

MANIPULATING TABLES AND IMAGES IN PAGES

First of all, it must be said that Pages is far superior to Microsoft Word. (In my humble opinion, of course!)

I recommend typing out the body of your text before you add tables and images.

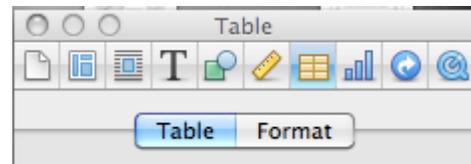
Most importantly, you should make your inspector window visible by clicking on the inspector icon in the toolbar.



CREATING TABLES

Add tables by clicking on the  icon in the toolbar at the top of your screen.

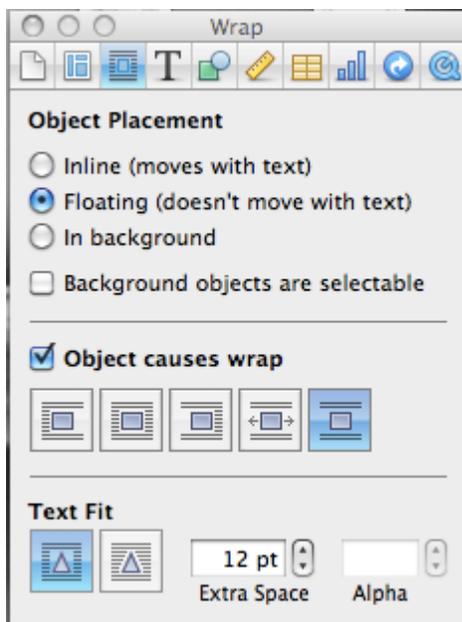
Almost anything that you want to do to format the table itself can be done from the **Table** page of the Inspector.



ADDING IMAGES

Pages is “Drag and Drop”. You simply drag any image that you want to use from your desktop, a folder, or the internet (Google image searches!) and onto the page. Voila!

POSITIONING OBJECTS



Go to the **Wrap** page of the Inspector.

For object placement, I usually choose “**Floating**”. This will allow you to move the object anywhere that you want on the page.

You can select the way that the text wraps around it under “**Object causes wrap**.” If you want the text to stay where it is no matter what, uncheck this box.

You can choose how tightly you want the text to wrap around it under “**Text fit**.”

To make an object go behind text, select “**In background**”. You can make it selectable so that you can still move it around once it’s there.

FORMATTING OBJECTS

Go to the “**Graphics**” page of the Inspector.

Click on the object that you want to format.

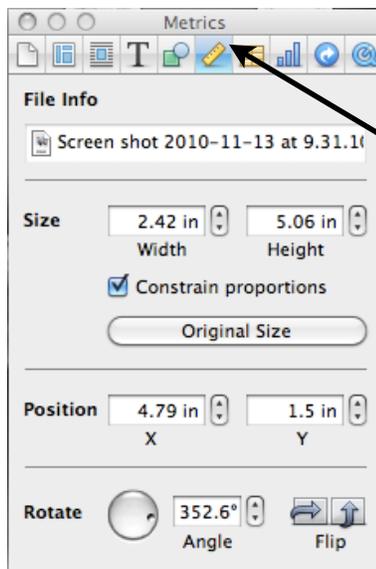
Fill can only be used with shapes that you insert...like the square that is behind this text.

Stroke will give your object a frame (like the one I used at right). There are many options.

Shadow gives you a shadow, also used at right. Angle, Offset, Blur, and Opacity manipulate the shadow.

Reflection creates a reflection of the object, also used at right. The scale changes how dark the reflection is.

Opacity makes the image darker or lighter. If you want to use an image as the background of a document, you can change its opacity and then send it to the background on the Wrap page of the Inspector.



On the “**Metrics**” page of the Inspector, you can manipulate the size, position, and rotation of the object.

SHAPES AND TEXT BOXES

Shapes and text boxes can also be used to achieve your desired layout. Insert them by clicking on these icons in the top toolbar. They are manipulated the same way as all images and tables.

