



- To open multiple inspector tabs click on view, new inspector. You are able to open up to 8 different inspectors.
- If you open Pages, and for some reason the inspector window is hidden you can open it by using the keyboard combination (option, command, and I).
- The same keyboard combination can be used to close an inspector window.

AUTHOR'S NOTE

This is a basic how-to just about Inspector. As you continue to use Pages you will find out more exciting ways to use it. I hope this simple brochure guides you along in the wonderful world full of technology.

~Deanna Taylor

Bibliography

This document was made on Apple's iWork Pages '09. Images found on Google. Image Websites are provided here, <http://www.authorauthorshreveport.com/products.html> , <http://lmsrubiksawards12.wordpress.com/pagespostersnumbersword/> , and <http://eslstudents.blog.com/?p=63> Diagrams were made on Keynote '09. All rights reserved.

THE BRAINS OF PAGES

The Essentials of Inspector



Inspector

Welcome to the wonderful world full of technology. In this adventure we will be using Pages for all our document needs. But what you don't know is that the brains of Pages is something small, called Inspector.

1: Document

Document is the first tab you will see. Once you click on the document tab, you are able to modify your Page setup, the margins in your document, headers, footers, and the footnotes/endnotes.

2: Layout

Layout allows you to select the number of columns you have in the paragraph which you are typing, your layout margins, and how the sections in your document arranged.

3: Wrap

Wrap controls where an object is placed. The object can be placed inline with text. The object can float, which is where the object doesn't move with the text. Or you can allow the object to be in the background. Wrap also lets you change the alignment of the text when the object causes it to wrap.

4: Text

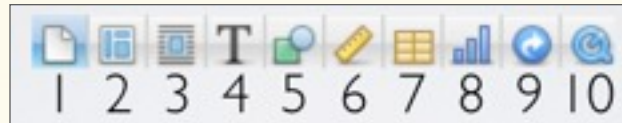
Text lets you change the color, alignment, spacing, paragraph styling, and much more dealing with the text you use in your document.

The Insides of Inspector

ONCE YOU OPEN PAGES AND SELECT YOUR TEMPLATE YOU CAN OPEN INSPECTOR BY CLICKING ON ITS ICON.



ONCE INSPECTOR IS OPEN YOU WILL SEE ALL OF THE TABS INSPECTOR CONTAINS. ALL OF THESE TABS PERFORM DIFFERENT TASKS. EACH TAB IS SHOWN IN THE DIAGRAM BELOW.



5: Graphic

Graphic helps you add a shadow to any object in your document, fill an object (color fill, no fill, gradient fill, etc.), reflect a picture/shape/object, change the opacity, and place a stroke (line/picture frame) around an object.

6: Metric

Metric helps you to change the size, position, and/or rotation of any object you select (picture, text box, etc.).

7: Table

Table is the tab you click on if you want to add a table to your document. You are able to edit the number rows and columns in your table. You are also able to change the column width, row height, cell borders, and the cell background.

8: Chart

Chart is what you should use if you want to add a chart into your Pages document. Once you add a chart, you can change the bar format, bar shape, lighting style, chart depth, chart colors, and a more details dealing with the chart axes.

9: Link

Link is the inspector window to use if you would like to add a hyperlink or bookmark. A hyperlink is basically just a link to a webpage or a url to a webpage.

10: QuickTime

Quicktime assists you if you would like to place a movie in your document that will be played with the quicktime player. You can also select when you want the movie to start/stop, the volume of the movie, the poster frame, and if you want the movie to repeat.