rename the document double click on the word Untitled underneath the template



FINISH