

Going Further with Pages: Formatting Text, and Adding Tables and Charts

There's a whole lot more to using Pages than I was able to show you in the main book. In this online extra, I'll take you through even even more ways to work with and create useful documents using Pages.

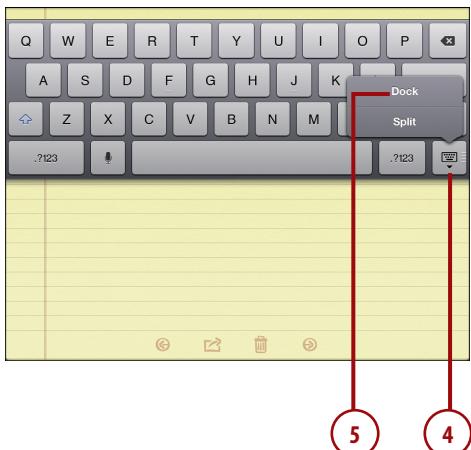
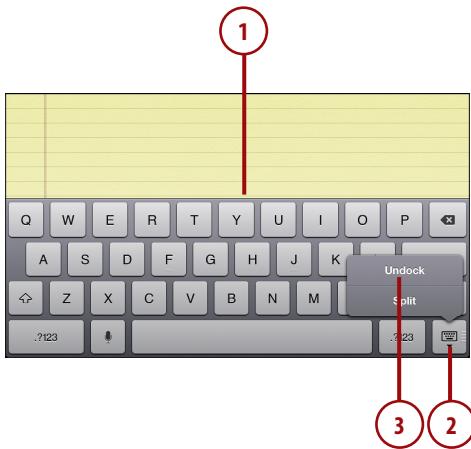
>>>step-by-step

Undocking the Keyboard

The onscreen keyboard usually shows up at the bottom of the screen. But did you know you can move the keyboard?

To move the keyboard, follow these steps:

1. Get to a place where the onscreen keyboard appears, like in a new email or Note.
2. Tap and hold the down-keyboard button until the menu pops up.
3. Tap Undock. The keyboard will then float in the middle of the screen.
4. To put it back at the bottom of the screen, tap and hold the down-keyboard button until the menu pops up.
5. Then tap Dock to put the keyboard back at the bottom of the screen.

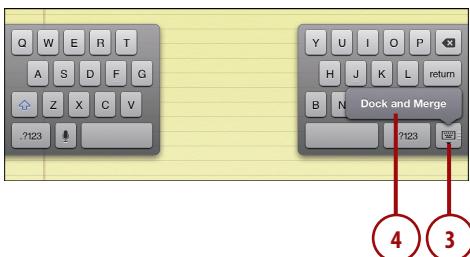


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Splitting the Keyboard

Another cool trick is splitting the keyboard in two. (This is helpful for some people—it makes it easier for them to type—but harder for others. Try it out and see what works best for you.) Here's how to split the keyboard:

1. Tap and hold the down-keyboard button.
2. Tap Split. This moves the keyboard to the middle of the screen and breaks it in two.
3. To put it back together, tap and hold the down-keyboard button.
4. Tap Dock and Merge.

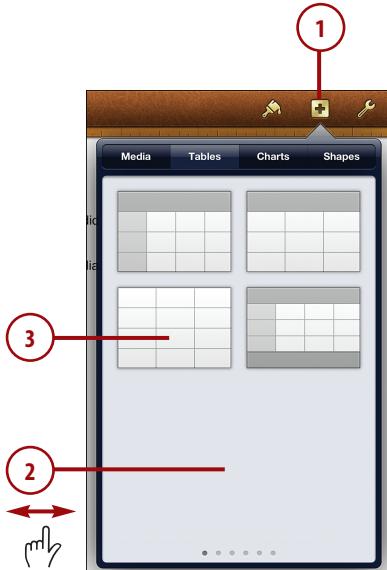


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Adding Tables to a Document

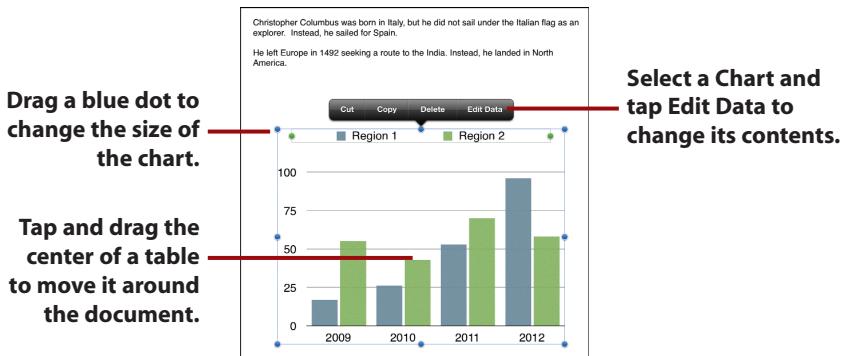
If you have a lot of data in a document that you want to keep organized and presentable, or if you want to show statistics or other numerical data, using tables is a good way to do that. To insert a table, start by tapping the document you want to add the table to and then follow these steps:

1. To add a table, tap the Plus button and then Tables.
2. Swipe left to right to see all the options for table styles.
3. Tap the style of table you want to add.
4. The table will be added to your document.



Formatting Charts

Formatting charts is similar to formatting images. Start by adding the chart you want to the document. From there, you can make the following changes:



Drag a blue dot to change the size of the chart.

Tap and drag the center of a table to move it around the document.

Select a Chart and tap Edit Data to change its contents.

- To change the size of the chart, tap and hold one of the blue dots. Drag the chart in to make it smaller or out to make it larger.
- To move it, tap and hold the chart and then drag it to where you want it. Let go when it's in place.

>>>step-by-step

Adding Charts to a Document

Another great way to add some visual excitement to your papers, or to show data in interesting ways, is using a chart. Charts let you show data as colored bars, pies, or lines and are built using your numbers. To add a chart to a document, open the document and then follow these steps:

1. Tap the Plus button.
2. Tap Charts.
3. You can choose from bar or pie charts, or graphs, and in 2D or 3D styles. Swipe left and right to see all the styles and colors available.
4. Tap the style you like and it will be added to your document.



>>>step-by-step

Editing Chart Data

Charts take numbers and turn them into pictures that make the numbers easy to understand. To create a chart you can use in your documents, you have to edit the chart and add your numbers. To do that, first create the chart as described earlier, then follow these steps:

1. To edit the chart, tap it and then tap Edit Data.
2. To add a new column, tap the empty cell at the far end of the chart and type in your text or number. To add a new row, tap the cell at the bottom of the list and type in your information.
3. There are a few ways to edit columns. Tap the top row just under Edit Chart Data and a menu appears. From that menu you can tap Insert to add a new column, Paste if you've copied data, or Delete to remove the column. You can also tap that button and then drag the column to a new location.
4. You can edit rows in the same way. Tap the button at the edge of the row to bring up the menu that lets you insert a new row, paste in copied data, or delete the row. To move the row to a new location, tap the button and drag it.
5. When you've changed all the data you want to edit, tap Done. The chart will automatically update.

3

2

	2009	2010	2011	2012	2013
Region 1	17	26	53	96	
Region 2	55	43	70	58	

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	2009	2010	2011	2012	2013
Region 1	17	26	53	96	
Region 2	55	43	70	58	

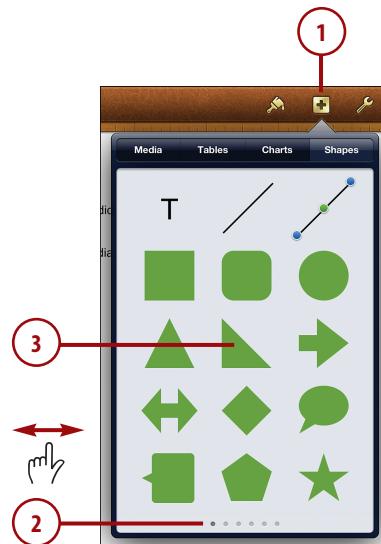
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Adding Shapes to a Document

You can also add shapes to your documents to make them more visually interesting. To add them, open the document and then follow these steps:

1. To add a shape, tap the Plus button and then tap Shapes.
2. Swipe left and right to see all the styles and colors available for Shapes.
3. Tap the Shape you like and it will be added to your document.



>>>step-by-step

Backing Up Documents

When you create a document in Pages, it's automatically saved on your iPad. But it's always a good idea to be safe with your documents and back them up in another location, too. Pages offers you a few ways to back up your documents. Begin by opening the document you want to back up and then follow these steps:

1. Tap the wrench.
2. Tap Share and Print.
3. From the drop-down, you can access all the backup options. Tap Send to iTunes and then choose Pages, PDF, or Word format. This moves the document to your computer the next time you sync your iPad (it's the reverse of what we did in the "Syncing Documents to Your iPad with iTunes" section).
4. Tap Copy to iDisk to save the document to your iDisk, which is part of your iCloud account. (Check out Chapter 17's section on "Backup Using iCloud" for more on using iCloud for back up.) If you're not signed in to your iCloud account—which is the same as your Apple ID—you'll need to do that before you can save the document. (There's also another option—Save to WebDAV—but it's pretty complicated. It's safe to ignore it.)

