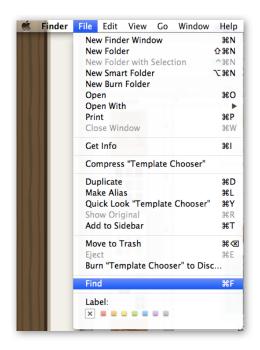
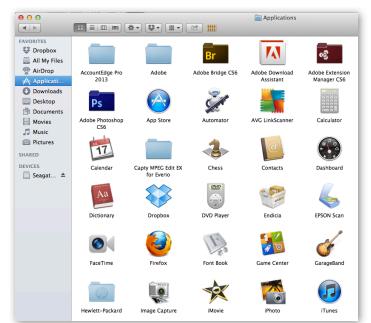
How to Create a PDF Catalog using Pages

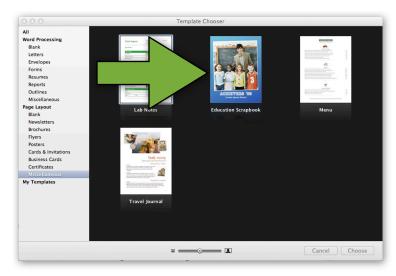
1. Open Pages - this should be on your dock, if not, go to finder, find, applications, choose Pages.





 Once Pages is open, go to File click on, New from Template Chooser under misc, choose Education Scrapbook

Be sure to save your file often!!!!



3. Setting up your pages....Click on page 3

Edit

Delete page

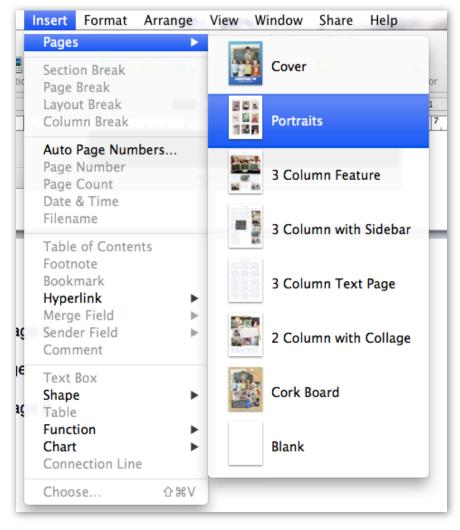
Be sure to save your file often!!!!

Click on page 2

Insert

Pages

Portraits



Repeat this step as many times as needed depending on how many pieces of art you want to show.

make sure you are on the last "portraits" page, then

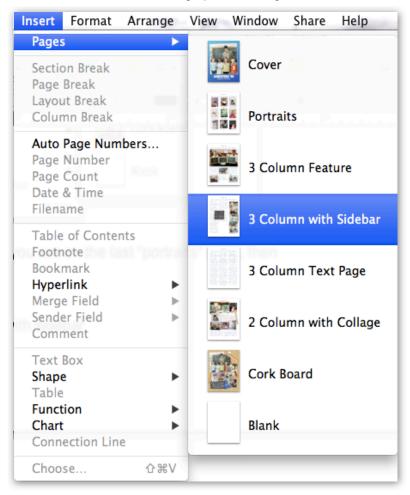
Click

Insert

Pages

3 Column with sidebar

How to Create a PDF Catalog by Teresa Kogut



This will be your "About the Artist" page

Be sure to save your file often!!!!

Click

Insert

Pages

Blank (this will be the back cover)

4. Now you have your catalog set up and it's time to add your content.

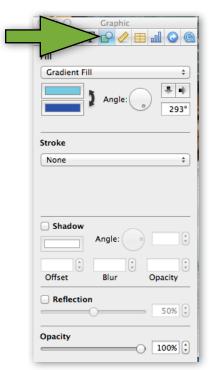
Go to page 1. This will be your cover.

To change the blue background color:

Click on the blue background to select it. You will see tiny white squares appear in the corners and sides of the page.

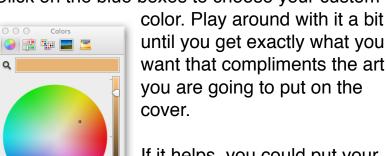
At the top right corner, click "inspector"





When you click inspector, click the 5th button over and you will see this window appear.

Click on the blue boxes to choose your custom

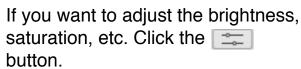


If it helps, you could put your image in first and then change the color. (see step 5)

NOTE: It would be helpful to have all the images you want to put in your catalog in a file on the desktop for easy access. Don't worry about the size of your images, pages will fit them into the spaces. My cover image was a 12" x 12" 300dpi file at 37M. I also tried it at 5" x 5" 150dpi at 1.6M and it was still beautiful. That is the beauty of this program.

5. Add your cover image. Using your mouse, click and hold the image, then drag it to the box on the cover (the photo of the teacher with his students) At this time you can also move the image by clicking and holding while moving the mouse. You can resize by clicking on the tiny white squares in the corners or sides and moving them in and out.





If you don't like the changes you

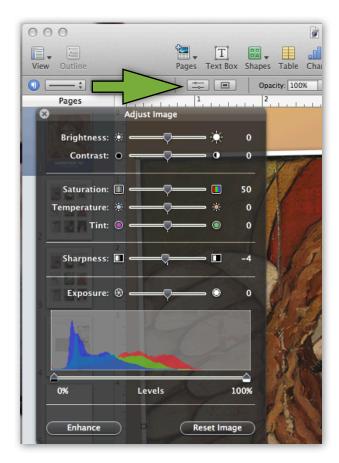
made and want to go back to the original simply click "reset image"

This will hold true for all the images you drag and drop. As long as you click on the image to select it first.

6. Change the Text. Once your cover image is the way you want it, click the text and a box will show up around it. Click the text again to change it. Type in your own text and choose your font, size, color, etc.
Be sure to save your file often!!!!



Teresa Kogut, Inc | Otisville Michigan | 810.515.7736 | www.teresakogut.com



7. Now you are ready to move to the pages with the students pictures.

You can type your name in the header so all the pages will have your name on it. I didn't do this in my example catalog, I removed the header but it



would be a good idea in case someone prints your pdf file and the pages get separated they will know who's art it is. You could also include your website or email so they have a way of contacting you.

- 8. Title your pages as to what group you are showing on that particular page. My example had one page with angels and the other with whimsy chicks. You could also group your images by season/holiday. This is very helpful to potential licensees. For example, Easter, Halloween, Thanksgiving, Christmas, Winter, Americana, etc.
- 9. Now you are ready to drag and drop your images. Refer to #5 for editing the images. If you want to adjust the size of the dropped image to, lets say, zoom in. Simply click on the image, and slide the back and



forth to adjust the size of the image. Click edit mask in order to move the image around inside of the box.

Once you have the image adjusted click the background to remove the edit mask box. Now click on the text under the image to change it to the title of your image. Again, you can change the font, size, color etc. (refer to #6)

Repeat Step 9 until you have all your images in place.

| Teresa Kogut, Inc | Otisville Michigan | 810.515.7736 | www.teresakogut.com

10. If you'd like to change the font for the page numbers, go to the first page, which is actually page 2 and change it there. All consecutive pages will change automatically.

Page 2

11. About the Artist or Biography page.



Change the Title of the page to read "About the Artist" or "Biography" or "About Me". Whichever you like. Drag and drop your photo in the center.

Drag and drop photos of you working in the studio, show pictures of your "tools of the trade", maybe even a family photo. Again it's your preference but I wouldn't put more art here, I would make this more personal.

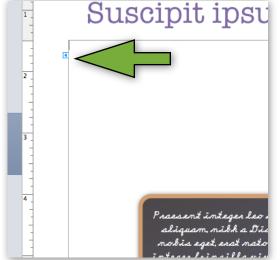
NOTE: I forgot to mention earlier. Any of the images can be made larger or smaller by clicking on the image, then clicking and holding any one of the tiny white squares and moving them back and forth.

Now click on the text and delete all of it so you can insert your bio. If you already have your biography | Teresa Kogut, Inc | Otisville Michigan | 810.515.7736 | www.teresakogut.com

written, go to that file and highlight the text, click edit, copy. Then put

your cursor in the text box and click edit,

paste.



If your text doesn't fill the page, you may want to add more information so it fills out the page nicely.

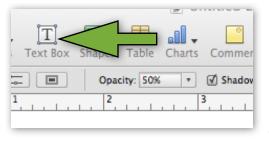
> Be sure to save your file often!!!!

12. Back Cover. I chose a blank page and used a background I had created to give this page some interest by dragging and dropping the image onto the page and using the tiny white squares to make the image cover the entire page.

(If you don't have a background available, here is another fun idea. Drag one of your pieces of art onto the page and make it fill the page.

Now click "Opacity" and set it at 40%)

Now, simply click "text box"



and start typing your information. To make the text box larger, click the background, then click on the text box again and the tiny white squares appear. Click and hold to expand the size of the text box.

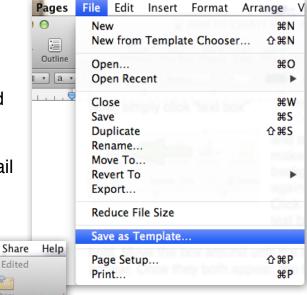
In order to center your box on the page, click the text box, then click and hold. Move the box around until the blue horizontal and vertical lines appear. Once they both appear, the box is centered.

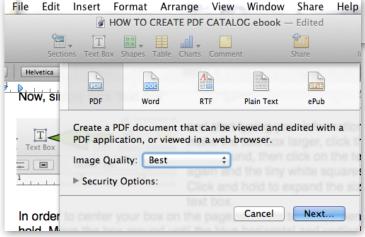
Be sure to include a thank you and *ALL* of your contact information. When you type your email address and website. Pages automatically creates a hyperlink for you :)

13. Now that you have your catalog just the way you want it, save it one last time.

It would be a good idea to also save it as a template so you can use it with different images in the future. Go to File, Save as Template, name the template and that's it.

To save as a PDF in order to email it to potential clients, go to File, Export, PDF, Best, Next.....





Desktop

icon

Teresa Kogut Art 2013 name the file....this is an important step. What you name this file is what people will see on their desktop when they download it, so you might choose something like "(Your Name) Art 2013". Definitely include your name

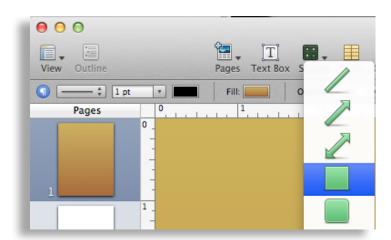
& the year. Now click Export. That's it! You did it!! Congratulations!

Now you can use this template year after year making the necessary changes to keep it updated and fresh!

Thank you for purchasing this ebook. I hope it was helpful to you!

IMPORTANT NOTE: Let's say you don't have the "Education Scrapbook" template *or* you want to customize your catalog. Below the instructions for creating a presentation PDF from scratch.

- 1. First, you would open the Pages application. Go to File, New, Blank, choose Blank Canvas.
- 2. This is your cover page. To change the color, choose Shapes, then click



on the square. It will show up on your page. Now click the square to highlight it and click, hold and drag the tiny white squares so the green box fills the page. Now, click Inspector

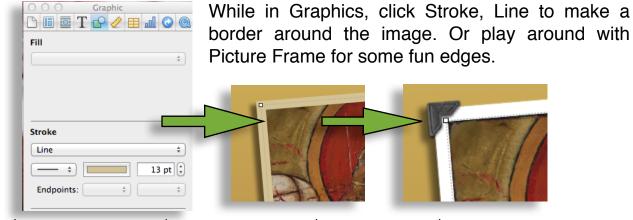


and choose graphic.

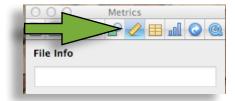


(see #4 if you need help)

Now click shapes again and choose the square. Size it to the size you'd like for your cover image. Click inspector to put a shadow or reflection on the image. Now simply drag and drop your cover image in the green box. (See #5 & #9 for help with sizing and adjusting images)



Teresa Kogut, Inc | Otisville Michigan | 810.515.7736 | www.teresakogut.com



You can further adjust your image by clicking on Inspector, Metrics. Here you can flip and tilt your image.

Now click Text Box to add your cover text. (See #12 for help with text boxes)

3. Now, click Insert, Pages, Blank. This will add a page to your catalog. If you want to change the color, repeat above directions.

Now click Shapes, choose the square and size it to whatever size you wish all your catalog images to be. You could have four per page, nine per page...it's up to you.

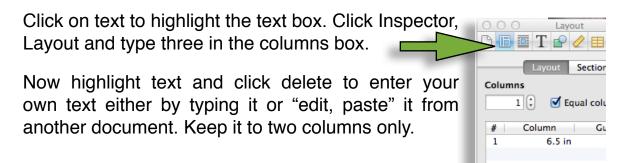
Once you decide on the size, repeat above directions to put a border around the box and a drop shadow. (don't worry about the color of the box for now.

4. Now click, edit copy, edit paste while the box is selected to create the exact same box. Move the new box next to the original and a blue line will appear so you can line them up exactly.

Repeat this step until you have all the boxes you need for your page and consecutive pages.

Now simply drag and drop your image into the square and see #9 to resize.

- 5. Choose Text Box, to add the titles of the images under each box.
- 6. To create your biography page, choose Insert, Pages, Text page.



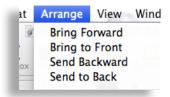
| Teresa Kogut, Inc | Otisville Michigan | 810.515.7736 | www.teresakogut.com

7. Click Shapes, choose the square again and place it in the middle of the ext. Size the box and add a border, shadow. Drag and drop your bio photo into the box.

Now, with the box selected (tiny white squares in corners and sides), click and choose so the text goes around your photo.

8. Use the third column for images of you in the studio, tools of the trade, favorite quote, etc. Choose shapes to create the image boxes like you did for the previous pages.

Once you have the box the way you want it, edit, copy, then edit, paste until you have all the boxes you need. Tilt them for more interest.



Drag and drop your images into the boxes. In order to overlap the boxes and to change which one is in front and which one is in back, choose Arrange, then pick one of the four options.

Don't forget about page titles, page numbers, etc. See #7 and #10 for help with this.

By creating your own PDF from scratch, you will be well versed in Pages and will be able to do practically anything you need in the future. Remember to save your work often and also save your work as templates for future use.

Send me a message as to how this ebook helped you or how I can improve it. Remember, I am here to serve you and look forward to your input.

Copyright © 2013 by Teresa Kogut, Inc. all rights reserved.

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Section 107 or 108 of the 1976 United States Copyright Act, without the prior written permission of the Publisher. Requests to the Publisher for permission should be addressed to Teresa Kogut, Inc, 9109 Slyker Rd, Otisville, MI 48463



mind that your own resolution t

"Always bear in mind that your own resolution to succeed is more important than any other."

- Abraham Lincoln