11 Sharing Work

11.1   Printing from Numbers

Changing to Show Print View is an essential first step for successful printing. In this mode Tables and Charts can be scaled of repositioned to suit the chosen paper size. It maybe desirable to always work in Print View. In Print View extra controls for page orientation and Content Scaling appear at the bottom of the Sheet Canvas.

Once the print layout is done, going to File > Print… opens the Mac Print dialogue box. The only area that is specific to Numbers is displayed in the illustration. The choice is to print 'All sheets', or 'Current Sheet'. With either there is the option to print a list of all the formula in the document.
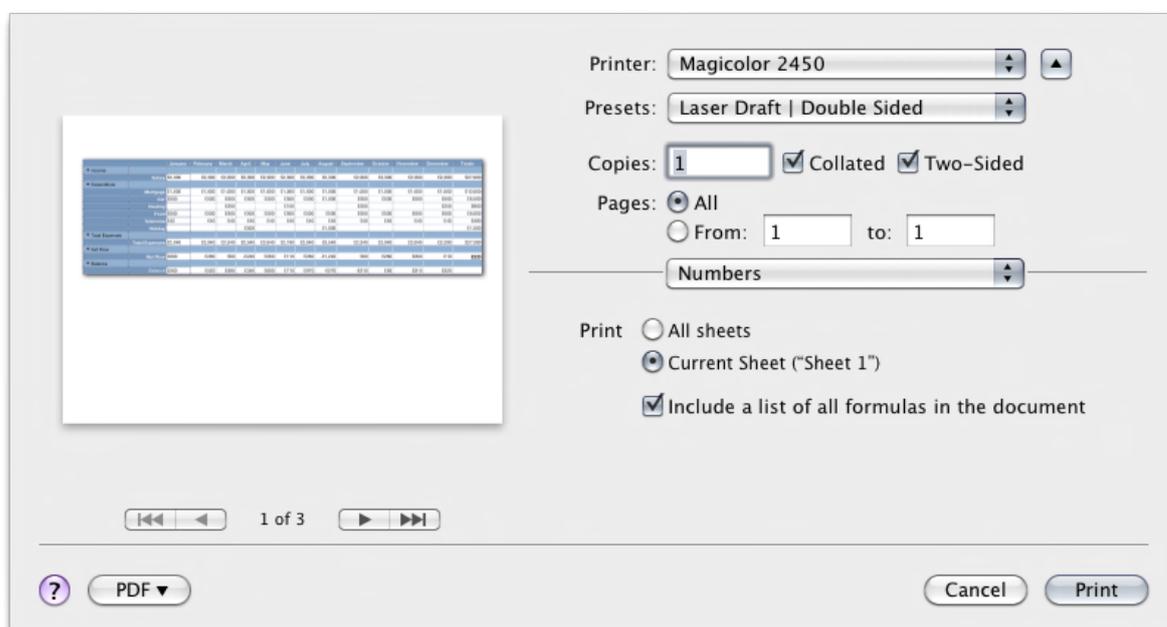
If multiple pages are need to print a Table it is good to have the Table Headers printed on each page. To do this click the appropriate header button in the format bar and choose > Repeat Header Rows on Each Page.

11.2   Exporting spreadsheets from Numbers

Before discussing the Share options for Numbers, it is important to point out that all Print dialogue boxes on Macs have a PDF menu in the bottom left corner. This is a great way to export files, and this menu can be modified to include options such as Print To iTunes. This option is used to add PDF versions of documents to iPhones or iPads Book App, via iTunes.

The other export options for Numbers can be found in the Share > Send via Mail and Share > Export… There are four options for sharing a Numbers files. Share via Mail attaches a spreadsheet document directly to an email. The three share options here are Numbers, Excel or PDF. Using Share via Mail and choosing Numbers is no more than a quick way to add an attachment to email.

The remaining three export options convert Numbers documents into either a Microsoft Excel .xls file, a PDF, or a CVS file.
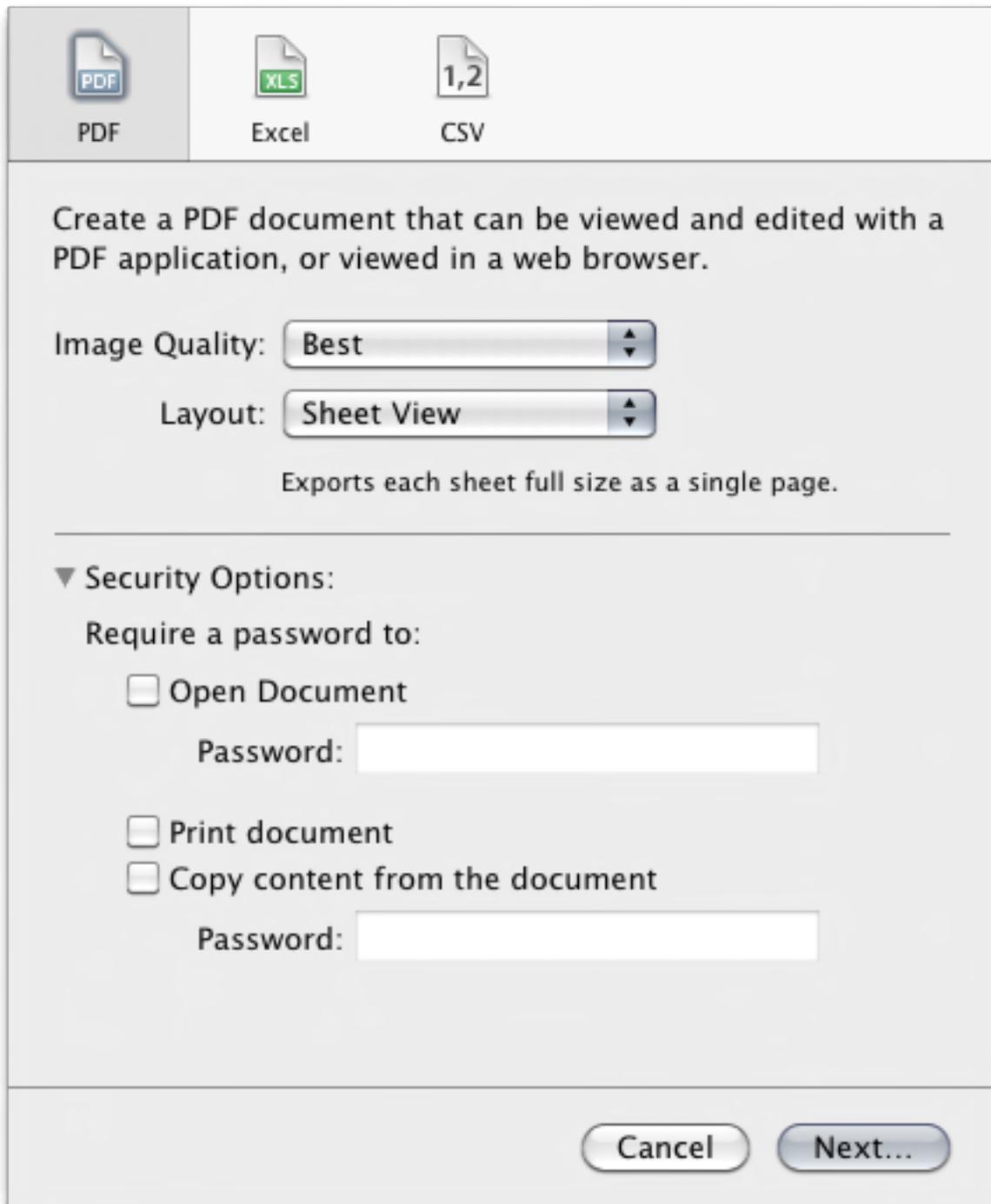
PDF export will produce a document that has the appearance of the original Numbers document, but data will no longer be editable as the spreadsheet functions will be lost. PDFs can be password protected.
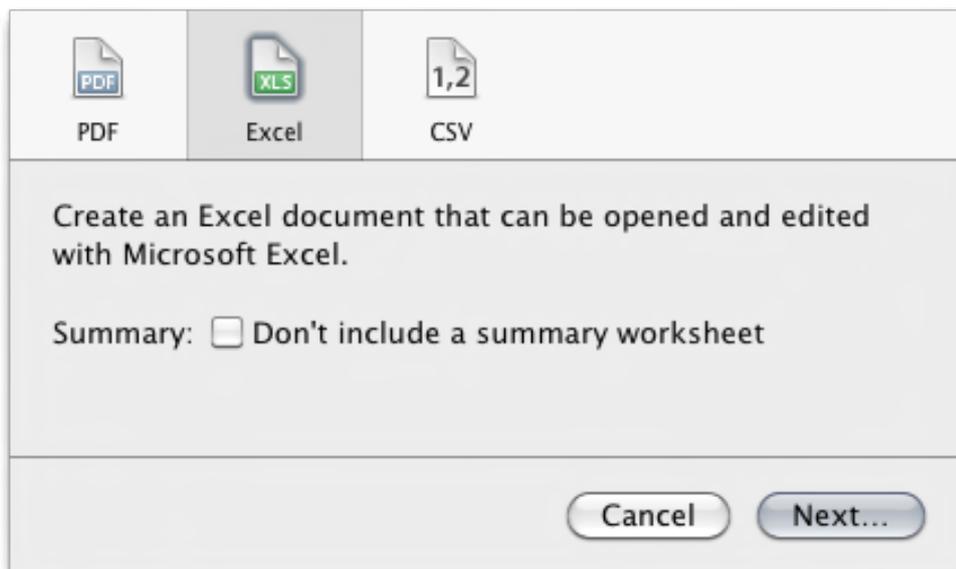
Exporting to Excel format will generate a .xls fie. Table data will be retained and formula and data can be modified if the file were to be opened into Excel. To assess the formatting that will be lost, and this includes imported images, use Numbers' Template Chooser. From Personal, the Dinner Party template will help illustrate the point. Choose this option and without making any changes use Share > Export and choose Excel. Follow the remaining export windows to create a .xls file. Next open the .xls into Numbers. The Numbers document had pictures in it. Note that these have disappeared in the exported version when opened again. This is due to Excel not supporting images and Numbers' canvas.
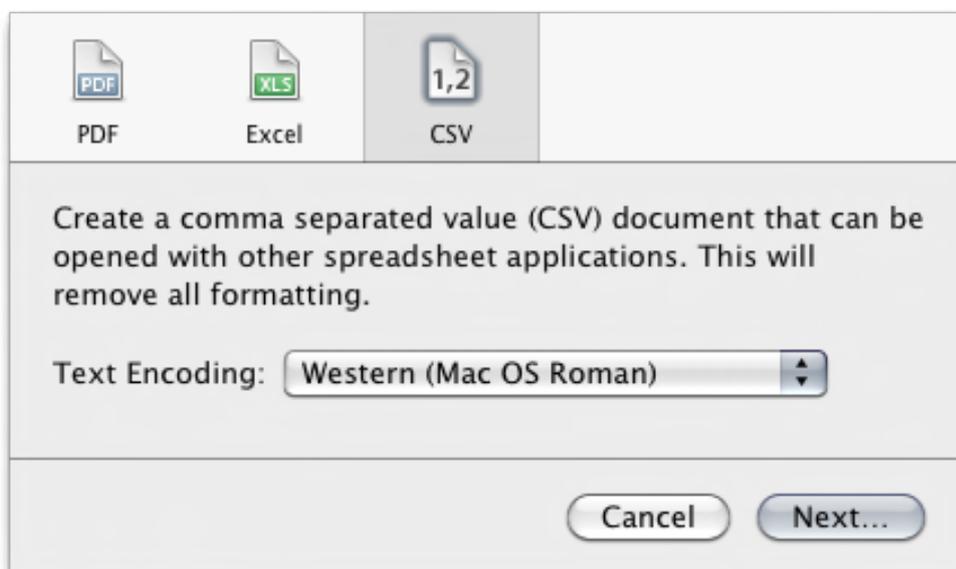
11.3   Publishing with iWeb

As previously stated iWeb is an easy to use web site and blog creating application, but the future of iWeb is in doubt. Expect news on this sometime in 2012. The Share > Send To iWeb menu give PDF or Numbers as export options.