



Pages Templates

User Manual

A tutorial for Pages Templates, a line of graphic design templates for
Apple Pages

Pages Templates

User Manual / Table of Contents

Getting Started

Overview	3
Pages Templates 5.2	4
Pages Templates Expert	5
Pages Templates Pro	6
Purchasing and Installation	7

Using Templates

Template Chooser	8
Page Sizes	9
Editing Templates	10
Customizing Images in Pages	11
Customizing Colors and Shapes	12

Uninstalling

Uninstalling Pages Templates	13
------------------------------------	-----------

Contact Us

Thank you for trying Pages Templates!	14
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Pages Templates

User Manual / Getting Started

Overview

Welcome to Pages Templates! This manual will help you find your way around the various Pages Templates sets offered by Jumsoft. Whether you have just downloaded Pages Templates for the first time and are looking for a way to get started, or you have been using our Pages products for several years but still need some expert tips, this guide will help you to make the most of what Pages Templates has to offer and to turn tedious document outlining into an easy and smooth task. First, let's begin with a few notes on how to use the Pages Templates User Manual.

- The Table of Contents page contains a brief overview of the manual's contents, allowing you to browse through the chapter headings and page numbers. Click on the page number to quickly access a desirable topic.
- Use the search function in your PDF viewer to find a specific topic you would like to learn about, e.g., "page size" or "photo placeholder."
- If you are reading this manual in PDF format, you can use the hyperlink function to quickly jump to another section for more information on the topic. To do so, look for underlined phrases and click on them.

Minimum System Requirements

- Mac OS X 10.4 Tiger or later
- iWork '08 or later

Note: You must purchase Mac OS X 10.4 Tiger and iWork '08 if you are upgrading from earlier versions.

Pages Templates

User Manual / Getting Started

Pages Templates 5.2

A set of 105 complete templates, offering a variety of documents, from brochures and photo albums to posters and invitations. Since every template features a different design style, this collection is mostly intended for home users or individual business projects. Many templates contain multiple sections. In all, more than 360 layouts are available.

Templates included in the Pages Templates 5.2 package:

- Invoice (7x)
- Letter (2x)
- Envelope (5x)
- Fax
- Meeting Minutes
- Memo
- Business Offer (2x)
- Project Proposal
- Business Report (2x)
- Manual
- Business Cards (8x)
- Brochure (9x)
- Flyer (7x)
- Advertisement (5x)
- Press Release (2x)
- Poster (13x)
- Newsletter (6x)
- Newspaper
- Resume (4x)
- Certificate (3x)
- Greeting Card (4x)
- Invitation (2x)
- Book (5x)
- Photo Album (2x)
- Photographer's Portfolio
- Menu (3x)
- Recipe
- CD/DVD (6x)

Template categories:

- Ads & Flyers
- Books & Albums
- Brochures
- Business Cards
- Cards & Invitations
- CD & DVD
- Envelopes
- Forms
- Miscellaneous
- Newsletters
- Posters
- Reports & Offers

Pages Templates

User Manual / Getting Started

Pages Templates Expert

Six template packs created specifically for businesses and encompassing virtually every type of document you may need in your office. Each pack contains up to 41 different templates in matching style. Most of the templates, in turn, have multiple layout options, with more than 90 layouts in each pack. Pages Templates Expert packs can only be purchase separately.

Pages Templates Expert packs:

- Color Fest
- Elementary
- Enterprise
- Living Space
- Subtle Mind
- Sugar Hues

Templates included in the packs:

- Invoice (2 versions in Elementary)
- Letter (2 versions in Elementary)
- Envelope (2 versions)
- Fax (2 versions in Elementary)
- Meeting Notes
- Memo (2 versions in Elementary)
- Business Report
- Project Proposal
- Project Schedule (2 sizes)
- Calendar (3 versions, 2 sizes)
- Timetable (2 sizes)
- Resume (2 versions in Elementary)
- Manual (n/a in Color Fest & Elementary)
- Business Cards (2 versions)
- Brochure (4 versions)
- Poster (2 versions, 2 sizes)
- Newsletter
- Menu (available in Color Fest only)
- Invitation (2 versions in Sugar Hues)
- Certificate
- Scrapbook (available in Elementary only)
- Evaluation
- Quiz

Pages Templates

User Manual / Getting Started

Pages Templates Pro

Twenty template packs created specifically for businesses. Each pack includes six templates in uniform style: two versions of Brochure, Business Card, Envelope, Invoice, and Letter. The packs can be purchased separately or as an entire bundle.

Pages Templates Pro packs:

- Acid Bright
- Black Velvet
- Blue Sky
- Citrus Sunshine
- Cocktail
- Colorant
- Competitive Base
- Frequency Modulation
- Fresh Grass
- Idée Fixe
- Inflammable
- Mini Color
- Modern Furniture
- Pattern Cut
- Persuasion
- Polaroid Portfolio
- Retrospective
- Star Studio
- Steady Idea
- Temptation

Pages Templates

User Manual / Getting Started

Purchasing and Installation

Purchasing Pages Templates:

1. Select the Pages Template product that suits your needs best.
2. If you have not purchased earlier versions of the product, click the Buy Now button with the standard price indicated.
3. If you have purchased an earlier version of the product, click the For Existing Users button with the discounted price indicated.
4. Fill in the purchase form correctly. Pay special attention to the e-mail address, as the download information is sent to the address you have specified.
5. Upon receiving the registration e-mail with the download info, click on the indicated link and enter your name, e-mail address, and the serial number, which is also stated in the registration letter.
6. Wait for the package to download on your computer.

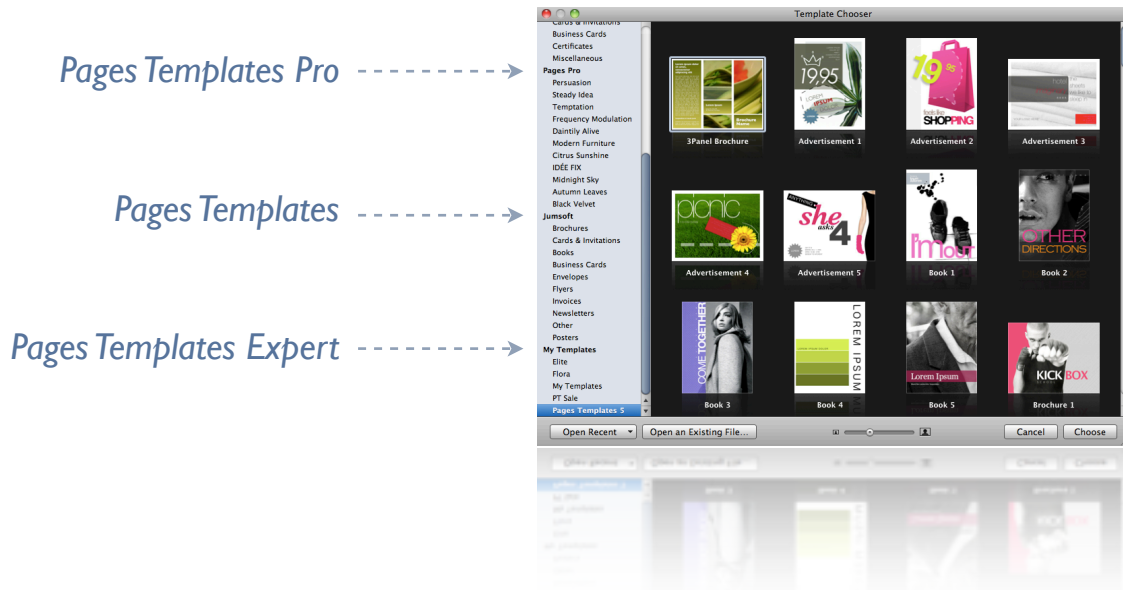
Installation:

1. The DMG package you have downloaded includes an installer icon, a Read-Me file with a brief product description, and a folder containing all templates.
2. If you use Mac OS X 10.5 or later, click on the installer icon and follow the instructions. The templates will be installed automatically and appear in Template Chooser after you restart Pages.
3. If you use Mac OS X 10.4, copy the Templates folder from the DMG package to User Account > Library > Application Support > iWork > Pages > Templates. Restart Pages and look for the new templates in Template Chooser.

Pages Templates

User Manual / Using Templates

Template Chooser



After you download and install the Pages Templates package of your choice, the new templates appear in Pages Template Chooser:

- [Pages Templates 5.2](#) and earlier versions appear in the Jumsoft section, divided into categories such as Brochures, Business Cards, Flyers, etc.
- [Pages Templates Pro](#) and [Expert](#) appear in Pages Pro and Pages Expert sections, respectively, with every pack displayed separately, e.g., Frequency Modulation, Black Velvet, Summer Party, etc.

If you have successfully installed Pages Templates but cannot see the templates in the Chooser, the following solutions may help:

- Restart Pages and/or your computer.
- Make sure your Pages application is located in Applications > iWork 'XX.
- If your system language is not English, you might need to rename the directory User Account > Library > Application Support > iWork > Pages > Templates. The Templates should be renamed depending on your system language (most popular languages shown):
 - Dutch - Sjablonen
 - French - Modèles
 - German - Vorlagen
 - Italian - Modelli
 - Norwegian - Maler
 - Polish - Szablony
 - Portuguese - Modelos
 - Spanish - Plantillas
 - Swedish - Mallar

Pages Templates

User Manual / Using Templates

Page Sizes



The templates are adapted for both both US (US Letter) and ISO (A4) paper formats. The default format is set during the installation, depending on your system language.

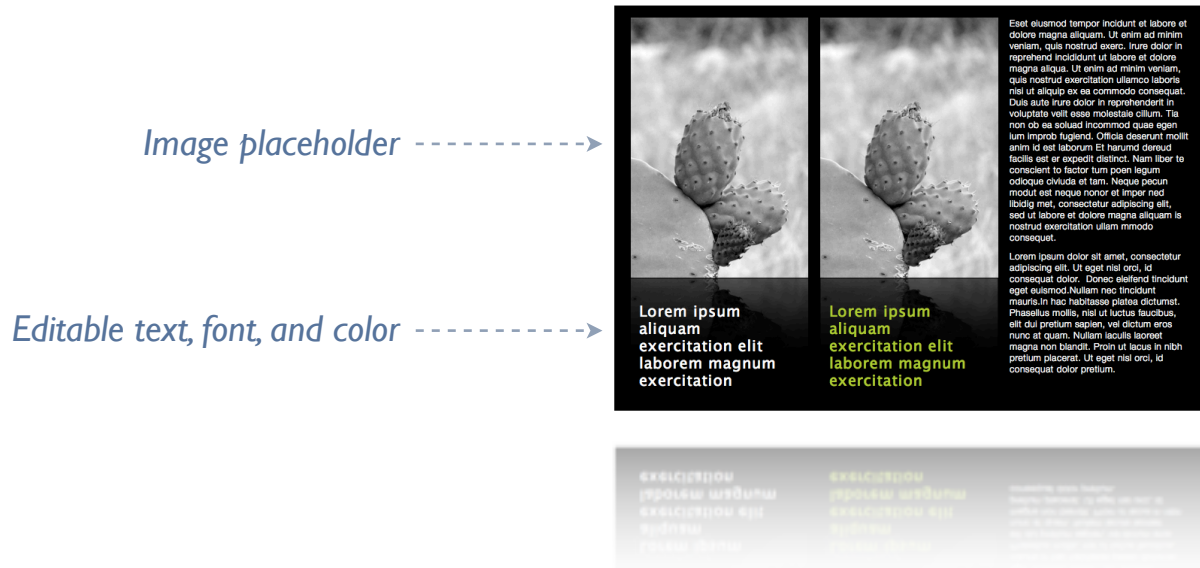
Creating a document in another paper format:

1. Go to System Preferences > International (Language & Text in Snow Leopard).
2. On the Formats tab, select a localization appropriate for the preferable paper size (US for US paper formats, other regions such as the UK for ISO).
3. Switch back to Pages, and start a new document in the template of your choice. It will revert to the format of the current localization setting during initial document creation.
4. Once you have created the document, you can switch your localization back to your normal settings until the next time you need to create a new alternate-sized document.

Pages Templates

User Manual / Using Templates

Editing Templates



Open the template file of your choice and begin editing to customize the design and make it your own. The files are fully editable as if you had created them from scratch. You can:

- add or replace pictures;
- change colors;
- move, scale, and crop graphic elements;
- change fonts;
- replace the sample text with your own;
- use multiple templates to cut and paste photos and graphic elements from one layout to another.

Most of the templates contain multiple layouts, which you can access by selecting Sections on the top toolbar. These include text-only, images-only, or combined pages, cover and back pages, etc.

Professional print requires image resolution of 300 dpi and special marks, which are not supported by Pages. Therefore, your documents need to be converted into professional printer formats for this purpose.

Pages Templates

User Manual / Using Templates

Customizing Images in Pages



To resize an image in a Pages document, simply select it, click on one of the eight selection handles in the corners and sides of its outline, and drag it outward to increase the image or inward to reduce it.

To add shadow or reflection effects or change opacity of an image, select Inspector > Graphic. The Metric Inspector allows for resizing, repositioning, flipping, and rotating an image; you can also rotate it by holding the Cmd button down and simultaneously moving one of the selection handles with the cursor.

To make an image appear at the very top of image layers (e.g., leaf in this illustration), right-click on the image or press Ctrl + left-click, and select Bring to Front. If you wanted to place an image one layer closer to the top (e.g., make the ball appear in front of the strawberry), you would need to select Bring Forward. In the opposite situations, select Send to Back and Send Backwards, respectively.

Pages Templates

User Manual / Using Templates

Customizing Colors and Shapes

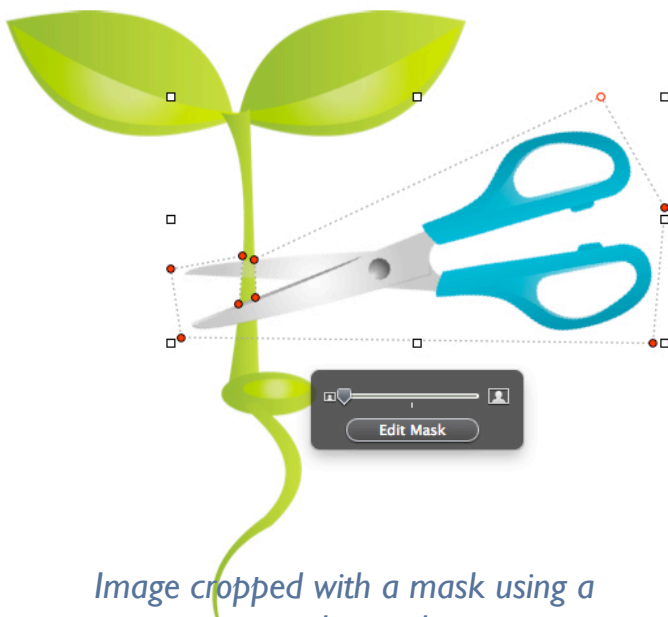


Image cropped with a mask using a custom drawn shape



Adjustments made using Adjust Image (before/after)

Select **View > Show Adjust Image** to change brightness, saturation, sharpness, and other characteristics of an image.

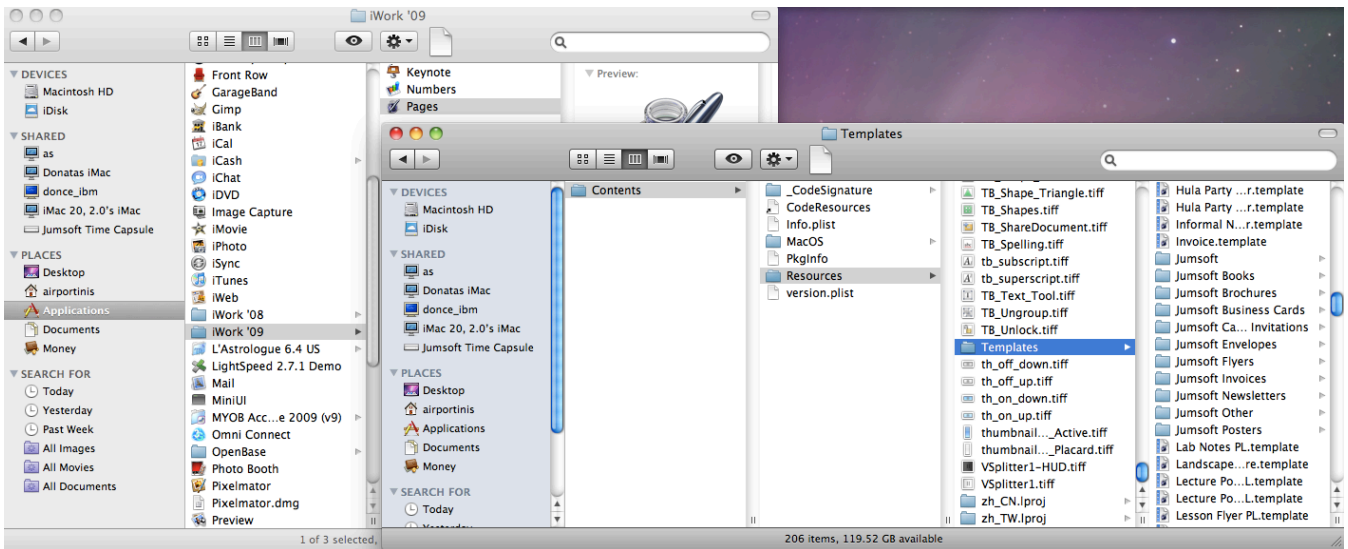
Images in Pages Templates are cropped using masks—you can do it by yourself. Select an image in a document and select **Format > Mask** or click **Mask** in the Format bar. Adjust the position and size of the mask with the selection handles. When you have finished the cropping, apply the mask by pressing **Return** and clicking anywhere outside the image or clicking **Edit Mask** in the mask control window.

To give your image more expression, mask it with a shape: select the image and choose **Format > Mask with Shape**. Alternatively, you can select **Shapes** to add a selected shape or draw your own using the **Draw** tool. Then, select both the shape and the image you want to mask by holding **Shift** and clicking on both objects, and choose **Format > Mask with Selected Shape**.

Pages Templates

User Manual / Uninstalling

Uninstalling Pages Templates



1. Go to Applications -> iWork 'XX.
2. Right-click on Pages or select Ctrl + left click for the contextual menu.
3. Choose Show Package Contents.
4. Go to Contents > Resources > Templates.
5. Remove all folders noted as "Jumsoft ..." that you do not need.

Pages Templates

User Manual / Contact Us

Thank you for trying *Pages Templates!*

If you have any problems with the templates, please visit our Web site at www.jumsoft.com/support or e-mail us at info@jumsoft.com.

For more information about Apple Pages, see tutorials at <http://www.apple.com/support/pages/>.

For more information about Jumsoft products and services, visit our Web site at www.jumsoft.com or e-mail us at info@jumsoft.com.

The Jumsoft team
<http://www.jumsoft.com>