

Changing page layout & position (Tutorial A6)

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

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To change page layout or position, first open up 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 one application. I'd like to add another application to this particular

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

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

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

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

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

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

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

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

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

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

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

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

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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

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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.

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

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

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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

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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

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



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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

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

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

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

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

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