Keynote

Main Dashboard

New: Adds a new slide to your slideshow

Play: Plays your slideshow, starting with the slide you’ve selected

View: Select a new view, such as “slide only” or “with rulers”

Guides: Show/hide guidelines for object sizing and alignment

Themes: Apply a theme to the slide

Masters: Choose a pre-made slide format within each selected theme

iWork: You can share your work via iWork.com if you have an apple account

Text Box: Adds a text box

Shapes: Add a pre-made shape or draw your own with the pen tool

Table: Adds a table, which you can edit with a pop-up table editor

Charts: Choose a chart, which you can edit with a pop-up chart editor

Comment: Adds a “stickie note” for comments that won’t show when you’re presenting—only while you’re editing

Mask: After selecting a photo, this creates a “mask” you can use to crop/resize your picture

Ex.

Alpha: After selecting a photo, you can click and drag across any area of color to make that color transparent

Ex.

Group: After selecting two or more photos, “group” them to exist as one object to edit and move around

Ungroup: To ungroup a grouped set of photos

Front: Move a selected picture to the front

Back: Move a selected picture to the back

Inspector: Opens a master window for editing that particular slide

Media: Select audio, picture, and movie files from your computer. Drag the object onto your slide. Audio and movie files will play when you click on them.

Colors: After selecting text, you can choose/edit the color in multiple ways

Fonts: Opens a window of font choices

Want a second opinion? Send your slide to a friend and have them leave some comments
Click “Inspector” on the main dashboard to open this window

**Document Inspector**
Edit the timing and appearance of your slideshow and any audio you’d like to sync with it. Either upload a song from your itunes or record yourself. The spotlight menu lets you add the author, title, keywords, and comments you have for a particular slide.

**Slide Inspector**
Edit the transition and appearance of your slide. Choose from a list of transitions to set the style and timing of your transition from one slide to another. Change the appearance of your slide with a background color and elements like slide number and title.

**Build Inspector**
This tool is easy to get carried away with, but very effective when used correctly. You can “Build In” and “Build Out” slide content with animation (ex. have your title come flying in or out), and choose the order of every action. You can also choose an action for content remaining on your slide, such as move, rotate, and scale.

**Text Inspector**
Edit text, columns, and bullet points within your slide. Choose the spacing, alignment, and color of text, as well as multiple options for bulleted!

**Metrics Inspector**
Edit the specific measurement and placement of any slide content. You can reverse, rotate, move, or constrain any object’s proportions.

**Graphic Inspector**
Edit any object with a fill, outline or frame, angled shadow, reflection, and/or level of opacity. If you shadow a text box, the text will also be shadowed.

**Table Inspector**
Edit any tables you have created by adding new rows, columns, headers, footers, borders, and backgrounds. Edit cell sizing and notation too.

**Chart Inspector**
Edit any charts you have created in dynamic ways. Choose the depth, spacing, fill, labels, and even the angle from which you view if it is 3D.

**Hyperlink Inspector**
Enable some object or text to function as a link to another slide you designate. For example, you could create a button back to an earlier slide for a quick review, and then add another link there to return to your initial slide. That way, you don’t lose any time flipping through them.

**Quicktime Inspector**
Edit movies you have included in your slideshow by choosing specific start/stop points, which frame you would like to appear as a poster, whether it should start when you click on it, if it should loop, and what the volume should be.