<u>iWork tips & tricks</u>

1. **Pages** - Paste while preserving formatting

Sometimes you'll want to paste in text or numbers from a web page, an email or another document, but the original text formatting (font, size, colour and so on) will be used, which means you may then have to re-style the text. The solution is not to use the usual Command+V 'Paste' shortcut, but use Shift+Option+Command+V instead. This matches the new text to the existing style at the insertion point.

2. **Pages** - Option-click tab to bring up multiple inspectors

While the Pages Inspector doesn't actually take up that much space on your screen, it does a huge amount of work, and so it can get really tiresome having to continually swap from one tab to another.
But if you Option-click on a tab icon instead, you'll see that it opens up a brand new Inspector window. You'll soon find that having a couple of your most-used Inspectors open at the same time will save a lot of clicking.

3. **Keynote** - Using audio in slides

You can add audio to a single slide or to a whole presentation. To add audio to a slide, select the track you want from the Media browser and drag it onto the slide. To add audio to the whole presentation, drag and drop the track into the audio tab of the Inspector.

4. **Keynote** - Linking different keynote presentations

Use the hyperlink tab in Keynote not only to link to web pages, but also to other presentations. This is especially useful if you want to have a couple of options at the end of a presentation, or different audio across a group of slides. The hyperlink option is a section on the Inspector.

5. **Keynote** - Editing a movie clip in a slide

You can drag and drop a movie into Keynote, but you can also edit where the clip will stop and start. Select the Quicktime option in the Inspector and drag the start and stop arrows to find the clip you want to use.

6. **iWork** - The power of the Option key

Whether you're in Pages or Keynote, there are several Option-related ways to navigate around in your document. Hit the Option key and an Arrow key (left or right), and you'll be able to navigate by word, rather than by character, making moving to a word you need to edit that much faster. Need to jump up or down a paragraph? Hit the Option key and the up or down Arrow to do just that.

If you use styles in iWork (and you should be), you can copy the paragraph style with the Option-Command-C keyboard shortcut, and the style of the character by adding a shift, so Option-Shift-Command-C. To paste the style to another character (or word) or paragraph, simply enhance the normal Paste command (Command-V) with an Option-Command-V to paste that character or paragraph style to other selected text.

Playing a slideshow in Keynote is straightforward: just hit the Play button in the toolbar. However, if you want to set it in motion without using the mouse, hit the Option-Command-P buttons on your keyboard and it will start. If you're in the middle of a slideshow, but want to start it playing from the beginning, hold the Option key down when you click the Play button; your slideshow will play from the start.

7. **Numbers** - Using Categories

When there's almost too much data to decipher, Numbers lets you create categories based on information from any column. It automatically generates a summary row for each category. By using just the summary row, you can collapse, expand and rearrange categories to organise your data any way you want. The new Reorganize button in the toolbar lets you filter by category, and gives you other advanced sorting and filtering options.