



Keynote Basics

Creating A Slideshow

When you first open keynote you will be prompted to create a new slideshow using one of a variety of themes. If Keynote is already open and you wish to create another new slideshow, simply click on the **File** menu, then **New**.

Saving Your Document

Your slideshow can be saved by going to the **File** menu, then **Save**. If this is the first time you've saved it, you will be prompted to give it a title and location. If you have saved before, Keynote will simply update it with the changes that you recently made.

Adding Text

Double-click on a text placeholder on any page to replace it with your own text. Or click the **Text Box** button to add your own.

Selecting or Modifying Text

To modify text in a slide you have already created, just double-click on it. An outline for this text box will appear, and you can now highlight, edit or delete it.

Adjusting Zoom

On the lower left side of the slide, there is a menu that shows the current zoom level of your slide. Click it to select a different percentage or select **Fit in Window**.

Adding New Slides

Click the Plus sign in the upper left hand corner to add a new slide to your existing project.

Deleting Slides

Select the slide to delete by clicking on it in the left side column. Then select **Delete** in the **Edit** menu.

Changing Themes

If you want to change themes after creating a slide, you can simply click the **Themes** button in the toolbar to select a new one.

Changing Slide Layouts

Different slide layouts are available. To change the basic layout of your slide, highlight the slide in the toolbar on the left and click the **Masters** button. Select the desired layout.

Using Shapes

You can insert a shape – such as a square, circle, line, etc. – by clicking the **Shapes** button in the toolbar.

Putting Text Inside A Shape

Add a shape by selecting it from the **Shapes** button in the toolbar. Then click the **Text Box** button and begin typing. The text you type will be placed inside the shape you just created. You may need to adjust the size of the text or the shape itself to make it fit.

Using Hyperlinks

You can make objects in your presentation link to websites. Simply click to select the shape, text, or other object you wish to link. Then click the **Inspector** button in the toolbar. Click the **Link Inspector** button within the inspector palette. Then check the box **Enable as a hyperlink** and select where to link it.

Adding Transitions Between Slides

In the left sidebar, select the slide that needs a transition added. Then click the **Inspector** button in the toolbar. Click the **Slide Inspector** button within the inspector palette that appears. Select the transition options you wish to enable.

Creating Text Builds

A text build determines how text will appear on the slide -- line by line, letter by letter, all at once, etc. Click once on the text box which needs a text build. Then click the **Inspector** button in the toolbar. Click the **Slide Inspector** button within the inspector palette that appears.

Printing Your Slides

Click on the **File** menu, then **Print**. In the window that appears, click the **Copies & Pages** menu and select **Keynote**. Here you can select different options that determine how it will print.

Saving to a PDF

Click on the **File** menu, then **Print**. In the window that appears, click on the **PDF** button and select **Save As PDF...**. You will be prompted to name it and select where to save it.