

# Apple :: How To iPad application Tips and Tricks Mail, Pages, and Keynote

by: Justin Smith

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## Apple Mail

### Opening a mail attachment with PAGES on your iPad:

*Pages allows you to modify a Word document on your iPad.*

1. **Tap** the attachment once to download the document.
2. **Tap** and **hold** down for the **open in Pages** option to show up.
3. **Tap** on the **Open in Pages** (orange) icon.
4. Allow pages to convert the WORD document to a PAGES document.
5. Tap **DONE** if an *import warning* about fonts shows up.
6. You can now modify the document on your iPad.

*As you modify the document it will auto save to your iCloud when you have an active internet connection. Tap on the share icon at the top right to send a LINK to that document or to send an attachment in an email. Your staff has access to these documents without you needing to send them a copy.*



## Opening a mail attachment with KEYNOTE on your iPad:

*Keynote allows you to modify a PowerPoint presentation on an iPad.*

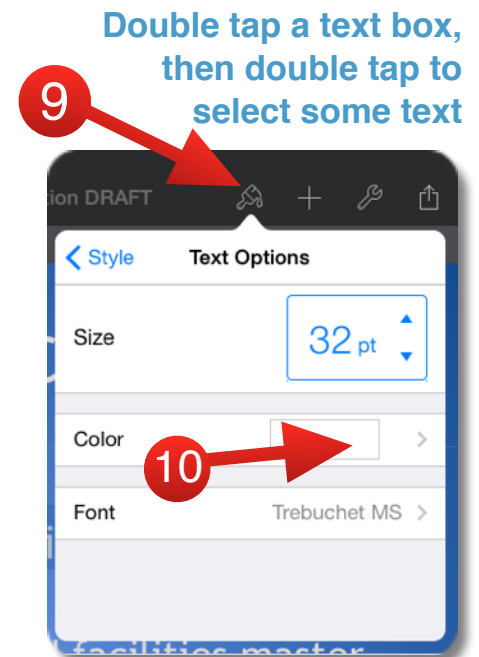
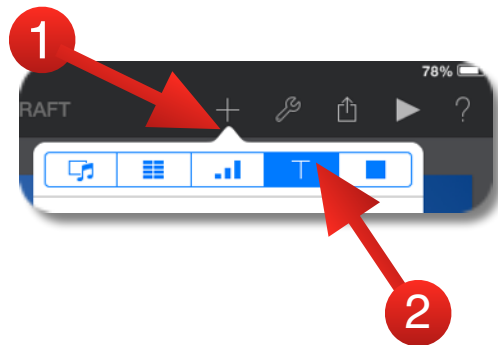
1. **Tap** once to download the document.
2. **Tap** and **hold** down for the **open in Keynote** option to show up.
3. **Tap** on the **Open in Keynote** (blue) icon.
4. Allow pages to convert the PowerPoint document to a KEYNOTE document.
5. Tap **DONE** if an *import warning* about fonts shows up.
6. You can now modify the document on your iPad.

*As you modify the document it will auto save to your iCloud when you have an active internet connection. Tap on the share icon at the top right to send a LINK to that document or to send an attachment in an email. Your staff has access to these documents without you needing to send them a copy.*



## Add comments to PAGES or KEYNOTE on an iPad:

1. Tap the **+** icon to insert an object.
2. Tap the **T** icon to insert a text box.
3. Choose a format style and begin typing in the new text box.
4. *A small text box shows up in the center of your screen.*
5. Move the new text box into a desired location by simply dragging it around.
6. Tap the PaintBrush icon to further manipulate the color of the text and background color of the box. Depending on what is selected you can modify its characteristics. If you highlight some text with a double tap you can change it's **font**, **color** or size. If you highlight the text box with a *single tap* you can modify the background color of that box.



## Applications not behaving?

*Some applications need to be restarted from time to time. If an application seems to be frozen but the device seems to work properly, force quitting an application could help with getting your application running again.*

FORCE QUIT an application:

Double tap on the Home Button

Swipe up on any application you'd like to quit.

Then go back to your home screen and launch the application again by tapping on it.



**When in doubt; tap on the QUESTION icon to get a quick tip as to what new icons can do for you.**

