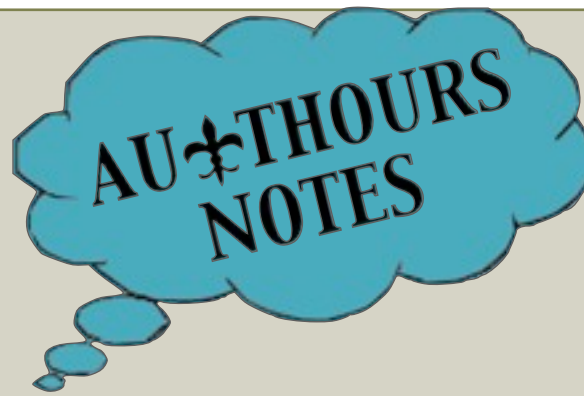




- To open multiple inspector tabs click on view, new inspector. You are able to open up to 8 different inspectors.
- If you open Pages, and for some reason the inspector window is hidden you can open it by using the keyboard combination (option, command, and I).
- The same keyboard combination will be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



This is a basic how-to all 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.iconarchive.com/show/apple-tv-icons-by-dan-wiersma/Apple-TV-Button-icon.html>, <http://oregonstate.edu/career/quick-tips-family-friends>, <http://www.authorauthorsreveport.com/>, and <http://www.fishinglightsetc.com/EveningSecret.html>. Diagrams were made on Keynote. 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.

The Insides of 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. It can inline the object with the text. Or you can make it float, which is where it doesn't move with the text.

4: Text

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

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



YOU WILL SEE ALL OF THE TABS YOU ARE ABLE TO CLICK ON SHOWN BELOW.



5: Graphic

Helps you add a shadow to any certain object in your document, the fill (color fill, no fill, gradient fill, etc.), a reflection of a picture/shape, the opacity, and the 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, etcetera).

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. As well as 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 lot more things dealing with the chart's axis.

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 webpage or a url to a webpage.

10: QuickTime

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