9   Design Formatting

The working state of spreadsheets is plain and straightforward. For presentation purposes it may help to add colour, and use different fonts. Formatting tables improves legibility. Numbers 'excels' in layout and design.

9.1   Using Table Styles

The Format Bar and the Inspectors for Table, Text, Graphics, and Metrics Inspectors can be used to modify the graphic style of a Table. The Format Bar allows access to many of the graphic design features of Numbers, though the various Inspectors contain additional formatting features.

9.2   Modifying and Saving Table Styles

Once a table's look and feel have been set it is often useful to save that design for future use. This can be done by creating a new table style.

Beneath Number's Sheet Pane is the Styles Pane. It contains the ten table styles that ship with Numbers. To add a new style, select a Table that has been stylized appropriately then note which Table Style from the Styles Pane is currently active. It will be highlighted and have a triangle icon denoting a menu is available.

To create a new table style use this menu and select Create New Style… There will be prompt to name the new style. Key in a suitable name and click OK. The new style will be added to the Style Pane.

Other options found in the Styles Menu allow styles to be deleted or modified. If a table design needs to be modified such changes can be saved as a new style or set to overwrite the previous style.

9.3   Print Setup

One of the great joys of Numbers is the control users have when it comes to printing work.

If one printer is connected to a computer Numbers will have already recognized it. To check this or to specify a particular printer is more than one is available go to the Document Inspector and from Page Setup… select to required printer and paper size. Then from the Toolbar of the View menu chose Show Print View. At this point Tables might have split across multiple pages.

Go to the Sheet Inspector. The Content Scale parameters can be used to scale Tables and Charts to fit on a single sheet or the contents of a sheet can be clicked dragged to arrange them for pleasing print presentation. Attention should be paid to the amount of scaling performed as too much might make text too small to read.

The Print View accurately represents how a document's layout will print.

Once the print layout is done, documents can be printed to paper, or output to PDF. All Apple Mac print dialogue boxes contain a option for printing to PDF. This means Numbers documents can be distributed electronically. Further PDF, print and other output options are outlined in Section 10 – Sharing Work