

## Pages

### A word processing program with page layout features

- **Complete layout control.** With the free-form canvas, you can move photos, charts, shapes, and other objects wherever you like. And place them precisely using the built-in rulers and alignment guides.
- **Over 80 word processing and over 60 page layout templates.**
- **Media Browser lets you browse your iPhoto library and drag images to your document.** You can also make image adjustments, add frames, remove backgrounds.
- **Control text wrapping.** Turn on Wrap to control how text flows around the photo. Use the format bar to set text to wrap to the left or right, around, or above and below images.
- **Interacts with Address Book.** Pages uses information in Address Book – part of the Mac OS – to create personalized documents such as letters and envelopes.
- **Widely compatible.** Imports MS Word documents, whether they're Microsoft Office 2007 (Office Open XML) or earlier Word files. Pages imports not only the text, but also the styles, tables, inline and floating objects, charts, footnotes, endnotes, bookmarks, hyperlinks, lists, sections, change tracking, and other elements of your original Word document. Pages also opens AppleWorks word processing documents, as well as files saved in Rich Text Format (RTF). It imports a wide assortment of audio (AAC, AIFF, and MP3), image (EPS, JPEG, PNG, PDF, PSD), video (MOV), and other media files.
- **Export to Word, PDF, RTF, and plain text.**

## Keynote

### A presentation program with text and animation effects, transitions and audio recording abilities

- **Text effect and transitions.**
  - **Smart Builds.** Using smart building you can drag media from your Apple media folders and create animations.
  - **Text effects:** You can add text effects using the inspector to add “flash and dazzle” to the text in your presentation.
- **A – to – B Animation.** Make objects to move across the screen from “Point A” to “Point B.”
- **Instant Alpha.** Remove backgrounds from photos.
- **Variety of design themes.**
- **Voice –over recording to create presentations.**
- **Widely compatible.** Import PowerPoint and Apple Works documents, and a wide assortment of audio (AAC, AIFF, and MP3), image (EPS, JPEG, PNG, PDF, PSD), video (MOV), and other media files.
- **Export files to QuickTime movies, Flash movies, PDF, HTML or image formats.**

# Numbers

A spreadsheet program that allows you to import Excel data and create free-form documents

- **Free-Form Canvas.** Arrange tables, charts, and graphics anywhere on the page.
- **Customizable Templates.** A variety of templates for school, business and home that come with charts and formulas already built in.
- **Intelligent Tables.** Create multiple resizable tables, each a fully functioning spreadsheet.
- **Text Box Labels.** Create textboxes next to charts as labels.
- **Media Integration.** Add charts, graphics, comments, or photos to your spreadsheet.
- **What-If Sliders.** Format cells as sliders to quickly change variables.
- **Interactive Print View.** Scale and arrange documents to print exactly as you like.
- **Add data from your Address Book.**
- **More than 150 ready-to-use calculating functions.**
- **Import Excel files.** Also bring in audio (AAC, AIFF, and MP3), image (EPS, JPEG, PNG, PDF, PSD), video (MOV), and other media files.
- **Export to Excel, PDF and CSV** (comma separated value).

**iWork Free Trial:**

<http://www.apple.com/iwork/trial/>

**Free iWork templates:**

<http://www.iworkcommunity.com>