Copying a Document in Pages
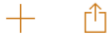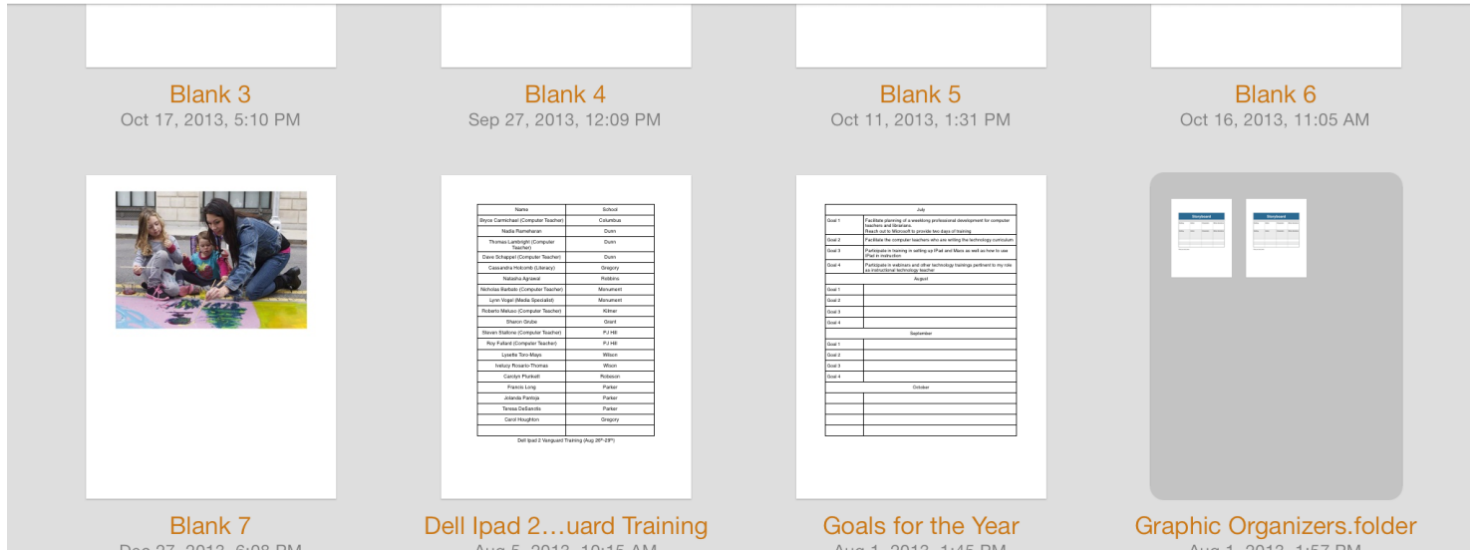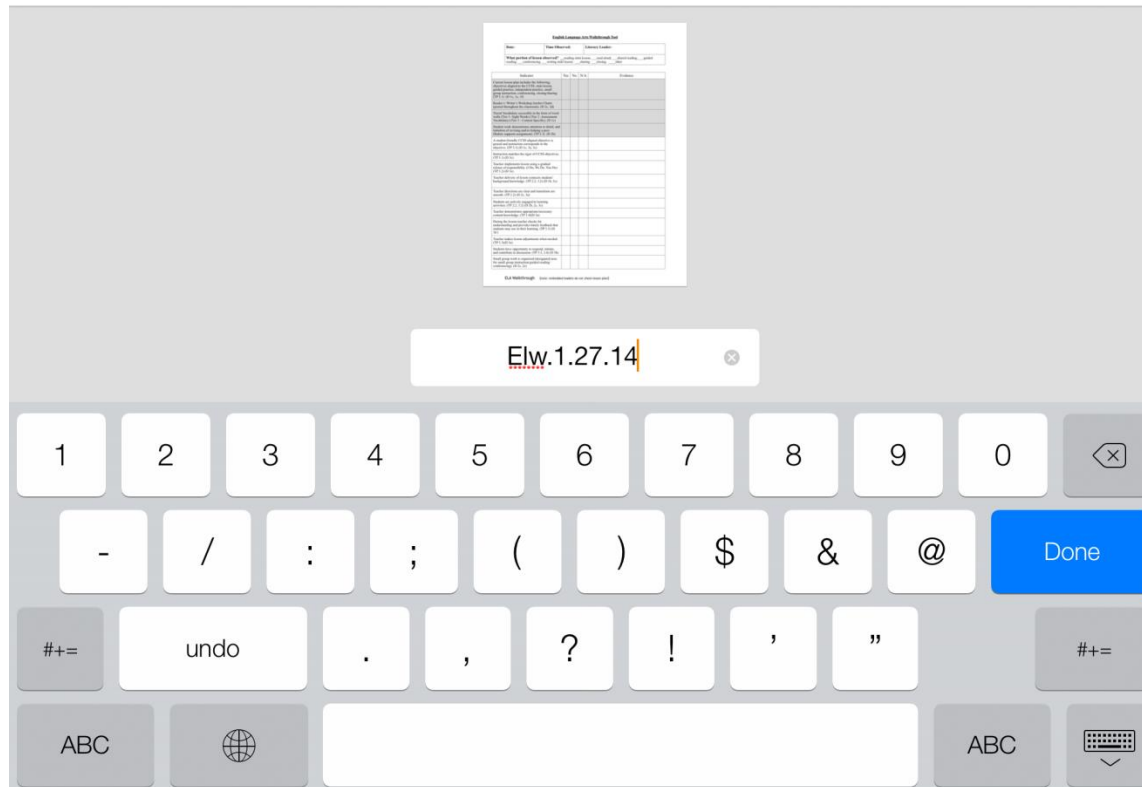
- Touch edit in the top right corner (see arrow 1).
- Touch the document you want to copy then the + sign at the left top corner of the screen (see arrow 2).

Now that there the file is copied…

You can rename it easily. Touch the title of the document you want to rename. It will open a new window.

Renaming the Document

In the new window, touch the title. Type in the new title then touch Done either in the top right corner or on the keyboard.