

Changing page layout & position (Tutorial A6)

http://www.atomiclearning.com/k12/en/movie/85839/play_window?type=Tutorial&sid=2410

[00:00:00.00]

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

[00:00:06.00]

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

[00:00:14.00]

layout. To do this, I'm going to go press the Doc key. Next, I'll choose Page Layout, then Select Layout, followed by

[00:00:25.00]

Layout 3. Now, I'll press Ctrl and then Tab to activate the new workspace, and I'll insert the calculator application

[00:00:35.00]

by pressing Menu and then choosing Calculator. Now let's say I prefer to have the calculator on the top, and a graph

[00:00:43.00]

on the bottom. No problem. To do this, I'm just going to highlight the top work area, which currently contains the

[00:00:50.00]

Graphs application, by pressing Ctrl and then Tab. Notice that I get a black highlight around this work area indicating

[00:00:58.00]

that I have selected it. I'll press Doc again, and then choose Page Layout, and then select the Swap Application

[00:01:07.00]

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

[00:01:14.00]

I would like to place the Graphs application. So I'm going to use the Touchpad to move the circle icon over the bottom

[00:01:20.00]

work area, and then I'll press the Click key in the center of the Touchpad to swap the two applications. If I want

[00:01:29.00]

to remove the Calculator application altogether, I'll highlight it by pressing Ctrl and then Tab. Then I'll press the Doc

[00:01:37.00]

key, and choose Page Layout > Delete Application. To change the page position, I'm going to go to the page sorter view

[00:01:48.00]

by pressing Ctrl, and then the up arrow key in the Touchpad. Here you can see I've got several Pages. I'll highlight

[00:01:56.00]

Page 5 using the Touchpad. Let's say I don't want it to be in that position, but I would prefer to have this be

[00:02:03.00]

the second page in Problem 1. To do this, I'll press Ctrl and then "x" to cut this page and copy it to the clipboard.

[00:02:13.00]

Now, I'll select the first page in the problem using the Touchpad, and then press Ctrl and then "v" to paste the

[00:02:23.00]

page back into the problem. Now you can see that it jumps right up there into the second position of Problem 1. You

[00:02:32.00]

can also grab a page and drag it to reposition it. To do this, I'll use the Touchpad to roll over the page. I'll

[00:02:39.00]

roll over the last page in the list. To grab this page, I'll press and hold the Click key in the center of the

[00:02:46.00]

Touchpad until my cursor changes into a grabber hand. Now, I can use the arrow keys to move the page to its new position.

[00:02:54.00]

Notice the other pages jump out of the way as I move it.
Once it's in position, I'll press the Click key again to

[00:03:02.00]

release the page. You can use the Group command to quickly
group multiple pages into a single layout, or the Ungroup

[00:03:11.00]

command to separate multiple applications in one page into
multiple pages. This page has three applications, and I

[00:03:19.00]

want all three to be broken out into three separate pages.
To do this, press the Menu key and then, in this case, choose

[00:03:26.00]

Ungroup. You'll see two new pages appear with my separate
applications.

[00:03:34.00]