

Changing page layout and position (Tutorial A4)

http://www.atomiclearning.com/k12/en/movie/27949/play_window?type=Tutorial&sid=1670

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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 the layout.

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

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I'm going to go press the Ctrl key, and then the "Home" key. Next, I'll choose Page Layout, then Select Layout, followed by Layout

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

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then choosing Calculator. Now let's say I prefer to have a calculator on the top, and a graph on the bottom. No problem. To do this,

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I'm just going to highlight the top work area, which currently contains Graphs and Geometry, by pressing Ctrl and then Tab. Notice

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that I get a black highlight around this work area indicating that I have selected it. I'll press Ctrl and then Home to open

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the Tools menu. Next, I'll choose Page Layout, and then select the Swap Application command. Now, I'm going to get that little

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circle icon for my pointer, and I can just click on the work area where I would like to place Graphs & Geometry. So I'm going to

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use the NavPad to move the circle icon over the bottom work area, and then I'll press the Click key in the center of the NavPad



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to swap the two applications. If I want to remove the Calculator application altogether, I'll highlight it by pressing Ctrl and

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

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press "Backspace," and the calculator application has been removed from the work area. To change the page position, I'm going to

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go to the page sorter view by pressing Ctrl, and then the up arrow key in the NavPad. Here you can see I've got several Pages. I'll

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

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

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first page in the problem using the NavPad, and then press Ctrl and then "v" to paste the page back into the problem. Now you

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can see that it jumps right up there into the second position of Problem 1. You can also grab a page and drag it to reposition

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it. To do this, I'll use the arrow keys on the NavPad to highlight the page. I'll highlight the last page in the list. To grab this

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page, I'll press and hold the Click key in the center of the NavPad until my cursor changes into the grabber hand. Now, I can use

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the arrow keys to move the page to its new position. Notice the other pages jump out of the way as I move it. Once it's in position,



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I'll press the Click key again to release the page.

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