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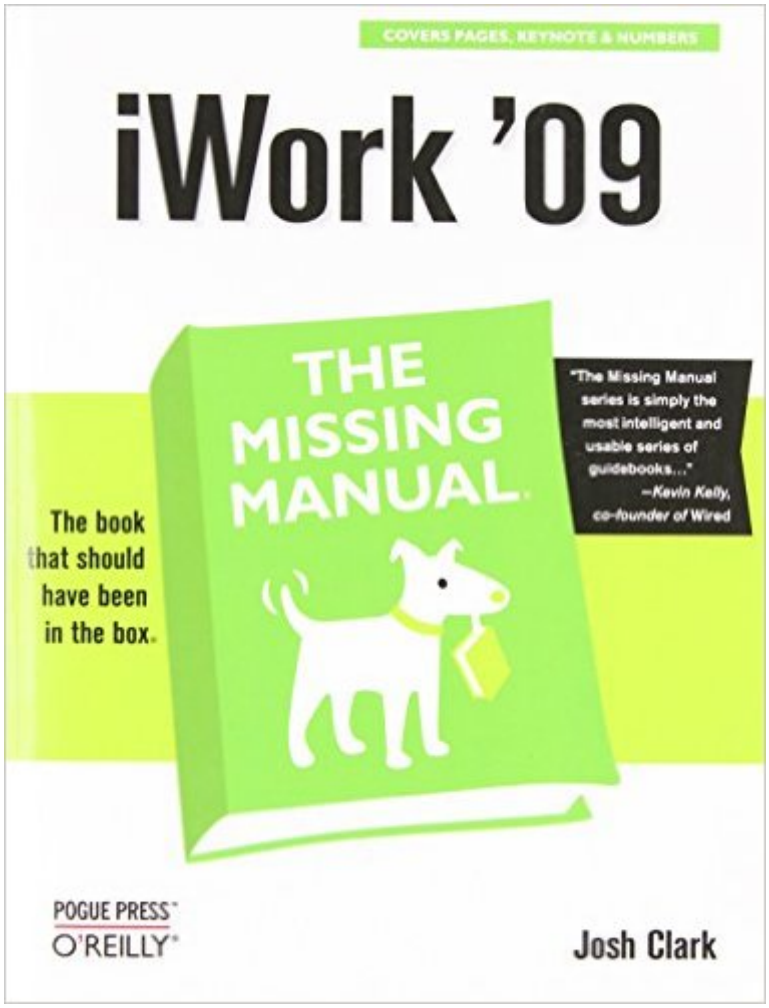
IWork '09: The Missing Manual (Missing Manuals)



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Synopsis

With iWork ’09, Apple’s productivity applications have come of age. Unfortunately, their user guides are stuck in infancy. That’s where iWork ’09: The Missing Manual comes in. This book quickly guides you through everything you need to know about the Pages word-processor, the Numbers spreadsheet, and the Keynote presentation program that Al Gore and Steve Jobs made famous. Friendly and entertaining, iWork ’09: The Missing Manual gives you crystal-clear and jargon-free explanations of iWork’s capabilities, its advantages over similar programs -- and its limitations. You’ll see these programs through an objective lens that shows you which features work well and which don’t. With this book, you will:Produce stunning documents and cinema-quality digital presentationsTake advantage of Mac OS X’s advanced typography and graphics capabilitiesLearn how to use the collection of themes and templates included with iWorkGet undocumented tips, tricks, and secrets for each programIntegrate with other iLife programs to use photos, audio, and video clipsLearn why iWork is the topic most requested by Missing Manual fans. One of the few sources available on Apple’s incredible suite of programs, iWork ’09: The Missing Manual will help you get the best performance out of Pages, Numbers, Keynote, and more in no time.

Book Information

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Customer Reviews

From the overall organization of iWork ’09: The Missing Manual to the examples used and phrases selected, Josh Clark has written this book to show us how to do what we want to do in iWork. He

has succeeded. It is much better than just a manual.Other iWork books are organized based upon the history of the program's development. They start with Keynote. iWork '09 The Missing Manual starts with Pages because that is what most people will use first.You start with writing in Pages text mode, and are soon learning how to use the new outline features to organize your small book.You learn that in text mode the text flows like rivers, but layout mode puts text in boxes like islands. You learn to flow your text from one island to the next.Other iWork books all tell you how to put a text box and a picture on a page. That is not enough when you are looking at a blank page and wondering how to design your own layout.Josh Clark shows you how to create a 6 column, or 5 column grid, and how to use it to align your objects to create your layout.He has included more interesting information and useful tips than you will find in most manuals. Here are some examples: Why does Pages open at 125% resolution when 100% is the "actual size?" This book has the answer. If you make a mistake when you ask your Macintosh to learn a new word, here you will learn how to remove it from your dictionary. He also tells you how to match a color in your photograph so you can use it in other objects.In iWork '09 The Missing Manual you will learn more than the instructions for Keynote. You will learn how to plan, make and give a Keynote presentation that will engage your audience in your story, and to not use bullet points to tell your story.

Brief introduction... I got this book as I was just starting to use iWork. I was extremely frustrated by the application and to make matters worse, I'd agreed to demo the app at a Mac User Group meeting. I was in trouble, and iWork's built-in Help didn't cut it for me. Apple has a lot of tutorials on their web site, but I learn better by sitting down with the application and having a book at hand. Having benefitted from several other "Missing Manuals", that's where I turned for help this time.Bottom line: this book really reveals iWork's power, and it does so gently and interestingly. Josh Clark writes very clearly and succinctly, and the book contains (for me) just enough illustrations to thoroughly communicate what's needed. Clark walks through every program element I could find and leads the reader to understand how iWork's elements and UI approach fit together. That's important. I'd highly recommend "iWork '09: The Missing Manual" to any iWork '09 user. Also, because of what this book revealed to me, I can now recommend iWork '09 to many Macintosh users who need "office" capabilities and would like a more usable software application than "some of the others" out there.iWork '09 can be a perplexing application. As I told the user group, all of the important functions are very accessible--almost right in front of you--but you won't see them. And each of the three component applications works the same way, but that's not necessarily obvious when you first open them. There's almost a Zen to working with iWork '09, and

that’s what I came to understand, thanks to The Missing Manual.I’m a cover-to-cover reader, and this volume is definitely readable that way.

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