

Changing page layout and position (Tutorial A4)

http://www.atomiclearning.com/k12/en/movie/28228/play_window?type=Tutorial&sid=1674

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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 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 click Page Layout, and then I'll choose Layout 3. Now, I'll click in the new work area and insert the Calculator

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

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going to go to the Edit menu and then choose "Swap Application." Now, I'm going to get that little circle icon for my pointer, and

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I can just click on the work area where I would like to place the Calculator, so I'm going to roll over the top work area, and

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then I'll click to swap the two applications. If I want to just remove the Calculator application altogether, I can click on it

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to make it active, 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 to use the

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page sorter on the left side of the screen. Here you can see that I've got several Pages. I'll select Page 5 by clicking on it. Let's

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say that I don't want it to be in that position, but I would prefer this to be the second Page in Problem 1. To do this, I'll click

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page 5 and drag it. Notice there's a horizontal gray line that appears; this indicates the new position of the page. I'll put

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the gray line directly below page 1, and then let go of the mouse button. Now you can see it jumps right up there into the second

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position of Problem 1.

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