VARIATIONS ON A PHOTO…January 2016
adding text to a photo and working with photos in the
Pages application

Basic: using Preview app to add text to a photo…

- Drag/drop a picture or export a picture out of Photos to Desktop; it copies to the Desktop, original remains
- double-click Desktop picture (opens in Preview)

- click on Markup Tool Markup in Preview Toolbar
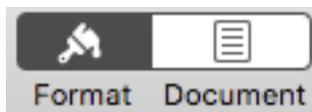- or View > Show Markup Toolbar

•

- click once on the Text tool; a text box will open
- click/hold on text box and move to chosen position on pix
- click/drag on "handles" to resize text box
- click in box to type text
- may then "select" text by drag through or double-click to change font, size, color with A˅ tool, showing above at left…also this tool allows bold, italic, underline & positioning text within text box
- when finished, File > Save, quit Preview, then re-import Desktop icon/pix into Photos by drag/drop onto Photos app in Dock
- you then have two copies of this picture—one with the text and the original without text. In Photos, you will

find this newly imported pix (with text) in the Last Import default folder OR beside the original in Photos OR at the bottom of your screen if in All Photos

Use the above to populate a Pages page OR use the following directions to create a page of pictures adding text and other additions…

- open Pages…
- click once on the Media tool in Toolbar
- choose a picture with one click
- select picture that appears in Pages
- resize with "handles" (hover mouse over handle… when little arrows appear, click/hold & push or pull)
- click/hold/drag in middle of pix to reposition

two "inspector" tabs on right Toolbar

in DOCUMENT - might want to disable headers/footers & observe/disable choice of Document Margins

in FORMAT…
Styles tab… (with pix selected) choose…
- an image style
- a border style
- a shadow style (note choices within Shadow)

- reflection choice
- opacity choice

<u>Image</u> tab… (with pix selected)
- edit mask (cropping, can also double click pix to crop)
- work with adjustments, exposure, saturation, enhance
  & = more adjustments

<u>Arrange</u> tab… pix must be "selected"
- work with Text Wrap, if intending external text
- rotate picture if desired (lower part of Inspector)

Click Text Tool on Toolbar to add text box
- resize with handles
- click/drag to position
- double click text to select
- selected text allows resize, add color, change fonts, align etc (in Text tab)
- select rotate if needed (from Arrange tab) to rotate text box to fit rotated pix

Remember Edit > Undo to back off single or multiple choices

Sometimes to "reselect" text box OR pix, it is needful to click outside of the area, then try again with a click in the proper area