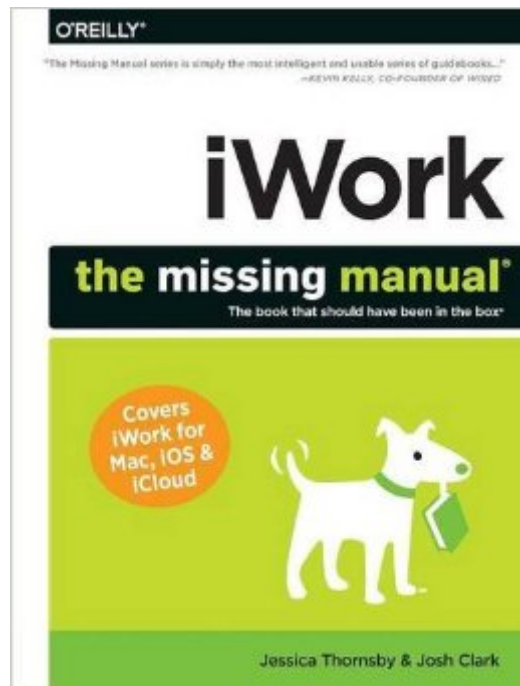


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# IWork: The Missing Manual (Missing Manuals)



## Synopsis

Apple's iWork is more versatile than ever now that there are versions for Mac, iOS, and even iCloud. The only thing iWork doesn't include is its own how-to guide. That's where this friendly, jargon-free Missing Manual comes in. With complete instructions and helpful examples, you'll quickly learn how to create stunning documents, slideshows, and spreadsheets with iWork's Pages, Keynote, and Numbers. The important stuff you need to know: Create elegant files in minutes. Save tons of time by using iWork's collection of prebuilt templates and themes. Craft a variety of documents. Use Pages to design attractive newsletters, catalogs, brochures, flyers, and posters. Build eye-popping presentations. Turn Keynote's themes and easy-to-use cinematic effects into beautiful custom slideshows. Organize and clearly convey information. Jazz up your Numbers spreadsheets with charts, images, and videos. Always have your work on hand. Store your files in iCloud and have them sync automatically to your Mac and iOS devices. Work anywhere, any time. Use the web-based iWork for iCloud to create projects on any computer—even a PC. Versions covered: This edition covers Pages for Mac 5.1, Keynote for Mac 6.1, Numbers for Mac 3.1, version 2.1 of each iOS app, and iWork for iCloud.

## Book Information

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## Customer Reviews

There is a lot of information in this manual (mostly printed in dark gray), possibly much more than many users will need. For each of the iWork programs (Pages, Keynote, Numbers), it starts from

raw beginner information and proceeds through several chapters to fairly advanced usage. It then closes with sections about using these programs on an iOS device and on the Cloud. However, I suspect that many users of these programs will just use them in the most basic way, and won't need an advanced manual such as this, but can rather just use the built-in Help system. However, I checked a few topics, and this manual is much more detailed than the built-in Help, so if you're the type who likes to use advanced features, this book will be useful. Unfortunately, they could have made the information more accessible. There is no detailed table of contents / outline, so I cannot just quickly find in what chapter a certain set of topics are handled, and there is no good way to get a detailed overview of the capabilities of each program. And when looking for topics in the index, they don't clearly label the entries as to which program they pertain to. For example, I wanted to know if there was any built-in support for compiling an index for a book being written in Pages, and looked up "Index" in the index. There was an "index" entry, but it pertained to table look-up functions in the Numbers program. However, they gave just the page numbers so at first I thought there actually was Index compilation support in Pages. These missing features greatly hinder the accessibility of the information in the book. Additionally, the screenshots are all half-tone gray dots, rather than being rendered in some more legible way, and some of the print in those screenshots is rather small.

Apple's heavyweight suite of productivity applications called iWork is a trio of elegant yet surprisingly powerful tools. Each of the applications—Pages for word processing and document layouts, Numbers, for spreadsheets, and Keynote for slide presentations—have hundreds of features which provide users with enough to make highly sophisticated projects. However, despite the trademark Apple design elegance and consistency, completing high-quality projects is not easy. Even savvy computer users are unlikely to be efficient or do quality work until after a lot of familiarity with the programs. That's when a book like iWork: The Missing Manual becomes relevant and useful. The book is one of the Missing Manual series by the O'Reilly Media company. That series has become the benchmark for comprehensive, accessible, and practical guidance on how to use complex software well. While Mr. David Pogue is the ace writer of many of the manuals and is primarily responsible for its quality template of information, perspectives, wit, and practicality, the authors here—Jessica Thornsby and Josh Clark—are adept writers, too. Ms. Thornsby is an accomplished technical writer and Mr. Clark is a technical consultant with a background in multi-device design. This hefty volume has 30 chapters in 6 parts covering the desktop (Mac OSX.9), mobile device (iOS), and Internet (iCloud) versions of these programs. Each of the parts

covers a separate version of the applications and much of the substantive content is the same across parts, partly because of the Apple consistency of design, but also because a book like this is primarily intended for readers to pick and choose specific topics they need or want rather than reading the whole thing as one book.

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