



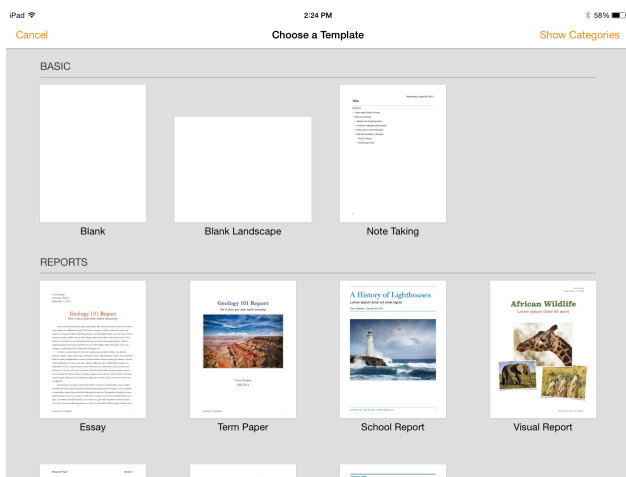
# iWork for iOS (Pages, Keynote, Numbers)

## Creating New Documents

1. Open Pages, Keynote or Numbers.
2. There will be a toolbar along the top of the screen. On the left end is a **+** (plus) sign. Touch this button to create a new document.



3. You will be taken to the **Choose a Template** screen. From here you can select a pre-made template as a starting point, or select **Blank** to start from scratch.



## Renaming Documents

1. Open Pages, Keynote or Numbers.
2. If a document is open, tap the top left button (labeled **Documents, Spreadsheets, or Presentations.**)
3. To rename a document, touch its name and edit it.
4. Tap the **Done** button twice.

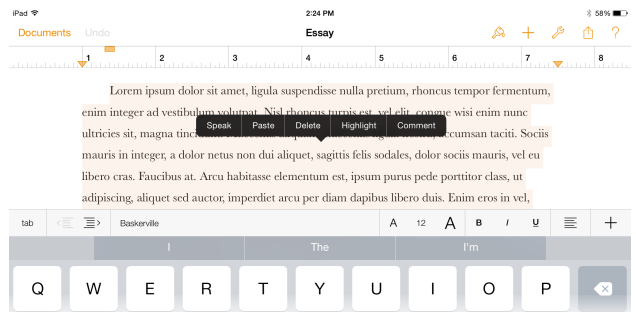
## Deleting Documents

1. Open Pages, Keynote or Numbers.
2. If a document is open, tap the top left button (**Documents, Spreadsheets, or Presentations.**)
3. There will be a toolbar along the top of the screen. On the right end is an **Edit** button. Tap this once.

4. Tap once on a document's thumbnail so that it becomes outlined in blue.
5. Tap the trash icon in the top left corner of the screen, then **Delete Presentation.**

## Editing Documents

1. Open Pages, Keynote or Numbers.
2. If a different document is open, tap the top left button (**Documents, Spreadsheets, or Presentations.**) If you're already in the correct document skip to 4.
3. Locate the document you want to edit and tap once on its thumbnail to open it.
4. To type text, simply tap to select the text you want to modify. There should be a toolbar with different formatting options such as font, size, bold, italic, etc. above the keyboard.



5. To add photos, tap the **plus (+)** button, then media (a picture and music notes). From there you can select photos from **Camera Roll, Last Import, etc.**
6. For other formatting options, tap the paint brush button choose the style you want. Depending on what is highlighted you will be able to choose different choices such as line spacing for text, borders for images, etc.

