

Numbers



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Step One

Select the “Numbers” icon on the iPad



Step Two

Select “Continue” on the “Welcome to Numbers” message



Step Three

Select “Use iCloud” on the “iCloud for Numbers” message



Step Four

Select either “Use Numbers” or “Learn More About Numbers” on the “Get Started” message



If you select “Learn More About Numbers” a spreadsheet will open with information about Numbers



The “Learn More About Numbers” spreadsheet will be available under “Spreadsheets” for you to view at any time.

Step Five

To Exit out of the “Learn More About Numbers” spreadsheet, select “Spreadsheets”




To bring up the main Numbers menu, select the

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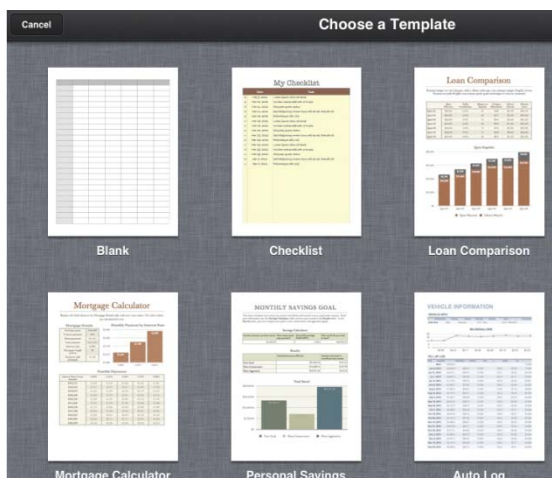
Create a New Spreadsheet


Select the  to bring up the Numbers menu




Select "Create Spreadsheet"

Select a template from the "Choose a Template"




Select the  to add a new sheet to the spreadsheet


To format objects, select the object, then

select the 

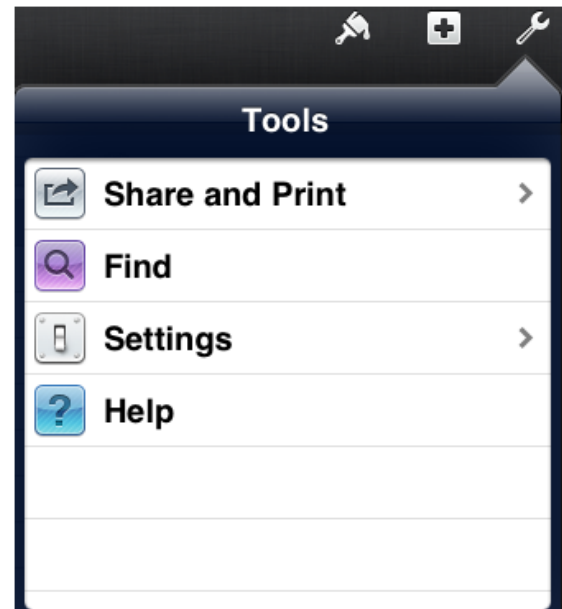
Select the  to insert Media, Tables, Charts, Shapes or Photos

For more options select the 

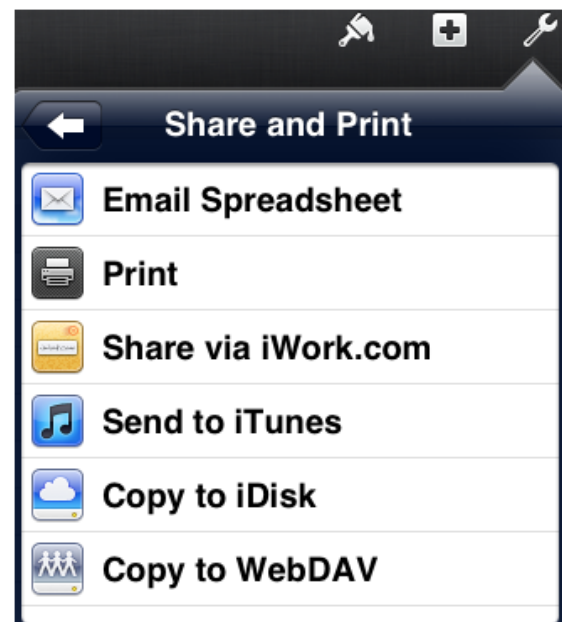
Share and Print Options

Select the 

Select "Share and Print"



The following options will be available: Email Spreadsheet, Print, Share via iWork.com, Send to iTunes, Copy to iDisk and Copy to WebDAV



Email Spreadsheet

From the "Share and Print" menu, select "Email Spreadsheet"

Numbers

Select either “Numbers”, “PDF” or “Excel” as the file format



Enter the email address to send the spreadsheet to

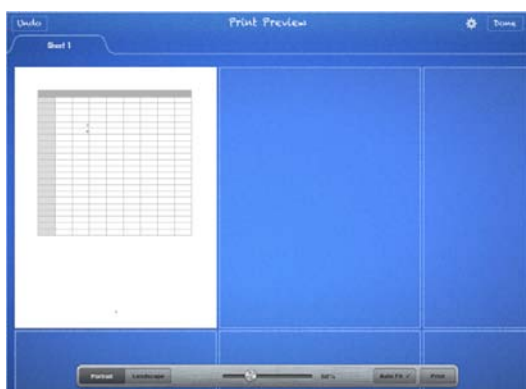


Select “Send”

Print

From the “Share and Print” menu, select “Print”

Select “Print”



Select “Printer”



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This will search for printers, if printers are found, select a printer and select “Print”

If no printers are found a “No AirPrint Printers Found” message will be displayed

Share via iWork.com

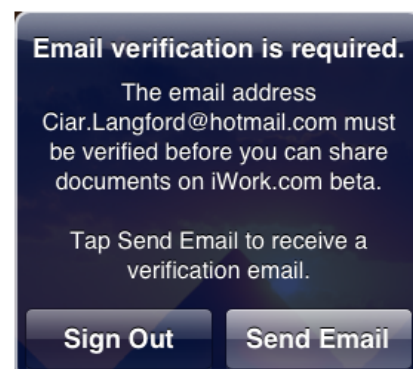
From the “Share and Print” menu, select “Share via iWork.com”

Enter your “Apple ID” and “Password” and select “Sign In”



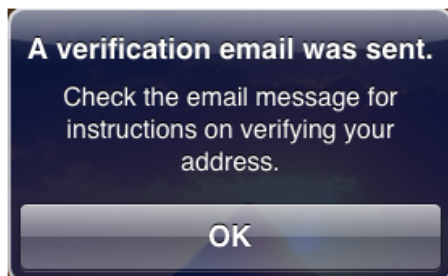
The following steps will need to be completed the first time you use “Share via iWork.com”:

- Select “Send Email” on the “Email verification is required” message



Numbers

- Select "OK" on the "A verification email was sent" message



- You will need to check your email and select "Verify Now" in the "Verify your email address on iWork.com" email

Before sharing documents on iWork.com, you must verify your email address.



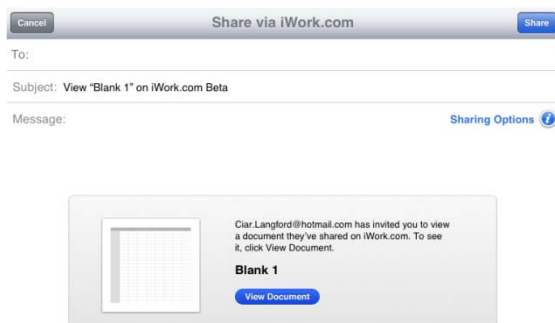
Email Verification

To use the address "Clar.Langford@hotmail.com" for sending shared document links to invitees, click Verify Now.

[Verify Now](#)

- In Numbers, from the "Share and Print" menu, select "Share via iWork.com"

Enter the email address of the person you would like to view the spreadsheet and select "Share"



You may need to wait a few minutes for your spreadsheet to be copied to iWork.com

Send to iTunes

From the "Share and Print" menu, select "Send to iTunes"

Select either "Numbers", "PDF", or "Excel" as the file format to send to iTunes

In iTunes, the spreadsheet will be available when you select "Numbers" under "File Sharing" in "Apps"



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Copy to iDisk

From the "Share and Print" menu, select "Copy to iDisk"

Enter your "Member Name" and "Password" for iDisk and select "Sign In"




Copy to WebDAV

From the "Share and Print" menu, select "Copy to WebDAV"

Enter the "Server Address", "User Name" and "Password"



Import a Spreadsheet to Numbers

Press the  to bring up the Numbers menu

Under "Copy From:" There are three options: "iTunes", "iDisk" and "WebDAV"

Copy From iTunes

On the Numbers menu, under "Copy From", select "iTunes"

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Select the spreadsheet

Copy From iDisk

On the Numbers menu, under “Copy From”, select “iDisk”

Enter your “Member Name” and “Password” for iDisk and select “Sign In”

Select the spreadsheet

Copy From WebDAV

On the Numbers menu, under “Copy From”, select “WebDAV”

Enter the “Server Address”, “User Name” and “Password” and select “Sign In”

Select “Sing In”

Select the spreadsheet