



Keynote App for the iPad

Basic Functions

The Keynote App for the iPad is a basic version of the powerful presentation program, Keynote for Macs. It is similar to PowerPoint from Microsoft.

Toolbar

Presentations: Create new presentations or find saved ones

Undo: Tap to undo, long press to redo

Format: Change object or text properties

Insert: Add a photo, table, shape, or chart

Tools: Sharing, Presenter Notes, etc.

Play: Play your presentation



Navigation

Navigator: Slides in your presentation, you can add, delete, duplicate or group slides

Add slide: Tap the + button to add slides



Slides

Arrange: Long press, drag and drop. To select more than one slide, long press one and tap more with another finger

Duplicate: Double tap a slide for the menu, choose copy. Tap and choose paste.

Working with Objects

Edit Text: Double tap, begin typing

Copy and Paste: Tap and object, tap COPY, tap anywhere to Deselect the object, then tap the background and choose paste.

Move: Long press, drag to new position

Scale: Tap and use the selection handles

Rotate: Long press with TWO fingers, rotate

Grouping: Long press to select, add more objects by tapping with another finger. To group, tap any of the selected objects and choose GROUP

Add objects: Tap the insert button

Add style to object: Select an object, tap FORMAT, then choose a style

Adding Animations

Tap the TOOLS (wrench) button, then tap Transition and Builds

Add an animated slide transition: Tap the transition flag next to the slide in the Navigator. Browse all transitions, tap your chose to apply, tap done.



Presenting

Play: Tap Play button

Move between slides: Tap ONCE or SWIPE LEFT to go to next slide. SWIPE RIGHT to return to previous slide.

Exit: Pinch the slide anywhere



Sharing Your Work

Tap the TOOLS button to SHARE or PRINT, inside the SHARE or PRINT are the options to EMAIL, or Copy to WebDAV

