

Changing page layout and position (Tutorial A5)

http://www.atomiclearning.com/k12/en/movie/86391/play_window?type=Tutorial&sid=2421

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To change page layout or position, first open your Problem and navigate to the Page where you would like to change

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the layout. Here, I've got a layout that only has 1 application. I'd like to add another application to this particular

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layout. To do this, I'm going to click Page Layout, and then I'll choose Layout 3. Now, I'll click in the new work

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area and insert the Calculator application. Now let's say I prefer to have the Calculator on the top and a graph

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on the bottom. To do this, I'm just going to go to the Edit menu, choose Page Layout, and then choose

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Swap Application." Now, I'm going to get that little circle icon for my pointer, and I can just click on the work area

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where I want to place the Calculator, so I'm going to roll over the top work area, and then I'll click to swap the

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two applications. If I want to just remove the Calculator application altogether, I can click on it to make it active,

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then I'll press Ctrl-K to select that work area. Notice that the highlight begins to blink. Now I'll just press

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Backspace, and the Calculator application has been removed from the work area. To change the page layout, I'm going

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to use the page sorter on the left side of the screen. Here you can see that I've got several Pages. I'll select Page

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5 by clicking on it. Let's say that I don't want it to be in that position, but I would prefer this to be the

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second Page in Problem 1. To do this, I'll click page 5 and drag it. Notice there's a horizontal gray line that

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appears; this indicates the new position of the page. I'll put the gray line directly below page 1, and then let go

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of the mouse button. Now you can see it jumps right up there into the second position of Problem 1.

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