

Contents at a Glance

<i>Introduction</i>	1
<i>Part I: Introducing iWork '09</i>	5
Chapter 1: Starting Out with iWork '09	7
Chapter 2: Working Effectively	17
Chapter 3: Tooling around the Toolbar	49
Chapter 4: Inspecting the Inspectors	65
<i>Part II: Turning the Page with Pages</i>	91
Chapter 5: Getting to Know Pages	93
Chapter 6: Editing Word Processing Documents	111
Chapter 7: Editing Page Layout Documents	125
Chapter 8: Using Text Boxes	139
Chapter 9: Fine-Tuning Your Pages Documents	153
Chapter 10: Improving Your Documents	165
Chapter 11: Advanced Word Processing Techniques	175
<i>Part III: Counting on Numbers</i>	189
Chapter 12: Getting to Know Numbers	191
Chapter 13: Creating and Editing Numbers Documents	203
Chapter 14: Using Formulas and Functions	215
Chapter 15: Working with Charts	233
Chapter 16: Formatting and Printing Numbers Documents	251
<i>Part IV: Presenting Keynote</i>	263
Chapter 17: Getting to Know Keynote	265
Chapter 18: Creating a Keynote Presentation	277
Chapter 19: Presenting a Keynote Presentation	289
Chapter 20: Improving Your Keynote Presentation	297
<i>Part V: The Part of Tens</i>	309
Chapter 21: Ten Ways to Share Content	311
Chapter 22: Ten Ways to Let iWork Do the Work for You	321

<i>Appendix A: Using iWork.com</i>	333
<i>Appendix B: Chapter Guide to iWork Techniques</i>	343
<i>Index</i>	347

Table of Contents

<i>Introduction</i>	1
How This Book Is Organized	1
Icons Used in This Book	3
Where to Download the Example Files	3
<i>Part 1: Introducing iWork '09</i>	5
Chapter 1: Starting Out with iWork '09	7
Living the Suite Life	7
Official business	8
One piece at a time	8
The Big Difference	12
It's all about communication	13
Do it once, do it right, and reuse it	13
Chapter 2: Working Effectively	17
The Menu System	17
The Application menu in Pages, Numbers, and Keynote	18
The File menu	18
The Edit menu	19
The Insert menu	20
The Slide menu (Keynote)	21
The Table menu (Numbers)	21
The Format menu	22
The Arrange menu	24
The View menu	29
The Play menu (Keynote)	29
The Windows menu	29
The Share menu	29
Shortcuts	30
Standard Elements	31
The iWork window	31
The iWork Toolbar	31
Colors window	34
The Fonts window	42



Chapter 3: Tooling around the Toolbar	49
Looking at the Toolbar	49
The toolbar buttons on the left side	51
The toolbar buttons in the center	52
The toolbar buttons on the right side	52
Using the Toolbar View Button to Customize the Window	52
Creating Shapes	53
Inserting a predrawn shape from the toolbar	53
Inserting a predrawn shape with the mouse	54
Inserting a shape from the menu bar	54
Editing a shape	55
Editing a shape's geometry	56
Creating Tables and Charts	58
Creating a table	58
Creating charts	59
Including Comments	62
Customizing the Toolbar	62
Chapter 4: Inspecting the Inspectors	65
Using Inspectors	65
Formatting Text with Text Inspector	68
Colors & Alignment settings	69
Spacing settings	69
Formatting Graphics with Graphic Inspector	71
Filling an object with color	73
Creating a gradient fill	73
Placing an image inside a graphic	74
Using a tinted image fill	76
Choosing stroke settings	77
Adding Images to Your Documents	77
Masking images with shapes	78
Checking and setting positions with Metrics inspector	79
Adjusting images	80
Using Media Browser	81
Adjusting Table Settings	81
Setting cell and table properties	83
Setting formats and formulas for cells	84
Setting a conditional format	85
Setting a formula	87
Adjusting Chart Settings	88
Managing Links	89
Setting QuickTime Options	90

***Part II: Turning the Page with Pages* 91**

Chapter 5: Getting to Know Pages 93

- Two Faces of Pages Documents..... 93
 - Word processing documents 93
 - Page layout documents..... 94
 - Text boxes 95
 - Document types 96
- Choosing Basic Templates 97
 - Word processing templates..... 97
 - Page layout templates 98
- Creating a Document..... 98
 - From a template..... 99
 - From a default template..... 99
 - From scratch 100
- Setting Pages Preferences for All Documents 100
 - General preferences 101
 - Rulers preferences..... 102
 - Auto-Correction preferences..... 103
- Saving Your Work..... 107
- Creating a Template from a Document..... 109

Chapter 6: Editing Word Processing Documents 111

- Managing Paragraphs..... 112
 - Setting vertical spacing..... 113
 - Setting indents with an inspector 114
 - Setting indents with the ruler..... 115
 - Setting tabs 116
 - Setting pagination 117
- Using Headers and Footers 118
 - Constructing a header 118
 - Moving headers and footers..... 120
 - Using section headers and footers 121
- Using the Sections Menu to Add and Reuse Sections..... 122
- Navigating through a Document..... 122

Chapter 7: Editing Page Layout Documents. 125

- Analyzing the Templates 125
- Starting with a Simple Template..... 127
- Modifying the Title 129
- Changing the Image..... 130

Setting the Main Text	133
Automatically Inserting Your Phone Number in the Flyer	134
Changing the Info on the Tear-Off Tabs.....	137
Chapter 8: Using Text Boxes	139
Creating a Simple Text Box	140
Creating the text box.....	140
Modifying the text box	142
Customizing the text box.....	142
Wrapping around the text box.....	144
Creating an Inline Text Box for a Word Processing Document	146
Flowing Text between Text Boxes.....	149
Creating a text flow link	150
Joining two text boxes.....	151
Adding Objects to Text Boxes	152
Chapter 9: Fine-Tuning Your Pages Documents	153
Using the Format Bar	153
Formatting Text with Styles	155
Showing the Styles drawer	156
Using the Styles drawer controls.....	158
Handling style changes	159
Changing style on a one-time basis	160
Managing styles.....	161
Searching for Text	162
Navigating with Thumbnails	163
Chapter 10: Improving Your Documents	165
Using Comments.....	165
Showing and hiding the Comments pane	166
Creating a comment	166
Printing a comment	167
Tracking Changes	168
Setting up Track Changes preferences	169
Starting and stopping Track Changes	170
Viewing (and not viewing) changes.....	171
Pausing Track Changes.....	172
Accepting and rejecting changes.....	172
Printing a clean copy without changes.....	173
Chapter 11: Advanced Word Processing Techniques	175
Working with Sections for Improved Formatting of Long Documents.....	175
Adding a section to a document	176
Rearranging sections.....	177
Formatting Your Document and Sections	178
Setting document information	179
Setting document margins.....	179

Setting multiple columns 181
 Paginating your document..... 182
 Creating and Updating Tables of Contents 183

Part III: Counting on Numbers..... 189

Chapter 12: Getting to Know Numbers 191

Taming the Spreadsheet Jungle with Tables 191
 Adding tables to spreadsheets..... 192
 Working with tables..... 193
 Creating a Numbers Document..... 195
 Creating the document..... 196
 Exploring the Travel Planner document..... 196

Chapter 13: Creating and Editing Numbers Documents 203

Creating Sheets and Tables..... 203
 Creating sheets..... 203
 Creating tables 204
 Working with Headers..... 206
 Adjusting the number of header rows and columns in a table.... 207
 Formatting headers and creating a new style..... 208
 Formatting Cells..... 211
 Using basic formats for cells 211
 Using special formats for cells 212

Chapter 14: Using Formulas and Functions 215

Starting to Use Formulas 215
 Using a formula to summarize data..... 216
 Creating formulas using the SUM function and a range of cells.... 217
 Creating formulas by selecting individual cells 220
 Editing formulas..... 220
 Refining cell references..... 221
 Creating a multisheet and multitable summary..... 223
 Using the format bar with formulas 225
 Using Formula List 226
 Working with Functions..... 226
 Using Lookup Functions 229

Chapter 15: Working with Charts 233

Creating a Chart..... 233
 Describing a chart..... 234
 Creating a chart from scratch 235
 Creating a chart from a table..... 236
 Creating a chart from part of a table..... 239
 Modifying a chart's data 241
 Moving charts and tables 242
 Evaluating your charts 242

Using Chart Inspector	242
Changing chart types	243
Changing chart colors	243
Formatting chart titles, legends, and bar formats	244
Setting axes, labels, ticks, and grids	246
Adjusting series in Chart inspector	248

Chapter 16: Formatting and Printing Numbers Documents 251

Formatting Multiple Charts on a Single Sheet	251
Formatting charts on a single sheet	252
Print charts on a single sheet	254
Sorting and Reorganizing Data	255
Sorting data with the Reorganize dialog	256
Using data categories	257
Finding data	261

***Part IV: Presenting Keynote* 263**

Chapter 17: Getting to Know Keynote 265

Creating Effective Presentations	266
Making your presentations effective	266
Using documents that move	266
Working on a small scale	267
Introducing the Keynote Themes	268
Slide Masters Provide Consistency and Save Time	269
Creating your presentation title	271
Structuring your presentation	274
Providing bulleted content	275
Using a Q&A slide	276
Creating Handouts, Outlines, and Notes	276

Chapter 18: Creating a Keynote Presentation 277

Exploring the Keynote Window	277
The Navigator	278
Slide outlines	279
Master slides	280
The light table	281
Presenter notes	281
Comments	282
Creating Your Own Keynote Presentation	283

Chapter 19: Presenting a Keynote Presentation 289

Choosing Your Presentation Options	289
Setting Presentation Preferences	290
Setting preferences for two displays	290
Slideshow preferences	292

Presenter Display preferences	292
Remote preferences.....	295
Chapter 20: Improving Your Keynote Presentation	297
Creating Different Types of Presentations	297
Reviewing the slide masters.....	298
Planning your presentation	299
Adding Motion to Your Presentation	300
Adding a movie to a slide.....	300
Adding a transition between slides	302
Adding builds within slides	304
Adding Sound to Your Presentation	306
Recording a slideshow	306
Using the recorded slideshow.....	307
Adding an iTunes song.....	308
 Part V: The Part of Tens.....	 309
 Chapter 21: Ten Ways to Share Content.....	 311
Sharing Content with MobileMe	312
Sharing Content with People on Your Network.....	314
Sharing Content on iWeb.....	317
Sharing Content Using Send To	317
Using Media from iPhoto, iTunes, and iMovie	318
Using PDF Files as Images.....	318
Adding Hyperlinks to iWork Documents	319
Moving Data from Other Applications into iWork.....	319
 Chapter 22: Ten Ways to Let iWork Do the Work for You	 321
Finding and Browsing the Pages AppleScript Dictionary.....	322
Creating a Script	324
Counting tables on a Pages page	324
Adding a table to a Pages document	325
Retrieving properties about a table in Pages	327
Setting properties for a table in Pages (version 1).....	327
Setting properties for a table in Pages (version 2).....	329
Using Automator with Keynote.....	329
Using Automator with Images.....	330
Using Automator with Multiple Files.....	331
Looping Around Automator	332
 Appendix A: Using iWork.com	 333
Logging On to iWork.com	334
Sharing Documents with iWork.com.....	335
Viewing Your Shared Documents.....	336

Inviting People to View Shared Documents	338
Adding Document Notes	339
Adding comments to document objects	340
<i>Appendix B: Chapter Guide to iWork Techniques</i>	343
<i>Index</i>	347