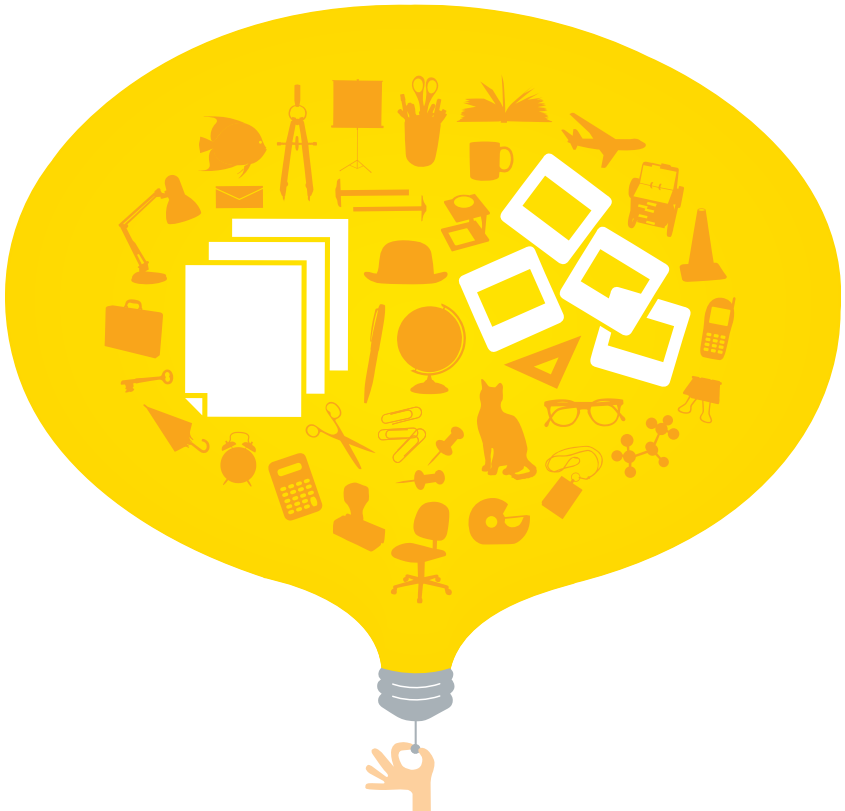




Keynote 2

User's Guide



 Apple Computer, Inc.

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Welcome to Keynote 2

With Keynote, impressive presentations are just the beginning. This preface provides an overview of the features of Keynote and a list of resources for using it.

Keynote is a robust program for creating professional-quality presentations. Keynote's powerful and simple tools make it easy to deliver compelling presentations, create studio-quality storyboards and portfolios, and author interactive slideshows. You can incorporate photos, movies, or music from your iLife libraries, as well as Safari web snapshots.

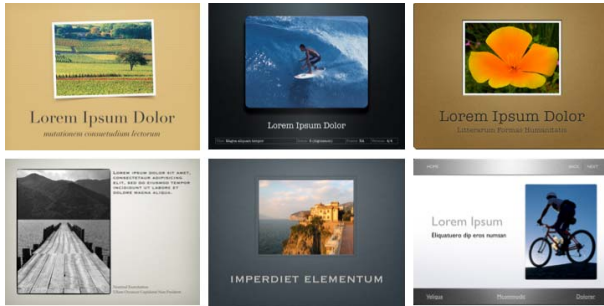
Present your data using any of the charts and tables built right into Keynote. Use the handsome and versatile themes that come with Keynote, or customize themes to suit your specific needs.

Your Keynote presentation can be viewed in several ways, including watching it on a computer, projecting it from a computer to a large screen, printing it, or exporting it as a set of image files or to Flash, QuickTime, PowerPoint, or PDF format so that it can be viewed on other computer platforms. (For more information about viewing options, see Chapter 8, "Viewing, Printing, and Exporting Your Slideshow.")

Keynote Features at a Glance

Professional-Quality Designs

Keynote provides a wide variety of themes for creating stunning presentations in a snap. Every theme includes coordinated colors, text, charts, and tables. You can easily change a slideshow's theme at any time, and you can modify themes to suit your needs. You can even set off sections of your slideshow by using multiple themes in the same presentation.



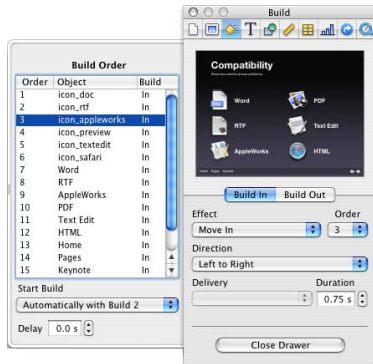
Real-Time Animated Text

Bring your text to life with Keynote's studio-quality text animations. Choose from an array of text and word animations. The real-time preview makes it easy to quickly audition effects and make adjustments.



Powerful Animation Tools

Create complex slide animations quickly and easily. Keynote 2 adds auto-advance between slides, and advanced timing options for object builds so that you can precisely time all aspects of your slide animations.

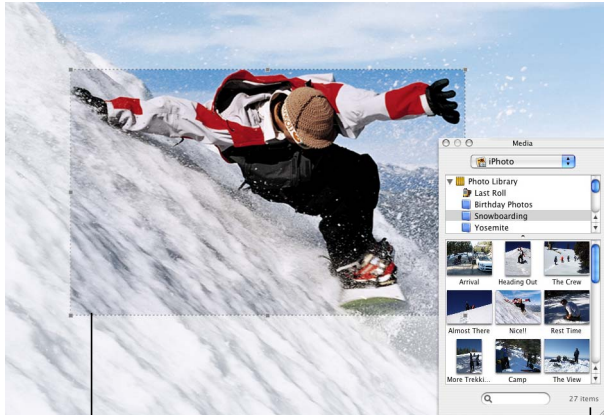


Create sophisticated animations and slide transitions. Synchronize the entry, motion, and exit of multiple objects on a slide.

Easy-to-Use Media Tools

Preview items in your iPhoto or iTunes Library, or your Movies folder, and drag them right to a slide.

Use the Mask feature to reveal only the part of an image you want to focus on, without altering the original image file.



Use a mask to frame part of a photo.

Drag an image, movie, or audio file from the iLife Media Browser to a slide.

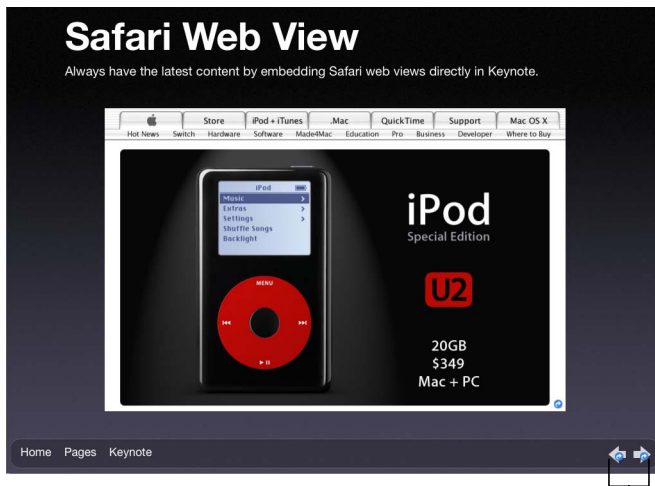
Present With Confidence

Set up the main display for the audience and an alternate presenter display. While you give your presentation, you can view information such as the current and next slide, elapsed time or time remaining, a clock, and slide notes. Jump to any slide by typing its slide number.



Self-Guided Presentations and Kiosks:

Tell your story even when you're not there. For kiosk presentations, create self-playing slideshows that automatically loop. Or use hyperlinks to create slideshows that viewers can navigate through. Turn any object into a hyperlink to perform such actions as going to another slide, opening another Keynote document, or going to a website. Embed a snapshot of the content of any webpage— without the browser frame. Optionally auto-update the web page snapshot at presentation time.



Easily add “previous” and “next” slide links across your presentation using slide masters.

Resources for Learning More

To get the most from Keynote, consult the following resources:

Tour

For an onscreen demonstration of what you can do with Keynote, view the tour. Open the tour by choosing Help > iWork Tour.

User's Guide

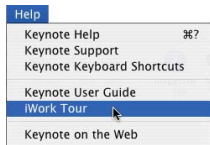
This guide (what you're reading now) describes the features of Keynote and shows you how to use it. To see a full-color PDF file of this guide, choose Help > Keynote User Guide.

Chapter 1, "Overview of Keynote," describes the tools for creating presentations. Chapter 2, "Creating a Presentation," shows the basic step-by-step workflow. For more detailed information about each step, refer to Chapters 3 through 8. To learn how to create your own themes, read Chapter 9, "Designing Your Own Master Slides and Themes."

Note: To complete many of the tasks in this book (and in Keynote Help), you use menu commands. The instructions look like this:

- Choose Help > iWork Tour.

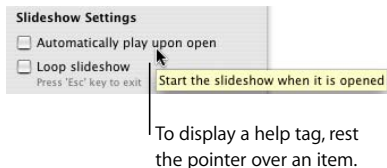
The first term after *Choose* is the menu you click; the next term is the item you choose from that menu.



Onscreen Help

To see the help, open Keynote and choose Help > Keynote Help. You can browse through the table of contents to find a specific topic, or enter a question in the search field to find an answer about how to accomplish a task.

Help tags are also available for many onscreen items. To see a help tag, let the pointer rest over an item for a few seconds.



Keynote Quick Reference

The quick reference card lists many of the keyboard shortcuts for Keynote. (To see a complete list of shortcuts, choose Help > Keynote Keyboard Shortcuts or search for “keyboard shortcuts” in the onscreen help.)

Web Resources

Go to www.apple.com/keynote to get the latest software updates and information. You can also purchase Keynote products on the web.

To find out about Keynote products and get up-to-date information:

- Choose Help > Keynote on the Web.

Technical Support

A variety of support options are available to Keynote users. For more information, see the AppleCare Software Service and Support Guide that comes with your Keynote documentation or choose Help > Keynote Support.

This chapter introduces you to the windows and tools you'll use in Keynote.

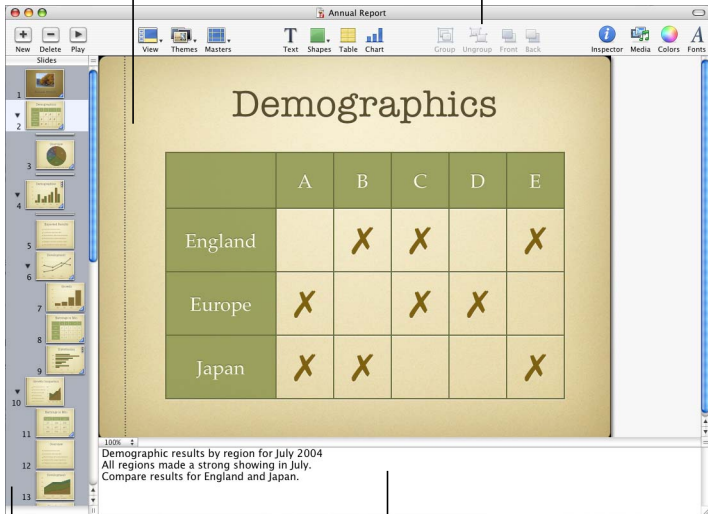
When you create slides in Keynote, you create a Keynote document. The entire slideshow, including all of the graphics, media, and chart data, is contained within this one document, which can be easily moved from one computer to another. If you add movies or sounds to your document, you can save them as a part of your Keynote document so that you don't have to transfer those files separately.

The Keynote Window

The Keynote window contains three sections—the slide canvas, the slide organizer, and the notes field—which display detailed views of your slides and slideshow as you work. It's easy to keep your slides organized and navigate through even long slideshows.

The slide canvas:
Create each slide by typing
text and adding media.

The toolbar:
Customize it to include the
tools you use most often.



The slide organizer: Create a
visual outline of your slide
presentation. You can view a
thumbnail of each slide or a
text outline.

The notes field: Add text about
individual slides. You can refer
to these notes during your
presentation—the audience
won't see them.

The Slide Canvas

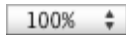
The slide canvas is where you create each slide. You can easily drag graphics files, movie files, and sound files to the canvas to add them to your slideshow.

You create a slideshow using a *theme*—a family of master slides—to ensure a handsome and cohesive look throughout your presentation. Master slides provide predesigned layouts for various kinds of slides, with coordinated fonts, textures, chart properties, and more. Each theme contains a variety of master slides, making it easy to add titles, bulleted text, and graphics.

As you work on your slides, you may want to zoom in or out to get a better view of what you are doing.

To zoom in or out on the slide canvas:

- Choose View > Zoom > [zoom level]. Or choose a magnification level from the pop-up menu at the bottom left of the slide canvas.



The Slide Organizer

Use the slide organizer at the left side of the Keynote window to organize the slides in your presentation. In the organizer, you can rearrange slides by dragging them, and you can indent slides to group them.

The slide organizer has two views: navigator view, which is most useful for graphics-intensive presentations, and outline view, best for presentations that are mainly text.

To change from one view to the other:

- Choose View > Outline or View > Navigator (or click View in the toolbar and choose an option).

To hide the slide organizer:

- Choose View > Slide Only.

Navigator View

In navigator view, the slide organizer displays a thumbnail image of each slide in your presentation, making it easy to see the flow of graphics-rich presentations.

To help you organize your presentation as you work, you can group slides by indenting them, creating a “visual outline” of the slideshow. You can show or hide groups of slides by clicking the disclosure triangles. You can also skip slides so that they will not appear when you present your slideshow.

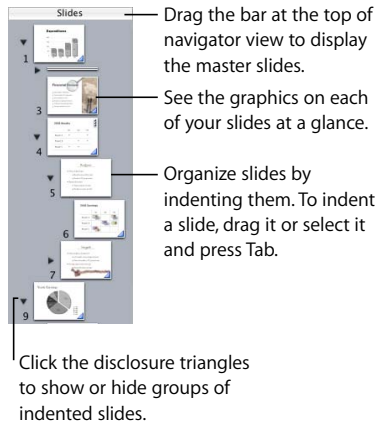
To show navigator view:

- Choose View > Navigator (or click View in the toolbar and choose Navigator).

To hide navigator view:

- Choose View > Slide Only (or click View in the toolbar and choose Slide Only).

You can see your master slides in navigator view by dragging the bar at the top. Use the master slides to design your own themes and master slide layouts. (For information about designing your own themes and master slide layouts, see Chapter 9, “Designing Your Own Master Slides and Themes.”)



To add a slide, do one of the following:

- Choose Slide > New Slide.
- Select a slide and click New in the toolbar or press Return (these options create a slide with the same master as the selected slide).
- Press Option and drag a slide until you see a blue triangle (this duplicates the dragged slide).
- Select a slide and choose Edit > Duplicate.
- Select a slide, choose Edit > Copy, select another slide, and choose Edit > Paste (this copies the first slide and puts a duplicate of it after the second slide you selected).

To indent slides:

- 1 In navigator view, select the slide you want to indent.

To select multiple slides, hold down the Shift key and select the first and last slides in a range.

- 2 Press Tab (or drag the selected slide to the right until a blue triangle appears).

You can create more indent levels by pressing Tab again. You can indent a slide only one level deeper than the previous (the “parent”) slide.

To move slides to a higher outline level:

- Select the slides and press Shift-Tab (or drag the selected slides to the left).

To show or hide a group of slides:

- Click the disclosure triangle to the left of the first slide in the group.

To skip a slide when you play your slideshow:

- Select the slide and choose Slide > Skip Slide.

To display a skipped slide:

- Select the slide (it looks like a line in the slide organizer) and choose Slide > Don't Skip Slide.

To delete a slide:

- Select the slide in the slide organizer and press the Delete key.

If the slide had children (subordinate slides grouped below it), they are moved up by one outline level.

To delete a slide and all the slides grouped below it:

- Collapse the group of slides (click the arrow to the left of the top slide) and press the Delete key.

If you accidentally delete slides, you can recover them immediately by choosing Edit > Undo Delete.

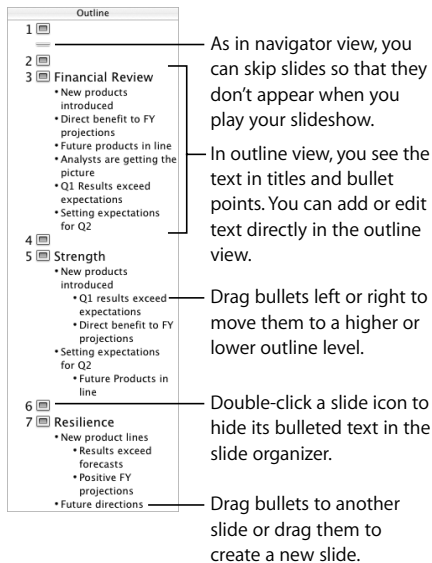
To move a group of slides:

- Select the first slide in the group and drag the group to a new location in the slide organizer.

Outline View

Outline view displays the text of each slide in your slideshow. This view is most useful for seeing the flow of text-rich presentations. All of the titles and bullet points appear legibly in the slide organizer.

Outline view provides an easy way to order and reorder your bullet points as you organize your presentation. You can add bullet points to existing text directly in the slide organizer. You can also drag bullets from one slide to another, or drag them to a higher or lower level within the same slide.



To show outline view:

- Choose View > Outline (or click View in the toolbar and choose Outline).

To change the font used in outline view:

- 1 Choose Keynote > Preferences and click General.
- 2 Choose a font and size from the Outline View Font pop-up menus.

To select a bullet and its text in outline view:

- Click the bullet.

To select a bullet (or bullets) and its subordinate bullets:

- Click between a bullet and its text, then drag down.

To move a bullet to a lower outline level on the same slide:

- Click anywhere in the text and press Tab, or drag the bullet to the right, until a blue triangle appears.

You can also select (highlight) any number of bullets and press Tab.

To move a bullet to a higher outline level on the same slide:

- Click anywhere in the text and press Shift-Tab, or drag the bullet to the left until a blue triangle appears.

To move bullets to another slide:

- Drag the selected bullets out of the current slide to a different slide.

To move bullets from one slide and create a new slide:

- Drag the bullets to the left of the other bullets on the slide until a blue triangle appears above the slide.

To place all slide bullets subordinate to the bullets on the previous slide:

- Drag the slide icon to the right.

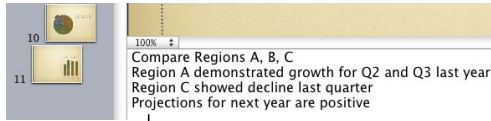
All bullets on the slide are moved to the previous slide, with the first bullet at the same level as the last bullet on the previous slide.

To print out the outline view:

- 1 Choose File > Print.
- 2 In the Print dialog, choose Keynote from the Copies & Pages pop-up menu.
- 3 Select Outline.

The Notes Field

Use the notes field to type or view notes for each slide. You can print these notes or view them on an alternate display that only you see while you give your presentation.



The notes field is an area where you can keep track of what you want to say as you show each slide.

To see the notes field:

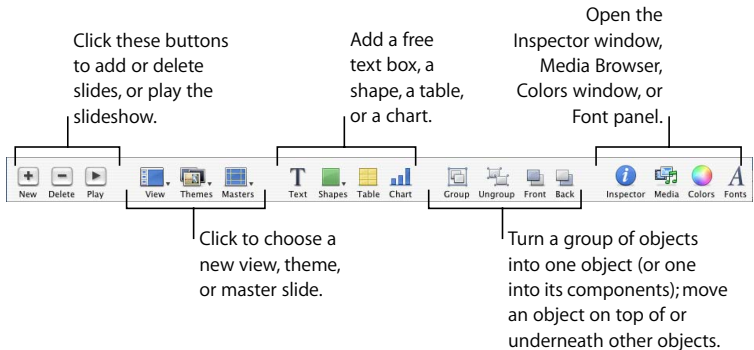
- Choose View > Show Notes (or click View in the toolbar and choose Show Notes).

To learn how to view your notes during slideshow playback, see Chapter 8, "Viewing, Printing, and Exporting Your Slideshow."

Keynote Tools

The Toolbar

The Keynote toolbar gives you one-click access to many of the actions you'll use as you create presentations. As you work in Keynote and get to know which commands you use most often, you can add, remove, and rearrange toolbar buttons.



To customize the toolbar:

- 1 Choose View > Customize Toolbar.
- 2 To add an item to the toolbar, drag its icon to the toolbar at the top.
- 3 To remove an item from the toolbar, drag it out of the toolbar.
- 4 To rearrange items in the toolbar, drag them.
- 5 To make the toolbar icons smaller, select Use Small Size.
- 6 To display only icons or only text, choose an option from the Show pop-up menu.

You can restore the default set of toolbar buttons by dragging the default set to the toolbar.

If you're not sure what a button does, drag it into the toolbar (in the Customize dialog) and place the pointer over the icon until you see its description (help tag).

The Inspector Window

The Inspector window makes it easy to format your slides as you work. Most elements of your slideshow are formatted using the ten panes of the Inspector window.



Click one of these buttons to display a different Inspector pane.

To open the Inspector window:

- Choose View > Show Inspector (or click Inspector in the toolbar).

Click one of the buttons at the top to display its inspector pane. Clicking the second button from the left, for example, displays the Slide Inspector. You can have several Inspector windows open at the same time.

To open more than one Inspector window at the same time:

- Choose View > New Inspector.

The Font Panel

Keynote uses the Mac OS X Font panel, so you can use any of the fonts on your computer in your presentations.

To open the Font panel:

- Choose Format > Font > Show Fonts (or click Fonts in the toolbar).

Note: If you use special fonts in a Keynote document and you send it to others, be sure the recipients have those fonts installed on their computer.

The Colors Window

You use the Mac OS X Colors window to choose colors for text, shapes, or shadows.

To open the Colors window:

- Choose View > Show Colors (or click Colors in the toolbar).

Shortcuts

You can use the keyboard to perform many of the Keynote menu commands and tasks. A comprehensive list of keyboard shortcuts is available in onscreen help. Many keyboard shortcuts are also listed in the Keynote Quick Reference card.

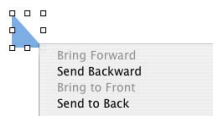
To see the list of keyboard shortcuts:

- In Keynote, choose Help > Keynote Keyboard Shortcuts.

Many commands are also available in shortcut menus that you can access directly from the object you are working with.

To open a shortcut menu:

- Press the Control key while you click an object.



Shortcut menus are especially useful for working with tables and charts.

This chapter outlines the basic tasks and steps for completing a professional-quality slide presentation.

Importing a PowerPoint or AppleWorks Presentation

If you already have a slide presentation that you created in Microsoft PowerPoint or AppleWorks, you can import it into Keynote and continue to work on it. Simply drag the PowerPoint or AppleWorks document icon onto the Keynote application icon. The document opens in Keynote and you can select a theme.

You can also export Keynote documents to PowerPoint. For more information, see “PowerPoint” on page 127.

Step 1: Select a Theme

To start a Keynote project from scratch, double-click the Keynote icon and select a theme.

By using a Keynote theme, you can create an attractive presentation without having to do a lot of design work. Each Keynote theme includes a set of templates (called *master slides*) with styled text, bullets, layouts, and other formatting features already set for you. Keynote themes come in a broad variety of textures and moods to suit different kinds of presentations.

Whenever you create a new Keynote document, you must select a theme in the Theme Chooser. You can easily change the theme of a Keynote slideshow at any time. You can also make Keynote use a particular theme for new documents.

To apply a different theme to a slide presentation:

- 1 Choose File > Choose Theme (or click Themes in the toolbar and choose Theme Chooser), and then select a theme.
- 2 Select a slide size.

About slide size: Most projectors work best with slides at the default size, 800 x 600. Newer ones may display slides well at a resolution of 1024 x 768. If your display is larger than one of these sizes, you can set a custom slide size for your Keynote presentation. For more information, see “Changing the Slide Size” on page 121.

- 3 Click Choose.

You can specify that new documents always use a particular theme.

To specify the theme used for new documents:

- 1 Choose Keynote > Preferences and click General.
- 2 Select “Use theme” and click Choose.
- 3 Select a theme and click Choose.

To modify themes or create your own, see Chapter 9, “Designing Your Own Master Slides and Themes.” You can also use more than one theme in a presentation; see “Using Multiple Themes” on page 33.

Kinds of Slideshows

You can make three different kinds of presentations in Keynote, depending on how the presentation will be used. It’s a good idea to keep the kind of presentation in mind as you design it.

- **Normal.** These presentations are controlled by clicking the mouse or using the keyboard. By default, a slideshow is normal (interactive) unless you make it a self-playing or hyperlinks-only slideshow.
- **Self-playing.** These presentations advance automatically, like a movie (no user interaction is possible). You can use this option, for example, to play a presentation in a kiosk setting. To learn about creating these kinds of presentations, see “Self-Playing Presentations” on page 113.
- **Hyperlinks only.** Viewers navigate through these presentations by clicking hyperlinks. For more information about creating these kinds of presentations, see “Hyperlinks-Only Presentations” on page 115.

Step 2: Create Your Slides

When you select a theme, a single slide appears in the slide organizer. You can begin working in this first slide, adding text, graphics, movies, and sound. You can add new slides to the document as needed.

To add a slide, do one of the following:

- Choose Slide > New Slide (or click New in the toolbar).
- Click New in the toolbar.
- Select a slide in the slide organizer and press Return.

Important: Save your work often by choosing File > Save. For more details about saving Keynote documents, see “Step 4: Save Your Slideshow” on page 33.

As you work, you’ll want to use different slide layouts to place your text and graphics on individual slides. Master slides provide the layouts you are most likely to need.

Using Master Slides

Each Keynote theme includes a family of master slides. Each master slide has a different layout that may include title and body placeholder text, as well as object placeholders for graphics, tables, and charts.

Most themes come with the master slide layouts described here:

Master slide	Recommended use
Title	Title page or section titles within your presentation
Title & Subtitle	Title page or section titles requiring a subtitle
Bullets	General content pages that require bulleted text; the text area fills the entire slide
Title & Bullets—Left	Content pages on which you can place bulleted text on the left and a graphic on the right
Title, Bullets & Photo	Title page or section title with text and photo
Blank	Graphics-rich layouts

When you create a new slide, it uses the master slide of the selected slide. (Except when the selected slide is the first slide, Title & Subtitle.) You can change a slide’s master slide layout at any time.

To change the master for a slide:

- 1 Select the slide whose master slide layout you want to change.
- 2 Click Masters in the toolbar.
- 3 Choose a master slide in the list.

For more information about modifying themes and master slides, see Chapter 9, “Designing Your Own Master Slides and Themes.”

Adding Text

Master slides provide placeholder text (which you replace with your text) for slide titles and body text. Title text is larger than body text. Most body text is bulleted, although some master slides offer non-bulleted body text. Choose a master slide with the combination of title text and body text that best suits the slide’s content.

To add title text to a slide:

- Double-click in a title text box in the slide canvas and type your text.

To add bulleted text:

- Click in a bulleted body text box in the slide canvas and begin typing.

To move to the next bulleted line, press Return. To indent a bulleted line, press Tab. To move a bulleted line to a higher indent level, press Shift-Tab.

For information about creating text without bullets, see “Adding Text Without Bullets” on page 37.

Double-click in a title text box and type a title. The font and text size are already set for you.

Lorem Ipsum Dolor

- ~ Sit amet consectetur
- ~ Ut wisi enim ad
- ~ Nam liber tempor
- ~ Volutpat ut wisi enim
- ~ Quis nostrud exerci



Double-click in a body text box and type to create bulleted text. The bullet style, font, and text size are already set.

Drag a graphic file from the Media Browser or Finder to your slide.

You can change the look of the text and bullets in any of your slides using the Text Inspector and the Graphic Inspector. For more details about how to use inspectors to change text, including how to change the style of bullets or add text without bullets, see Chapter 3, “Working With Text, Graphics, and Other Media.”

Adding Graphics

To add a graphic to a slide, do one of the following:

- Choose View > Show Media Browser (or click Media in the toolbar), choose iPhoto, and drag a photo to the slide canvas.
- Drag a graphic file from the Finder to the slide canvas.
- Choose Insert > Choose, select the graphic file, and click Insert.
- To create a new slide with the graphic on it, drag the graphic file from the Finder to the slide organizer.

You can modify a graphic's colors, alignment, orientation, and other properties. You make these adjustments using the Inspectors. You set object placement, size, and orientation in the Metrics Inspector. Shadow, fill color, and opacity are set using the Graphic Inspector. For more information about setting attributes using the inspectors, see Chapter 3, "Working With Text, Graphics, and Other Media."

To present complex or numerical data in an easily digestible visual format, you can use a table or chart; Keynote supplies tables and charts for each theme. For more information about adding tables and charts, see Chapter 5, "Creating Tables," and Chapter 6, "Creating Charts."

Using Alignment Guides and Rulers

As you move text and graphics around on the slide canvas, you will notice yellow alignment guides. These pop-up guides help you center and align objects on the canvas. They appear whenever the center or edge of an object aligns with the center or edge of another object, or with the center of the slide canvas. You can create your own alignment guides to help you place slide elements precisely in the same position from one slide to the next. Alignment guides (even those you create) don't appear during a presentation; they are visible only when you are editing a slide.

Keynote also displays the X and Y coordinates of an object's top-left corner as you move the object around the slide canvas, or the object's angle as you rotate it. When you resize an object, size tags display the object's height and width.

You can turn on rulers to help you align objects on the slide canvas. Rulers show you how far (in increments you specify) an object is from the edge of the slide.

To turn rulers on:

- Choose View > Show Rulers.

To change the unit of measure in the rulers:

- 1 Choose Keynote > Preferences and click Rulers.
- 2 Choose an item from the Ruler Units pop-up menu.

Make sure that “Display ruler units as percentage” is deselected. Selecting this option displays measurements as a percentage of the distance across the slide, rather than in the chosen unit of measure.

To place the ruler’s horizontal origin point at the left edge of the slide:

- In the Rulers pane of Keynote Preferences, deselect “Place origin at center of ruler.”

After you’ve placed graphics exactly where you want them on the slide, you can lock them to the slide canvas to prevent them from being accidentally moved as you work.

To lock an object to the slide canvas:

- Select the object and choose Arrange > Lock.

You cannot modify an object that has been locked to the slide canvas. To unlock an object, choose Arrange > Unlock.

Note: If you often lock and unlock objects, you can add buttons to the toolbar for these commands. Choose View > Customize Toolbar.

Changing the Appearance and Behavior of Alignment Guides

You can place your own alignment guides on any slide to help you line up objects where you want them.

To place alignment guides on a slide:

- 1 Choose View > Show Rulers to make the rulers appear at the top and left side of the slide canvas.
- 2 Place the pointer on a ruler and drag to the slide canvas.
- 3 Drag the yellow guide wherever you want on the slide canvas.

You can add alignment guides to a master slide so that they appear on any new slide based on that master. For more information, see “Adding Alignment Guides” on page 132.

To remove alignment guides that you have placed on a slide:

- Drag the alignment guide off the edge of the slide canvas.

If alignment guides are getting in the way as you work, you can temporarily hide them.

To temporarily hide pop-up alignment guides:

- Hold down the Command key while dragging an object.

You can turn off pop-up alignment guides and size and position tags in the Rulers pane of Keynote Preferences. You can also make alignment guides appear only when object edges are aligned, or only when object centers are aligned.

To change the behavior of alignment guides and tags displayed when you move objects:

- 1 Choose Keynote > Preferences and click Rulers.
- 2 To turn off the guides that appear when an object's center aligns with another object or the center of the slide canvas, deselect "Show guides at object center."
- 3 To turn on the alignment guides that appear when an object's edges align with another object or the center of the slide canvas, select "Show guides at object edges."
- 4 To turn off size and position tags, click General and deselect "Show size and position when moving objects."

To change the color of alignment guides:

- In the Rulers pane of Keynote Preferences, click the Alignment Guides color well and select a color in the Colors window.

Step 3: Organize Your Slides

Change the order of slides in your presentation by dragging them in the slide organizer.

You can organize your slides into an outline by indenting related sets of slides. You can also show or hide individual slides or groups of slides as you work. Indenting or hiding slides in the slide organizer does not affect the flow of the final presentation. It is only a tool to make it easier to organize and navigate through large sets of slides.

For more information about indenting and organizing slides, see “Navigator View” on page 17 and “Outline View” on page 20.

Using Multiple Themes

As your presentation takes shape, you may want to use different themes for different slides within the same presentation. For example, you could have one look for slides about past business performance and another for sales projections.

To use multiple themes in a document:

- 1 In the slide organizer, select the slide or slides you want to have a different theme.
- 2 Choose File > Choose Theme.
- 3 Select the theme and choose Selected Slides from the Apply Theme To pop-up menu.
- 4 If you modified theme defaults on individual slides, and you want to incorporate these overrides into the new theme, select “Retain changes to theme defaults.”

For example, if you change the background fill on a few slides, and you want to use the same fill in the new theme, then select this option. If you don’t select this option, the slides will use the new theme’s background fill.

- 5 Click Choose.

You can also select slides, click Themes in the toolbar, and choose a theme; the new theme is applied to the selected slides.

Getting Around Your Presentation

You can easily go to the first or last slide in your presentation, and to the previous or next slide.

To quickly jump to a particular slide:

- Choose Slide > Go To > [option].

Step 4: Save Your Slideshow

You should save your document often. Keynote provides some special options for saving your slideshow, including saving a previous version and saving audio and movie files as part of the document. (For more information, see “Kinds of Slideshows” on page 26.)

To save a Keynote document:

- 1 Choose File > Save.
- 2 Type a name for the document and choose where you want to store it.
- 3 Click Save.

There are advanced saving options available for special circumstances. To see these options, click the disclosure triangle (to the right of the filename) in the Save dialog.

- If you added sound or movies to your document, and you plan to transfer the slideshow to another computer, select “Copy audio and movies into document.” (This option is on by default.)

If you deselect this option, and then transfer the slideshow to another computer, you need to transfer the sound and movie files as well. Selecting this option makes the document file larger; you may want to include media files (using Save As) only when you’re ready to move the slideshow to another computer.

- If the document will be opened on a computer that doesn’t have the theme installed, select “Copy theme images into document.”

This option ensures that all theme components appear correctly even if the theme is missing. Selecting this option makes the document file larger.

As you make changes to your slideshow, you can save one previous version.

To save a copy of the previous version when you save a Keynote document:

- 1 Choose Keynote > Preferences and click General.
- 2 Select “Back up previous version.”
- 3 Choose File > Save.

With this preference selected, each time you save your document, the previously saved version of your document is renamed “Backup of <document name>” and is saved in the same folder as your document. This backup file does not include the changes made since the last save; the document that includes the latest changes remains open. (Even if this option is selected, you won’t get a backup version the first time you save a document.)

Step 5: Play Your Slideshow

You can show your finished presentation on your computer's display, or project it onto a screen for a larger audience.

To play the presentation on your computer:

- 1 In the Finder, double-click the Keynote document icon.
- 2 Choose View > Play Slideshow (or click Play in the toolbar).

Note: Clicking Play plays the slideshow starting with the currently selected slide. To play the slideshow from the beginning (if the first slide is not selected), press the Option key while you click Play.

- 3 Click to advance to the next slide or through the next object build on the slide.
- 4 To stop the slideshow, press Q or Esc.

Keynote provides many options for sharing your slideshow, including playing it on a large screen or secondary display, creating a QuickTime or Flash movie, PDF file, or PowerPoint presentation, or printing it. For more details about viewing and sharing your slideshow, see Chapter 8, "Viewing, Printing, and Exporting Your Slideshow."

You can easily add and modify text, graphics, sound, and movies. This chapter describes in detail how to add various media to your presentations.

Editing Text and Text Properties

To add text to a text box or shape, simply click to select the text box or shape and start typing.

To enter and edit text in a text box:

- 1 Double-click the text and start typing.
- 2 Adjust the text color, alignment, and font using the Text Inspector or Font panel, as described in “Formatting Bulleted Text and Numbered Lists” on page 38.

Adding Text Without Bullets

If you want a text box without bullets, you can add a “free text box” to the slide.

Note: Some themes provide master slides with body text boxes that don’t use bullets. You can also create bullet-less body text by choosing “No Bullets” as the bullet style; you can still indent this text as you do bulleted text.

Text in free text boxes does not appear in outline view.

To create a free text box (text without bullets):

- 1 Choose Insert > Text (or click Text in the toolbar).
- 2 In the text box that appears, double-click the text and type.

Note: You cannot use formatted bullets in free text boxes. To get formatted bullets (in which carryover text aligns with the text above and the bullet “hangs”), you must use a body text box. (See “Modifying Layouts” on page 61.)

- 3 When you're finished typing, click outside the text box. Or, to stop editing text and select the text box, press Command-Return.
- 4 Drag the handles on the text box to change its width.

Free text boxes automatically grow or shrink vertically to accommodate the length of your text. You cannot make them taller by dragging. To make a free text box taller without expanding its contents, drag the selection handles to make the box narrower (that is, force the box to grow vertically).

You can drag text boxes anywhere on a slide. For more information about modifying text boxes, see “Resizing, Moving, and Layering Objects” on page 47.

Note: You can also put text within a shape. See “Adding Text to Shapes” on page 45.

Formatting Bulleted Text and Numbered Lists

You can change the properties—including the font, color, or spacing of lines and words—of text at any time. For bulleted text, you can select from a range of bullet and numbering styles. You can even use an image of your own as a bullet. You make most text changes using the Text Inspector and Font panel.

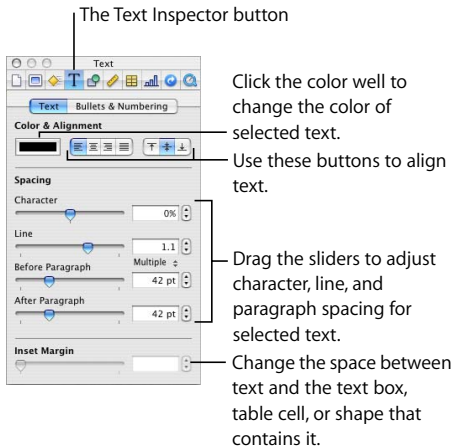
You can also create engaging visual effects with text by changing its color, shadow, opacity, and orientation on the screen. To learn more about these options, see Chapter 4, “Changing Object Properties.”

To change the font:

- 1 Select the text you want to change and choose Format > Font > Show Fonts (or click Fonts in the toolbar).
- 2 In the Font panel, select a font and size.

Using the Text Inspector

In the Text Inspector, you can adjust all basic text properties in your slides. Use it to change the color, alignment, and spacing of selected text. If you select bulleted text, you can also change the bullet style.



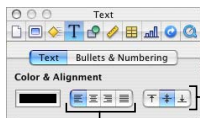
To open the Text Inspector:

- Choose View > Show Inspector (or click Inspector in the toolbar) and click the Text Inspector button.

To change text color:

- 1 Select the text you want to change (or click in the text to place the insertion point).
- 2 In the Text Inspector, click the color well.
- 3 In the Colors window, select a color.

You can align text within a text box left, right, center, or both right and left (called “justified”). You can also “grow” text from the top, center, or bottom of the text box.



Use the vertical alignment buttons to “grow” text from the top, center, or bottom of the text box.

Use the horizontal alignment buttons to align text on the left, center, right, or both left and right (justified).

To adjust text alignment:

- 1 Select the text you want to change.
- 2 Click the horizontal or vertical alignment buttons at the top of the Text Inspector.

Note: A body text box with too much text (more text than can be displayed) always aligns at the top. Vertical alignment has no effect on free text boxes.

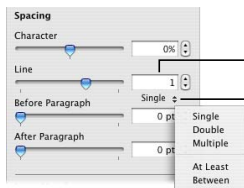
To adjust the spacing between lines of text within a paragraph or bullet:

- 1 Select the text you want to change (or select a text box).
- 2 In the Text Inspector, drag the Line slider to adjust the line spacing.

Dragging the slider to the left brings the selected lines closer together; dragging it to the right moves them farther apart.

You can also set precise point values for spacing between lines of text in a paragraph, or use preset measurements, which you can select in the Line Spacing pop-up menu.

Line Spacing field:Type a value (or click the arrows) to specify the space between lines of text in a paragraph.



Line Spacing pop-up menu: Click the arrows to choose preset line spacing.

To set precise values for spacing between the lines of text in a paragraph:

- 1 Select the text you want to change.
- 2 In the Text Inspector, type a value in the Line Spacing field.

- 3 Choose an option from the Line Spacing pop-up menu.
 - **Single:** Standard space between lines of text.
 - **Double:** Adds an extra line space between lines of text.
 - **Multiple:** Set line spacing values between single and double, or greater than double.
 - **At Least:** The distance between lines is never less than the value you specify, and may be more to prevent larger fonts from overlapping. Use this setting when the distance between lines should remain fixed, but overlap is not desired if the text should get large.
 - **Between:** The value you specify is added to or subtracted from the font size. As font size changes, the distance between the bottom of one line of text and the top of the next changes too. Use this option to set a specific distance between ascenders and descenders, regardless of font size.

To adjust the amount of space before or after a paragraph or bullet:

- 1 Select the text you want to change.
- 2 In the Text Inspector, drag the Before Paragraph or After Paragraph slider. You can also type a specific amount (5 points, for example) in the text box.

To adjust the amount of space between characters:

- 1 Select the text you want to change.
- 2 In the Text Inspector, drag the Character slider.

Dragging the slider to the left brings the letters closer together; dragging it to the right moves them farther apart.

You can change the amount of space between text and its container (a text box, shape, or table cell). This measurement is called the “inset margin.” The amount you specify is applied equally around the text on all four sides.



Specify how much space there is around text.

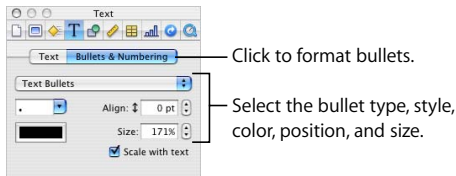
Note: You can't adjust the inset margin for bulleted text.

To adjust the amount of space around text:

- 1 Select the text.
- 2 In the Text Inspector, drag the Inset Margin slider, type a number in the Inset Margin box, or click the arrows, and press Return.

To change the symbol used for bullets:

- 1 Select the text whose bullet you want to change, or select a body text box to change all bullets.
- 2 In the Text Inspector, click Bullets & Numbering.
- 3 Choose an option from the pop-up menu. For some options, you can adjust the size and vertical alignment using the fields on the right.
 - **Text Bullets:** Choose an option from the bullet style pop-up menu, or type the character(s) you want to use (any keyboard character) in the text box. To change a text bullet's color, click the color well and choose a color in the Colors window.
 - **Image Bullets:** Choose from one of the images provided.
 - **Custom Image:** Select one of your own image files or drag an image from the Finder or Media Browser to the image well. Most images must be scaled very small to be used as text bullets.
 - **Numbers:** Choose a format from the number style pop-up menu.
 - **No Bullets:** Use this option to create bullet-less text. (You can use free text boxes instead, but text in free text boxes doesn't display or print in outline view.)



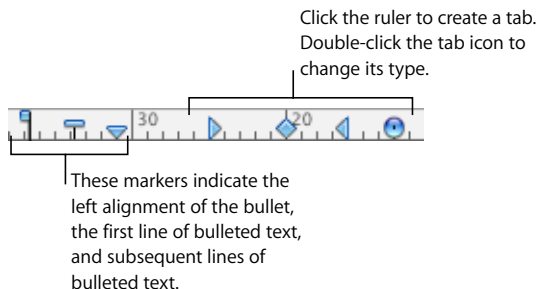
Important: Selecting the “Scale with text” checkbox maintains the bullet-to-text ratio specified in the Size field, even if you change the font size.

To adjust the vertical alignment of a bullet (relative to its text):

- 1 Select the text you want to change.
- 2 In the Bullets & Numbering pane of the Text Inspector, type a number in the Align box (or click the arrows).

Setting Text Indents and Tabs

All text boxes have default indents and tabs already set. You can see indent and tab markers on the horizontal ruler when you choose View > Show Rulers and select some text on a slide. You can drag these markers to change text indents and tabs.

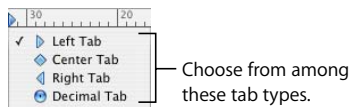


To create a tab:

- 1 Click in the text you want to adjust.
- 2 Click the horizontal ruler and drag the tab where you want it.

To change a tab to a different type:

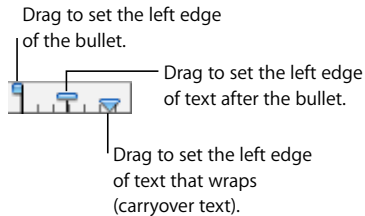
- Control-click the tab icon and choose a tab type from the shortcut menu. Or double-click the tab icon in the ruler repeatedly until the type of tab you want appears.



To insert a tab in bulleted text or table text:

- Press Option-Tab.

You can also adjust the indents used in bulleted text. You can specify where to put the left edge of a bullet (so that you can have indented sub-bullets, for example), the amount of space between the bullet and its text, and where to begin bulleted text that wraps to the next line (carryover text).



To set the indents for bulleted text:

- 1 Select the bulleted text you want to adjust.
- 2 To set the left edge of the bullet, drag the square icon.
- 3 To set where to begin the text after the bullet, drag the rectangular icon.
- 4 To set the left margin of carryover text, drag the leftmost down arrow.
- 5 To set the right margin, drag the rightmost down arrow.

Adding Images

You can add many types of graphics to your presentation, including photos, graphic files created in other applications, and simple objects that you draw directly in Keynote.

Keynote accepts all standard graphic file formats, including the following:

- PICT
- GIF
- TIFF
- JPEG
- PDF
- MOV

Adding Shapes

You can draw shapes—such as lines, rectangles, rounded rectangles, ellipses, triangles, and arrows—directly in Keynote.

To add a shape:

- 1 Choose Insert > [shape] (or click Shapes in the toolbar and choose a shape).
- 2 Drag the selection handles to resize the shape.

You can also draw shapes at the desired size on the slide canvas.

To draw a shape on the slide canvas:

- 1 Hold down the Option key while you click Shapes in the toolbar and choose a shape.
- 2 Release the Option key and move the pointer over the slide canvas until it becomes a crosshair.
- 3 Drag across the slide canvas to create the shape.

To constrain the shape (for example, to keep triangles equal on all sides), press the Shift key as you drag.

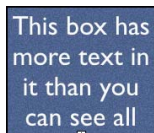
Adding Text to Shapes

You can add text to any shape.

To add text to a shape:

- Double-click the shape and type your text.

You can format the text within a shape like any other text. If there is more text than can show in the shape, the clipping indicator (+) appears. You can display the rest of the text by resizing the shape.



The "+" means the shape contains more text than can be seen. To display the rest of the text, resize the object.

You can change the line colors and fill colors of drawn objects. For more information, see Chapter 4, "Changing Object Properties."

Adding Pictures From iPhoto

You can drag images directly from the Media Browser (or your iPhoto library) to a slide.

To add an image from the Media Browser:

- 1 Choose View > Show Media Browser.
- 2 Choose iPhoto from the pop-up menu.
- 3 Drag the photo to the slide.

Adding Other External Graphics

You can easily add graphic files created in other applications to your Keynote slides.

To add a graphic file from another source:

- Choose Insert > Choose and select the file (or drag the file from the Finder to your slide).

You can adjust the opacity and shadow of graphic objects, as well as make precise adjustments to their location and orientation on the slide. To learn more, see Chapter 4, “Changing Object Properties.”

Using PDF Files as Graphics

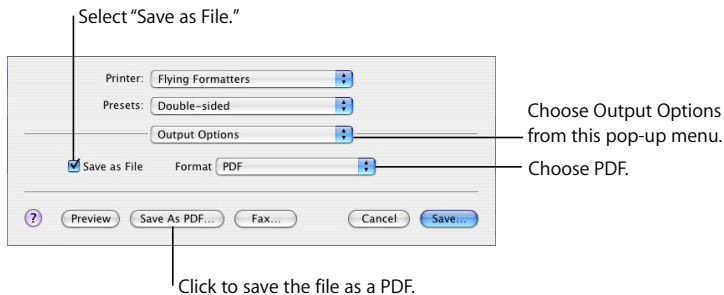
If you intend to greatly enlarge or reduce a graphic’s dimensions, consider converting it to a PDF file before bringing it into Keynote. PDF files don’t lose their crispness when they are significantly resized. Other file types may not retain their clarity as well when they are enlarged or reduced.

PDF files also provide a great way to move tabular data from Excel or AppleWorks documents into Keynote. If you have extensively formatted tables in these applications that you want to display in your slideshow, you can save the spreadsheet as a PDF file and then place that PDF file on a slide as you would any other external graphic file.

To convert an Excel or AppleWorks file to a PDF file:

- 1 If you are converting an Excel spreadsheet, select the range of cells you want to display in your slideshow.
- 2 Choose File > Print.
- 3 If you are converting an Excel document, select Selection (instead of Active Sheets).

- 4 Choose Output Options from the Copies & Pages pop-up menu and select the “Save as File” checkbox.



- 5 Choose PDF from the Format pop-up menu.
- 6 Click Save As PDF.
- 7 In the Save dialog, type a name for the PDF file and select a location, then click Save.

You can include other kinds of objects, such as movies, charts, tables, hypertext links, and webpages. To learn more, see “Adding a Movie or Animation” on page 54 and “Adding Webpages and Hyperlinks” on page 56, as well as Chapter 5, “Creating Tables,” and Chapter 6, “Creating Charts.”

Resizing, Moving, and Layering Objects

Once text and graphics are on the slide canvas, they behave very much the same. They can be moved in front or in back of one another, and formatted or manipulated in similar ways.

To move an object:

- Click the object to select it (make the selection handles appear), and then drag it. Avoid dragging the object by the selection handles so that you don’t inadvertently resize the object.

To resize an object:

- 1 Click the object to select it.

If text is selected, you can select the text box, shape, or table cell by pressing Command-Return.

- 2 Move the pointer close to a selection handle until it changes to a double-headed arrow.
- 3 Drag the selection handle to expand or shrink the object.
To resize the object from its center, press the Option key as you drag.
To constrain the object's proportions as it expands or shrinks, press the Shift key as you drag.

To move an object in front or in back of another object on the slide canvas:

- 1 Select the object you want to move.
- 2 Choose Arrange > Bring Forward or Send Backward.
- 3 Repeat step 2 until the object is in the desired position.
- 4 To move an object to the very top or bottom of the layered objects, choose Arrange > Bring to Front or Send to Back.

These buttons move an object to the very top or bottom layer.



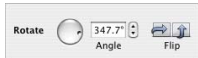
These buttons move an object up or down one layer.

Note: You can add the Forward and Backward buttons to the toolbar; choose View > Customize Toolbar.

To rotate an object:

- 1 Select the object.
- 2 Hold down the Command key and move the pointer toward a selection handle until it changes to a curved, double-headed arrow.
- 3 Drag the selection handle to rotate the object.

You can also use the Rotate wheel or Angle field in the Metrics Inspector.



Cropping (Masking) Images

Cropping an image means removing unwanted parts. With Keynote, you can get the effect of cropping without actually changing the original image. This process is called *masking*.

To mask an image:

- 1 Select the image and choose Format > Mask.
A mask appears over the image with a resizable “window” in the center.
- 2 Drag the window to reposition it; drag the selection handles to reveal the part of the image you want to show. (You can also drag the image to recenter it within the mask window.)
 - To constrain the window’s proportions, hold down the Shift key as you drag the selection handles.
 - To rotate the window, hold down the Command key as you drag the selection handles. (To learn more about manipulating objects using the selection handles, see “Resizing, Moving, and Layering Objects” on page 47.)
- 3 To exit mask mode, press Return or double-click the image.

Note: If you often mask objects, you can add a Mask button to the toolbar by choosing View > Customize Toolbar.

To reenter mask mode for a masked image:

- 1 Double-click the image.
The masked image is selected.
- 2 To select the mask window, click the viewable image.
- 3 Drag to resize and position the image and mask window to reveal the part of the image you want to show.

To unmask an image (so the whole image appears):

- Select the image and choose Format > Unmask.

Grouping and Locking Objects

You can group objects together so that they can be moved, copied, and oriented as a single object. Lock objects to the canvas to avoid inadvertently moving them as you work.

Note: After you group objects, you can't edit the individual objects that compose the group unless you ungroup them. To edit locked objects, unlock them first.

To group objects:

- 1 Hold down the Command (or Shift) key as you select the objects you want to group on the slide canvas.
- 2 Choose Arrange > Group (or click Group in the toolbar).

To ungroup a grouped object:

- Select the object and choose Arrange > Ungroup (or click Ungroup in the toolbar).

Note: If you group an object that has a build effect assigned to it, the effect is removed. Ungrouping a grouped object assigned a build removes the build effect.

To lock objects to the slide canvas:

- 1 Hold down the Command (or Shift) key as you select the objects you want to lock to the slide canvas.
- 2 Choose Arrange > Lock.

To unlock an object:

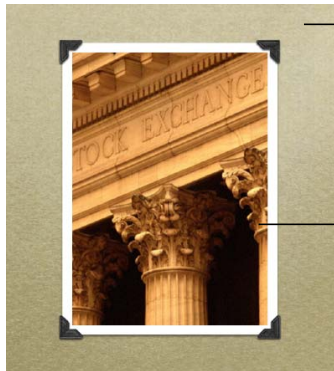
- Select the object and choose Arrange > Unlock.

Note: If you often lock or unlock objects, you can add Lock and Unlock buttons to the toolbar by choosing View > Customize Toolbar.

Working With Photo Cutouts (Alpha-Channel Graphics)

Keynote themes provide photo “cutouts” in which you can place your own images. The result can look, for example, as if your image is in a picture frame. This effect is created by using a graphic (the picture frame part) that contains a transparent area where your image shows through. The transparent area is created using an *alpha channel* (a way of defining transparency); an *alpha-channel graphic* is an image that contains a transparent area.

You can also use alpha-channel graphics to create transparency around an irregularly shaped image, like a tree, so that the image doesn't have a rectangular white area around it.



This textured foreground with photo corners and a white border is an alpha-channel graphic. The area between the photo corners is a transparent alpha channel.

Your photograph is placed behind the alpha-channel graphic and can be seen through its transparent region, so it appears that the photo is in the photo-corner frame.

To place an image behind a photo cutout window in a Keynote theme:

- 1 Drag your image from the Media Browser or the Finder to a cutout window on the slide canvas.
- 2 To resize the image within the cutout, drag one of the selection handles.
- 3 Drag the image to adjust its position in the window.

Importing Alpha-Channel Graphics Into Keynote

When you bring an alpha-channel image into Keynote, there's nothing else you have to do to make the transparency work. Just place it, manipulate it, and move it to the back or front as you would any other image.

Many PDF, TIFF, and PSD files contain alpha-channel graphics. You can use various applications to create alpha-channel images, including Adobe Photoshop, Corel Draw, Adobe Illustrator, and Adobe Acrobat. See the instructions that come with the application to learn how to create alpha-channel images. To learn how to create your own frame in Keynote with an imported alpha-channel graphic, see "Layering Background Objects and Objects on Slides" on page 132.

Including Sound and Other Media

You can add sound files to your project so that, for example, recorded music plays throughout your slideshow or a narration accompanies each slide. You can also add video or Flash movies that play within a slide.

Keynote accepts any QuickTime file type, including the following:

- MOV
- FLASH
- MP3
- MP4
- AIFF
- AAC
- MPEG-4

Important: When you add a media file to a slideshow, the file does not automatically become part of the Keynote document. This feature keeps your Keynote document from becoming too large. As long as you play the slideshow on the computer where you created it, you see the media files play where you placed them. However, if you want to play your slideshow on a different computer, you can save media files as part of the document, so that you can transfer the slideshow to the other computer without transferring the media files separately.

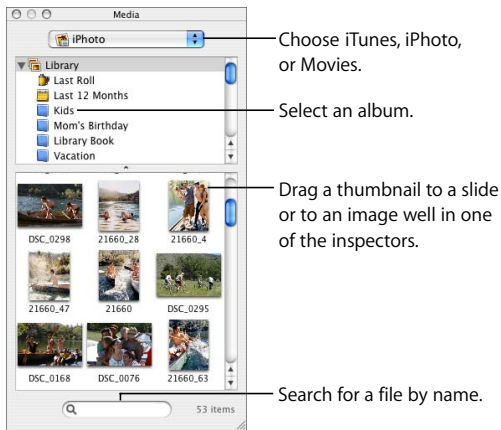
To save media files as part of your Keynote document:

- 1 Choose File > Save As.
- 2 Select “Copy audio and movies into document.” (You may need to click the disclosure triangle in the Save dialog to display this checkbox.)
- 3 Type a title and choose a location for the document, then click Save.

Note: Including media files in a document makes the document file much larger; you may want to save the media files with the document only immediately before you move or send the slideshow.

Using the Media Browser

The Media Browser lists all the media files in your iPhoto and iTunes Libraries, and in your Movies folder. You can drag an item from the Media Browser to a slide or to an image well in one of the inspectors.



To open the Media Browser:

- Choose View > Show Media Browser (or click Media in the toolbar).

Adding Narration and Other Audio

You can add music—a file or playlist from your iTunes music library, or any other sound file—to a Keynote document. You can add sound as a soundtrack for the entire slideshow, or you can add sound to a single slide.

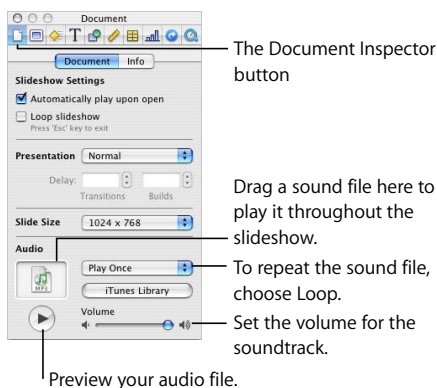
If you add a soundtrack, the music starts playing when the slideshow starts. You can specify whether to play the audio once or repeatedly (or you can turn it off).

If you add a sound file to an individual slide, the sound plays when the slide appears and stops when you move to the next slide. You could, for example, record narration for each slide as an MP3 file; this technique is especially useful if you plan to export the slideshow as a self-playing QuickTime movie. (For more information, see “QuickTime” on page 125.)

Note: To ensure that the audio plays on other computers, select “Copy audio and movies into document” in the expanded Save dialog. For more information, see “Including Sound and Other Media” on page 52.

To add a soundtrack:

- 1 Open the Document Inspector.



- 2 In the Audio area, click iTunes Library.
- 3 Drag an audio file or playlist from the Media Browser to the Audio well in the Document Inspector.

Note: You can also drag a sound file from the Finder.

- 4 To repeat the sound file as long as the presentation is playing, choose Loop from the pop-up menu in the Document Inspector.

To add sound to a slide:

- Click Media in the toolbar, choose iTunes from the pop-up menu, and drag a file to the slide canvas. (You can also drag a file from the Finder.)

You can more finely control when music starts and stops by moving it on or off the screen in an object build. To learn more about producing object builds, see “Creating Object Builds” on page 107.

Adding a Movie or Animation

You can include movies in your slide presentation. After you put a movie on a slide, you can resize and position the movie like any other object.

To add a movie to a slide, do one of the following:

- Click Media in the toolbar, choose Movies from the pop-up menu, and drag a file to the slide canvas. (For movies to appear in the Media Browser, they must be in the Movies folder in the Finder.)
- Choose Insert > Choose, select the file, and click Insert.
- Drag the movie file from the Finder to the slide canvas.

When your slideshow plays, the movie starts the moment the slide appears.

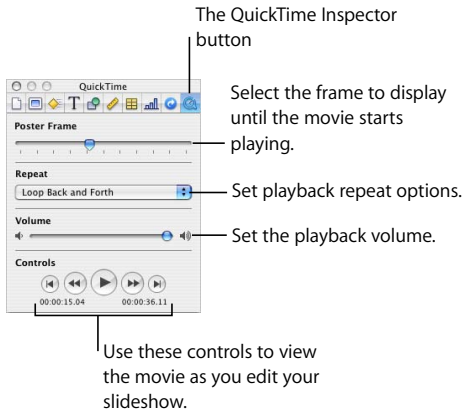
Note: To ensure that the movie plays on other computers, select “Copy audio and movies into document” in the expanded Save dialog. For more information, see “Including Sound and Other Media” on page 52.

Adjusting Media Playback Settings

In the QuickTime Inspector, you can set the playback volume for sound and movies in your slideshow, and specify whether to play media files once, continuously, or forward and backward (Loop Back and Forth).

To set media playback preferences:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar) and click the QuickTime Inspector button.
- 2 Click the movie to select it, then drag the Volume slider.
- 3 Choose an option from the Repeat pop-up menu.



You can also specify which frame of the movie to display on the slide (called the “poster frame”) until the movie starts playing.

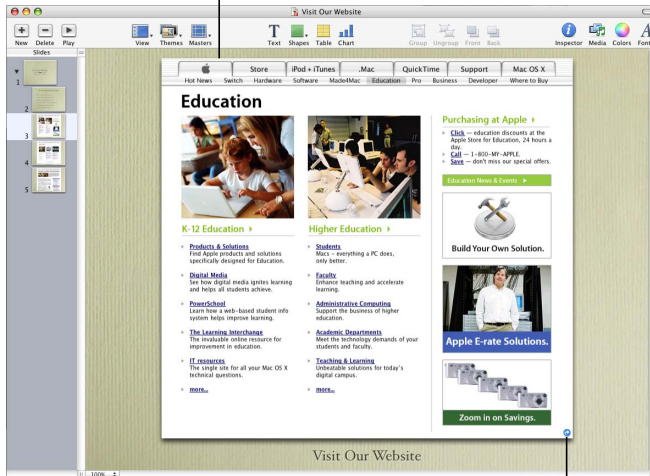
To set the movie poster frame:

- 1 Click the movie to select it.
- 2 In the QuickTime Inspector, drag the Poster Frame slider until the movie displays the image you want.

Adding Webpages and Hyperlinks

You can display a snapshot of a webpage (called a “web view”) on a slide; when the document is opened or the slideshow starts, Keynote can automatically update the snapshot with the current webpage. (The computer running the slideshow must be connected to the Internet.) By default, the snapshot is a hyperlink you can click during a presentation to open the webpage in a browser; you can turn off the link in the Hyperlink Inspector.

Insert a snapshot of a webpage that updates automatically when the slideshow plays.



The blue arrow means that, during a slideshow, you can click the web view to open the webpage in a browser.

To add a webpage snapshot to a slide:

1 Choose Insert > Web View.

2 In the Hyperlink Inspector, type the page's URL (*www.apple.com*, for example).

The homepage specified in your default browser is inserted as placeholder text.

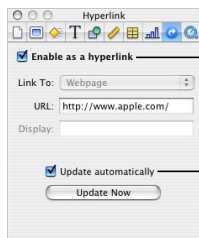
3 To automatically update the webpage when the presentation starts to play, select "Update automatically."

If you don't select "Update automatically," you can update the webpage at any time by clicking Update Now.

The webpage image is imported at full size, but you can resize and reposition it like any other object. (The webpage image stays the same resolution, but you can resize the web view to display less of the image.)

The webpage image is automatically a hyperlink, which you can click during a presentation to open the webpage in a browser. To turn off this feature, deselect “Enable as a hyperlink.”

When this option is selected, you can click the web view during a presentation to open the webpage in a browser.



Select to update the web view when the slideshow begins.

You can also create a web view by dragging a URL from a browser to the slide canvas.

You can also add hyperlinks—text, images, or shapes—that you can click during a presentation to do any of the following:

- Go to a particular slide
- Open a webpage on the Internet
- Open another Keynote document
- Open an email message
- Exit the slideshow



Turn text or images into hyperlinks that open another slide, a Keynote document, a webpage, or an email message. The blue arrow badge (visible in edit mode) means the item is a clickable hyperlink.

To add a hyperlink:

- 1 Select the text, shape, image, or movie you want to turn into a hyperlink.
- 2 In the Hyperlink Inspector, select “Enable as a hyperlink” and choose an option from the Link To pop-up menu.
- 3 Enter the required information.



For text hyperlinks, if you want the slide to display text other than the URL, type the hypertext here. (Select the text first.)

Use this type of hyperlink	To perform this action	Notes
Slide	Go to another slide in the presentation	Choose whether to display the next, previous, first, or last slide; the last slide viewed; or a specific slide number.
Webpage	Open the webpage in a browser (Safari, for example)	Keynote opens your default browser (specified in the browser's Preferences).
Keynote File	Open another Keynote document	If you transfer the presentation to another computer, remember to transfer the other document as well.
Email Message	Open a new mail message with the specified subject and addressee	Keynote opens your default mail application.
Exit Slideshow	Stop the slideshow	Keynote opens in edit mode to the last slide shown.

You can also drag a URL from a browser to an object on the slide canvas to create a web view hyperlink. By default, any text you type or drag that begins with “www,” “ftp,” or “http” automatically becomes a hyperlink as well. You can prevent URLs from being automatically turned into hyperlinks.

To turn off automatic detection of URLs:

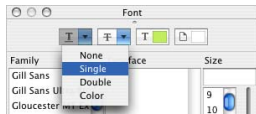
- 1 Choose Keynote > Preferences and click General.
- 2 In the Hyperlinks section, deselect “Automatically detect email and web addresses.”
By default, all new text hyperlinks are underlined automatically (you can change this setting in Preferences). If you turn off this setting, you can add an underline to existing text if you decide to enable it as a hyperlink later.

To turn automatic underlining of new text hyperlinks on or off:

- 1 Choose Keynote > Preferences and click General.
- 2 In the Hyperlinks section, select or deselect “Underline text hyperlinks on creation.”

To underline an existing text hyperlink:

- 1 Select the text you want to underline.
- 2 Click Fonts in the toolbar and choose Single from the Underline pop-up menu (or choose Format > Font > Underline).



To make a hyperlinks-only presentation, choose “Hyperlinks only” from the Presentation pop-up menu in the Document Inspector. For more information, see “Hyperlinks-Only Presentations” on page 115.

During a presentation, the pointer appears only on slides with hyperlinks. You can change this default so that the pointer appears whenever the mouse moves.

To specify when the pointer appears during a presentation:

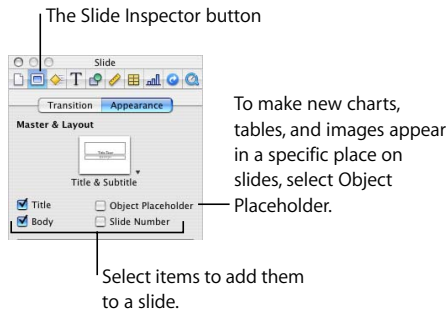
- 1 Choose Keynote > Preferences.
- 2 Click Slideshow.
- 3 Choose one of the options for showing the pointer.

Modifying Layouts

Certain slide elements—such as a body text box and object placeholders—are preformatted and located in specific places on each master slide. You can easily add these elements to individual slides.

To change a slide's layout:

- 1 Select the slide whose layout you want to change.
- 2 Choose View > Show Inspector and click the Slide Inspector button.
- 3 Click Appearance.
- 4 Select the elements you want to add.



Note: If you delete one of these items from a slide, the checkbox in the Slide Inspector is automatically deselected.

If none of the available master slide layouts meet your needs, you can create your own master slide with whatever elements you want on it, and then create a new slide based on that master. If you are going to create a number of slides that include a graphic, you can add a “placeholder” box to contain it. You can also add a slide number.

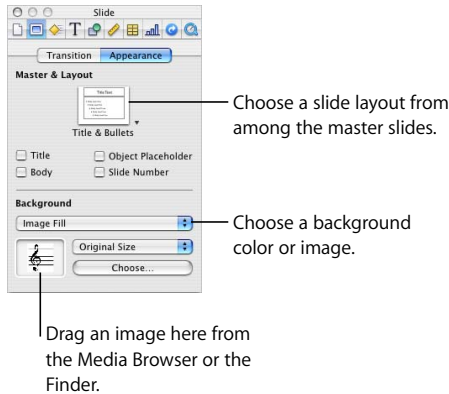
To learn how to design your own master slide layouts, see Chapter 9, “Designing Your Own Master Slides and Themes.”

Changing the Slide Background

You can use your own image as the background of any individual slide, or change the slide's background color. Make these changes in the Slide Inspector.

To change the slide background:

- 1 Choose View > Show Inspector to open the Inspector window (or click Inspector in the toolbar) and click the Slide Inspector button.
- 2 Click Appearance.



- 3 Choose a background type from the Background pop-up menu.
 - **Color Fill** gives the background a single, solid color. Click the color well and choose a color in the Colors window.
 - **Gradient Fill** colors the background with a color gradient. Click each color well and choose colors in the Colors window.
 - **Image Fill** lets you use your own image as a background. Click Choose and select your image.
 - **Tinted Image Fill** lets you use your own image with a semi-opaque color tint over it.

- 4 If you chose either of the image fills, choose a scaling option from the pop-up menu (see “Filling an Object With an Image” on page 68).

To read more about working with image fills, color fills, and gradient fills, see “Using Color and Image Fills” on page 65.

Retaining or Undoing Your Style Changes

If you make style and formatting changes on a slide and then decide that you want to return to the theme’s default styles, you can reset the slide to the default styles.

To reset a slide to the default styles for the theme:

- Select the slide and choose Format > Reapply Master to Slide.

You can reset multiple slides at once by selecting them in the slide organizer.

If you make style and formatting changes throughout a Keynote document and then change the entire document to another theme, you can reset all styles to the theme defaults or keep the overrides you made. (For example, if you change the background fill on a few slides, you can keep the same fill in the new theme or use the new theme’s background fill.)

To retain style overrides when applying a new theme:

- 1 Choose File > Choose Theme. (Or click Themes in the toolbar and choose Theme Chooser.)
- 2 Select a new theme.
- 3 Select “Retain changes to theme defaults.”
- 4 Click Choose.

Want to take your creativity to the next level? This chapter describes more advanced features for enhancing graphics and other objects in your presentation.

You can directly manipulate object properties such as color, line style and thickness, shadow, opacity, and orientation using the inspectors and the Colors window, as described in the following sections.

Using Color and Image Fills

You can create interesting effects with color in Keynote. A shape can be filled with solid color, color gradients, or even with an image, such as a photo or other graphic.

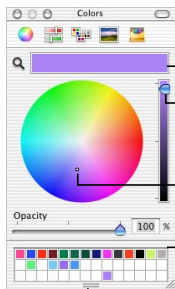
You can also adjust an object's opacity (transparency). You can even use fill and opacity effects to modify individual bars or pie wedges in charts.

Selecting Colors

You use the Colors window to select color for text, shapes, backgrounds, and shadows in Keynote.

To open the Colors window:

- Choose View > Show Colors (or click Colors in the toolbar).
- Or click a color well in one of the Inspector panes.



The color selected in the color wheel appears in this color well.

Use the slider to show lighter or darker hues in the color wheel.

Click to select a color in the color wheel.

Drag colors from the color well to store them in the color palette.

Drag the handle to open the color palette.

You can use the color wheel in the Colors window to select colors. Your color selection appears in the well at the top of the Colors window. You can save that color for future use by placing it in the color palette.

To open the color palette:

- Drag the handle at the bottom of the Colors window.

To save a color in the color palette:

- Drag a color from the color well to the color palette.

To apply a color from the Colors window to an object on the slide canvas, you must place the color in the appropriate color well of an inspector pane.

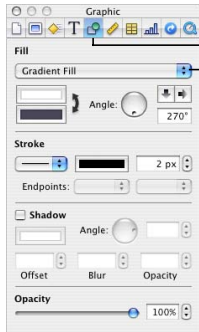
To remove a color from the color palette:

- Drag a blank square to the color you want to remove.

To apply a color to an object on the slide canvas, do one of the following:

- Select a color well in one of the inspector panes and then click a color in the color wheel.
- Drag a color from the color palette to a color well in one of the inspector panes.
- Drag a color from the color palette to an object on the slide.

To change the color of an object, you use the Graphic Inspector.



The Graphic Inspector button

Fill a drawn object with a solid color, a color gradient, an image, or a tinted image.

To open the Graphic Inspector:

- Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Graphic Inspector button.

Filling an Object With Color

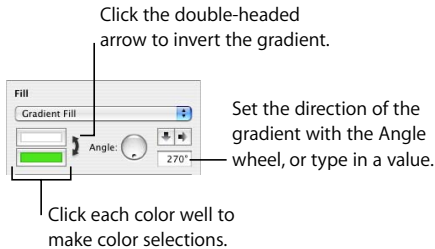
Objects can be filled with a solid color or a color gradient, in which two colors gradually blend with each other.

To set the solid fill color of an object:

- 1 On the slide canvas, select the object whose color you want to change.
- 2 In the Graphic Inspector, choose Color Fill from the Fill pop-up menu.
- 3 Click the color well below the Fill pop-up menu to open the Colors window.
- 4 Select a color in the Colors window.

To fill an object with a color gradient:

- 1 On the slide canvas, select the object whose color you want to change.
- 2 In the Graphic Inspector, choose Gradient Fill from the Fill pop-up menu.
- 3 Click each color well and choose a color in the Colors window to set the gradient.
- 4 To invert the gradient, click the double-headed arrow.
- 5 To change the direction of the gradient, use the Angle wheel and arrows.

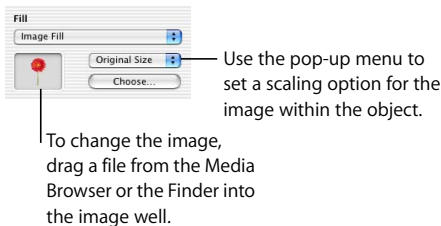


Filling an Object With an Image

You can place an image inside of a drawn shape or inside a table cell.

To fill an object with an image:

- 1 Select the object in which you want to place an image.
- 2 In the Graphic Inspector, choose Image Fill or Tinted Image Fill from the Fill pop-up menu, and select an image.
- 3 To change the image, click Choose, select the image, and click Open (or drag the image file from the Media Browser or Finder to the image well in the Graphic Inspector).



- 4 Choose a scaling option from the pop-up menu.
 - **Scale to Fit** resizes the image to fit the object's dimensions as well as possible. If the object's shape is different from that of the original image, parts of the image may not appear; blank space may also appear around the image.
 - **Scale to Fill** makes the image appear larger or smaller, sizing it to leave no space around the image, even if the object and image have different shapes.

- **Stretch** sizes the image to fit the object's dimensions but distorts it if the object has a shape different from the original image.
- **Original Size** places the image inside the object without altering its original dimensions. If the image is larger than the object, you see only a part of the image in the object. If the image is smaller than the object, there is blank space around it.
- **Tile** repeats the image inside the object, if the image is smaller than the object. If the image is larger than the object, you see only part of the image inside the object.



Original Size



Scale to Fit



Scale to Fill



Stretch



Tile (small
image)



Tile (large
image)

Changing Line Style and Position

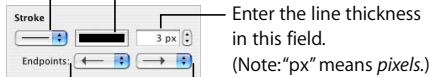
For drawn shapes, you can choose a style and color for the object's border, or you can specify no border. You set border line style and color using the Graphic Inspector and the Colors window.

To set the line style and color around an object:

- 1 Select the object that you want to modify.
- 2 In the Graphic Inspector, choose a line style (or None) from the Stroke pop-up menu.

Choose a solid line,
dotted line, dashed
line, or no line.

Click the color well to
choose a line color.



Choose line
endpoints from these
pop-up menus.

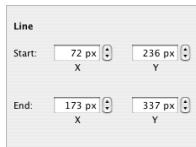
- 3 To change the line thickness, type a value in the Stroke size field (or click the arrows).
- 4 To change the line color, click the color well and select a color.
- 5 To give a line endpoints, such as arrowheads or circles, choose left and right end points from the pop-up menu.

Note: Keynote also provides shapes in the form of arrows and double-headed arrows. You can add one using the Insert menu or the Shapes button in the toolbar.

You can set the precise position of a line using the Metrics Inspector.

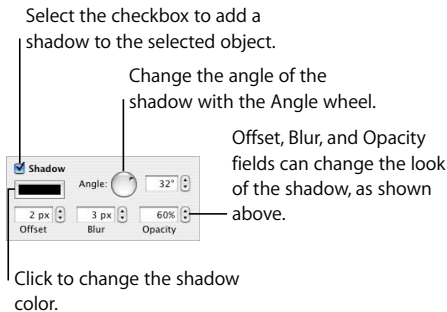
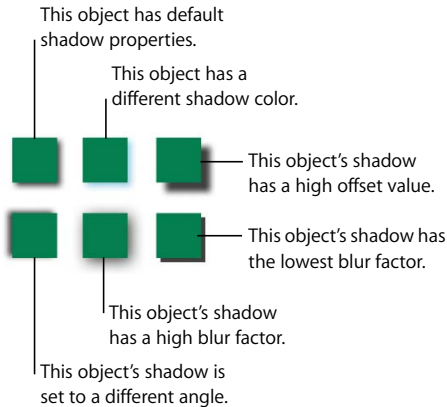
To set the precise position of a line:

- 1 Select the line.
- 2 In the Metrics Inspector, enter the X and Y coordinates for the line's start point and end point.



Adding Shadows

Shadows behind objects give your slide an appearance of depth. Using the Graphic Inspector, you can create a variety of shadow effects, or remove the shadow from an object.



To create or remove a shadow for an object:

- 1 Select the object you want to modify.
- 2 In the Graphic Inspector, select the Shadow checkbox to add a shadow to the object. Deselect the Shadow checkbox to make the shadow go away.

- 3 Set the angle for the shadow using the Angle wheel.
- 4 Adjust the shadow offset by typing a number in the Offset field (or click the arrows to increase or decrease the number).

A high shadow offset value makes an object's shadow appear longer and slightly separated from the object.
- 5 Set the shadow blur by typing a number in the Blur field (or click the arrows).

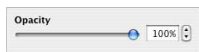
A high blur value makes the object's shadow appear more diffuse; a low value gives the shadow more sharply defined edges.
- 6 Set the shadow opacity by typing a number in the Opacity field. (Shadow opacity is separate from object opacity, which is set using the Opacity slider at the bottom of the Graphic Inspector.)
- 7 To change the color for the shadow, click the color well and select a color.

Adjusting Opacity

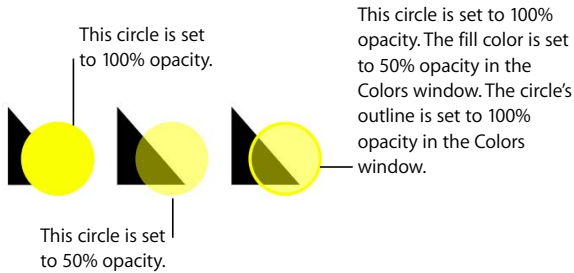
You can create interesting effects by making objects more opaque or less opaque. When you put a low-opacity object on top of another object, for example, the bottom object shows through the top object. Depending on how high or low you set the opacity, the objects beneath can be highly visible, partly obscured, or completely blocked from view (at 100-percent opacity). You can change opacity settings for any visual object on the slide canvas, including drawn shapes, pictures and other image files, and movies. Set object opacity using the Graphic Inspector.

To change an object's opacity:

- 1 Select the object.
- 2 In the Graphic Inspector, drag the Opacity slider.



Note: For drawn shapes, you can set fill-color opacity separately from object opacity. If you move the Opacity slider in the Colors window to modify a fill color, the opacity value becomes equivalent to 100-percent object opacity. Then, when you change the object opacity in the Graphic Inspector, you are changing it *relative to* the opacity you set in the Colors window.

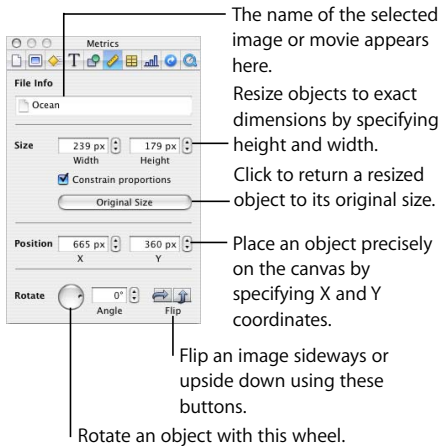


Changing an Object's Orientation

You can flip or rotate any object by using the Metrics Inspector. For instance, if you have a nice image of an arrow that you want to use in your slideshow, but you need it to point in different directions, you can reverse its direction vertically or horizontally, or point it at any angle.

To open the Metrics Inspector:

- Choose View > Show Inspector (or click Inspector in the toolbar), and then click the Metrics Inspector button.



To flip or rotate an object:

- 1 Select the object you want to rotate.
- 2 In the Metrics Inspector, use the Rotate wheel to set the orientation of the object, or click the horizontal or vertical Flip buttons to flip it horizontally or vertically. You can also specify the angle by typing a number in the Angle field.

Note: You can add Flip Vertically and Flip Horizontally buttons to the toolbar by choosing View > Customize Toolbar.

Changing an Object's Size and Position

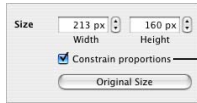
In addition to dragging objects and their selection handles, you can use the Metrics Inspector to make precise adjustments to the size and position of objects on the canvas.

To set the precise size of an object:

- 1 Select the object you want to resize.
- 2 In the Metrics Inspector, type a number in the Width and Height fields (or click the arrows to increase or decrease the number).

To maintain the width/height ratio when you resize an object:

- Select “Constrain proportions,” or hold down the Shift key as you drag a selection handle.



Select to maintain the aspect ratio when you resize the object.

To return an object to its original size:

- Select the object and click Original Size in the Metrics Inspector.

To set the precise position of an object:

- 1 Select the object you want to position.
- 2 In the Metrics Inspector, enter X and Y values in the Position fields.



The specified coordinates determine the position of the object's upper-left corner.

- The X value is measured from the left edge of the slide canvas.
- The Y value is measured from the top edge of the slide canvas.

The X and Y coordinates specify the location of the upper-left corner of the object's container box. If an object is rotated, the X and Y coordinates specify the location of the “new” upper-left corner.

Tables are useful for visually comparing sets of data or organizing information. This chapter covers the basics of designing tables.

Keynote provides powerful features for making attractive, compelling tables that can contain text or graphics.

Adding a Table

To place a table on a slide:

- 1 Choose Insert > Table (or click Table in the toolbar).
- 2 To resize the table, drag a selection handle.
- 3 To reposition the table, drag it to where you want it.

You can also draw a table on the slide canvas.

To draw a table on the slide canvas:

- 1 Hold down the Option key and click Table in the toolbar.
- 2 Release the Option key, and move the pointer over the slide canvas until it becomes a crosshair.
- 3 Drag across the slide canvas to create a table any size you want.

As you drag, the number of rows and columns increases or decreases with the size of the table. To constrain the table's proportions, press the Shift key as you drag.

Selecting Table Cells and Borders

You enter text in a table cell by typing it. You put graphics in tables by inserting them in individual cells, the same way you fill an object with an image. (For information about adding graphics or setting background colors inside table cells, see “Adding Images or Background Colors” on page 86.)

You can apply changes to an entire table at once (by selecting it) or to individual cells. To place text or graphics inside table cells or groups of cells, you select only the cells you want to work with.

To select the entire table, do one of the following:

- Click the table.
- If a table cell is already selected, press Command-Return to select the entire table.

Selection handles appear on the edges of the table, which you can use to resize the table.

Selecting Table Cells

When a single cell is selected, you can move between cells by pressing the arrow keys on your keyboard. If you type text in this mode, it replaces text already in the cell. You can also use the Tab key to navigate through cells. Pressing Tab moves you to the right and downward; pressing Shift-Tab moves the selection to the left or upwards. If you press the Tab key when the bottom-right cell of the table is selected, a new row is added to the table.

To select a single table cell:

- 1 Select the table.
- 2 Click in a cell.

The border of the selected cell is highlighted in yellow and an insertion point appears. You can enter text in the cell by typing.

- 3 To select the cell itself, Command-click the cell or press Command-Return.

To select a contiguous (rectangular) group of table cells:

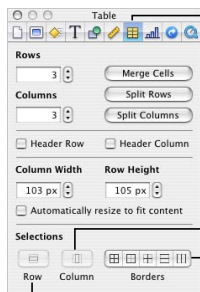
- 1 Double-click a single cell.
- 2 Drag across the adjacent cells, or press the Shift or Command key as you select adjacent cells.

To select a discontinuous group of table cells:

- Hold down the Command key as you select cells.

To select an entire row or column:

- 1 Choose View > Show Inspector (or click the Inspector button in the toolbar) and click the Table Inspector button.
- 2 Select a cell in the row or column you want to select.
- 3 In the Table Inspector, click Row or Column.



The Table Inspector button

Click Column to select an entire table column.

Click a button to select cell borders.

Click Row to select an entire table row.

Selecting Table Cell Borders

To select an individual border:

- If the table is not selected, double-click the border.
- If the table is selected, click the border.

To select multiple borders:

- 1 Select the table cells whose borders you want to select.
- 2 Choose View > Show Inspector (or click the Inspector button in the toolbar) and click the Table Inspector button.
- 3 Click one of the Borders buttons to select all borders, or only the inside, outside, horizontal, or vertical borders of the selected cells.

You can also select a border and press the Shift key as you select multiple borders.

To select one segment of a cell border:

- 1 Select the table.
- 2 Option-click to select a single border segment.
- 3 To select additional border segments, press the Option and Shift keys as you click.

Note: If the table isn't selected, Option-double-click selects a single border segment.

Entering and Editing Text in Table Cells

To type text in a table cell:

- If the cell is empty, click it and begin typing.
- To replace text already in a cell, double-click the text and type.

To place an insertion point within existing text in a table cell:

- Select the table and click to place the insertion point.

To switch the contents of two cells:

- Select a single cell and drag it to another cell.

To replace the contents of one cell with the content of another:

- Select the cell whose contents you want to copy, then press the Option key as you drag it to another cell.

To delete the contents (including background fill) of table cells:

- Select the cells and press the Delete key.

To exit text-edit mode in a cell:

- Press Command-Return to select the cell, or Command-click the cell.

Formatting Tables

You can design tables in a variety of creative ways simply by changing the thickness and color of cell borders, selectively removing cell borders, or merging and splitting cells to create useful asymmetries within the table. Most table formatting is done in the Table Inspector. You can also choose Format > Table to do such tasks as evenly distributing rows or columns.

You can accomplish many of the tasks described in this section using shortcut menus.

To open a table's shortcut menu:

- Select the table, then hold down the Control key as you click the table again.

1.00	2	2.00	
.50	3	1.50	
1.25	4	5.00	Add Row Above Add Row Below
3.00	2	6.00	Add Columns Before Add Columns After
.75	3	2.25	

Adding Rows and Columns to a Table

To specify where you want to add a new row or column in your table, use the Format menu commands.

To add a new row to a table:

- Select a table cell or row, and then choose Format > Table > Add Row Above or Add Row Below.

To add a new column to a table:

- Select a table cell or column, and then choose Format > Table > Add Column Before or Add Column After.

To change the number of rows or columns in a table:

- 1 In the Table Inspector, type the number of rows you want in the Rows field (or click the arrows to increase or decrease the number).

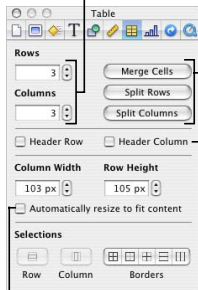
Rows are added to the bottom of the table.

Note: You can also add a row by selecting the last table cell and pressing Tab.

- 2 Type the number of columns you want in the Columns field.

Columns are added to the right side of the table.

Type the number of table rows and columns.



Combine adjacent cells or split rows and columns.

Select to add a specially formatted row or column on the top or the left side of the table.

Select to resize rows to fit text.

Note: If “Automatically resize to fit content” is not selected, Keynote tries to keep the outside dimensions of the table the same when you add rows and columns.

Deleting Table Rows or Columns

You can delete the contents from an entire table row or column, leaving the cells empty, or you can delete rows or columns from a table.

To delete a row or column from a table:

- 1 Select the row or column.
- 2 Choose Format > Table > Delete Row (or Delete Column).

To delete the contents (including background fill) of a row or column:

- Select the row or column and press Delete.

Adding Table Header Rows and Columns

Header rows and columns contain special formatting to set them off from the rest of the table text (header text might be boldface and bigger, for example). Header rows and columns have a different look than the rest of the table cells, but their style can be changed like that of any other cells. However, you cannot split a header row into multiple rows, or header columns into multiple columns.

To add a header row or column:

- 1 Select the table.
- 2 Choose Format > Table > Add Header Row or Add Header Column, or in the Table Inspector, select the checkboxes labeled Header Row or Header Column.

Merging, Splitting, and Resizing Table Cells

Merging table cells combines adjacent cells into one, eliminating the border so that they behave as a single cell. For cells that are horizontally contiguous, merging them joins the text from both of the original cells, separated by tabs. For cells that are vertically contiguous, merging them joins the text from both cells, separated by a carriage return. In both cases, the cell background takes on the image or color that was in the top-most or left-most cell.

Splitting cells divides each selected cell into two equal parts, horizontally (rows) or vertically (columns). Both of the new cells have identical background colors or images. Any text that was in the original cell remains in the top-most or left-most cell.

You can merge and split cells using menu commands, shortcut menu commands, or the Table Inspector. To resize table cells, use the Table Inspector.

To merge table cells:

- 1 Select a group of two or more adjacent table cells.

The group of cells you choose must form a rectangle.

- 2 Choose Format > Table > Merge Cells.

You can also merge cells by clicking Merge Cells in the Table Inspector.

To split cells horizontally or vertically:

- 1 Select a table cell or cells. To split an entire row or column, select all the cells in the row or column.
- 2 Choose Format > Table > Split Into Rows (or Split Into Columns).

You can also click Split Rows or Split Columns in the Table Inspector.

You can repeat the split operation to create smaller and smaller units within a table cell. To rejoin split cells, select them and choose Format > Table > Merge Cells (or click Merge Cells in the Table Inspector).

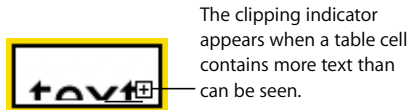
To resize table cells:

- Select the cells and enter values in the Column Width and Column Height fields of the Table Inspector, and then press Return.
- Select cell borders and drag to resize.

To make all table cells the same size:

- Select the table and choose Format > Table > Distribute Rows Evenly and Distribute Columns Evenly.

If there is too much text in a table cell, a clipping indicator appears at the bottom of the cell.



To avoid clipping, you can drag the cell borders to resize them, or select the table and drag a selection handle to resize the entire table. You can also make table rows automatically shrink or expand in height to accommodate the text inside them.

To make table rows automatically grow or shrink to fit their contents:

- 1 Select the table.
- 2 In the Table Inspector, select the checkbox labeled “Automatically resize to fit content.”

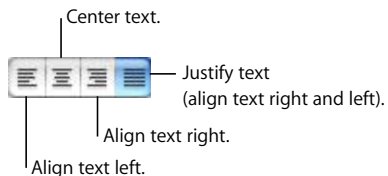
Note: With this option selected, table rows automatically get bigger when text extends beyond a cell boundary, and adding rows or columns increases the outside dimensions of the table. As text is removed from a cell, the row height may decrease (if the cell determines the row height). If “Automatically resize to fit content” is not selected, Keynote tries to keep the outside dimensions of the table the same when you add rows and columns.

Aligning Text in a Table Cell

You can align text horizontally and vertically in a table cell. To align text, use the Text pane of the Text Inspector.

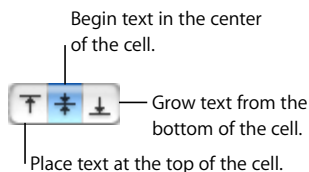
To align text horizontally within a table cell:

- Select the cell and click one of the horizontal alignment buttons in the Text pane of the Text Inspector.



To align text vertically within a table cell:

- Select the cell and click one of the vertical alignment buttons in the Text pane of the Text Inspector.



You can specify the amount of space between text and its cell border using the Inset Margin slider or field. The amount you specify is applied equally around the text on all four sides.

To adjust the space around text within a table cell:

- 1 Click in the cell (or select the table to apply the same setting to all cells).
- 2 In the Text pane of the Text Inspector, drag the Inset Margin slider to the right to increase the space, or enter a value in the field and press Return.

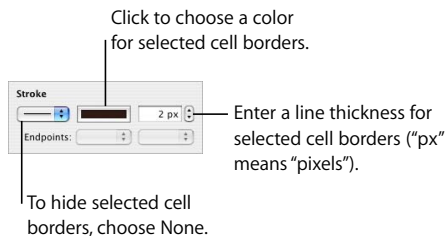


Formatting Cell Borders

You format cell borders the same way you format other graphics. You can change the line thickness and color of cell borders, or you can hide the cell border of any cell.

To set line thickness and color:

- 1 Select a cell border or set of cell borders.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar), and click the Graphic Inspector button.
- 3 Type a value in the Stroke field (or click the arrows).
- 4 Click the Stroke color well and select a color in the Colors window.



To hide a cell border:

- 1 Select a cell border or set of cell borders.
- 2 In the Graphic Inspector, choose None from the Stroke pop-up menu.

To create a table with no outside borders:

- 1 Select the table.
- 2 In the Table Inspector, click the second Borders button to select the outside borders.
- 3 In the Graphic Inspector, choose None from the Stroke pop-up menu.

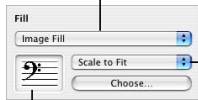
Adding Images or Background Colors

You add images or color to a table cell using the Fill pop-up menu in the Graphic Inspector. You can add images or color to individual table cells, or to the entire table.

To add an image to a table cell:

- 1 Select a table cell, a group of cells, or the whole table.
- 2 In the Graphic Inspector, choose Image Fill or Tinted Image Fill from the Fill pop-up menu. (If there's already an image in the cell, click Choose.)

Choose an image fill, color fill, or gradient fill for any cell or the whole table.



Drag an image to the well, or click Choose.

Set the scaling option of the image within the cell.

- 3 Select an image and click Open.
- 4 Use the Scale pop-up menu to fill the cell the way you want.

For more details about working with image fills, see “Filling an Object With an Image” on page 68. For more details about working with color and gradient fills, see “Using Color and Image Fills” on page 65.

Note: If you add an image to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None.

To add a background color or gradient fill:

- 1 Select a table cell, a group of cells, or the whole table.
- 2 In the Graphic Inspector, choose Color Fill or Gradient Fill from the Fill pop-up menu.
- 3 Click a color well and select a color in the Colors window.

For more details about working with color and gradient fills, see “Using Color and Image Fills” on page 65.

Note: If you add color to the entire table, then when you select an individual table cell, the Fill pop-up menu in the Graphic Inspector displays None.

You can turn spreadsheet data into attractive charts. This chapter outlines the basics of creating charts in Keynote.

Keynote provides tools for creating your own visually appealing charts to present numerical data. You can copy and paste data from a spreadsheet or type it directly into Keynote's Chart Data Editor to create and edit your charts right on the slide canvas.

About Charts

Charts show the relationship of two types of data with respect to each other. For example, if you chart business growth over time, you are showing the relationship between the size of the business versus the passage of years. If you chart voting results among different demographic groups, you are showing the relationship between the number of people who voted a certain way versus their demographic affiliation. When you enter data for a chart, the two different types of data are represented as *data series* and *data sets*.

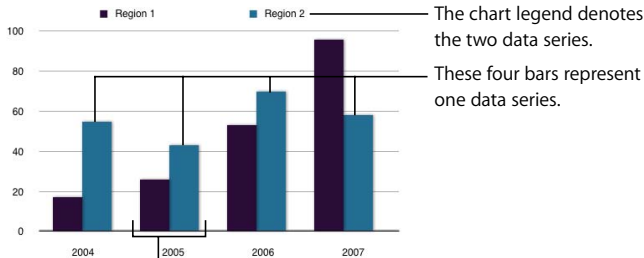
In a business chart, an example of a data series could be one region's profits over four successive quarters; the data sets could be all of the regions' profits for only one of those years. In the illustration below, the data series (each region's profits) are in rows, and the data sets (each year's profits) are in columns. Each individual value (for example, 17 for Region 1, 2004) is a *data point*.

Chart Data Editor					
		2004	2005	2006	
■	Region 1	17	26	53	
■	Region 2	55	43	70	

These squares indicate which color represents each data series.

The colored squares next to the row labels (Region 1 and Region 2) show which color represents each data series in the chart.

The illustration below shows how this data looks as a column chart.



The chart legend denotes the two data series.

These four bars represent one data series.

The data sets contain one data point (one bar) from each of the data series.

In this chart, the data series are represented by rows in the Chart Data Editor. The data points are represented as a series of dark-colored bars and a series of light-colored bars.

Transposing Data Series and Data Sets

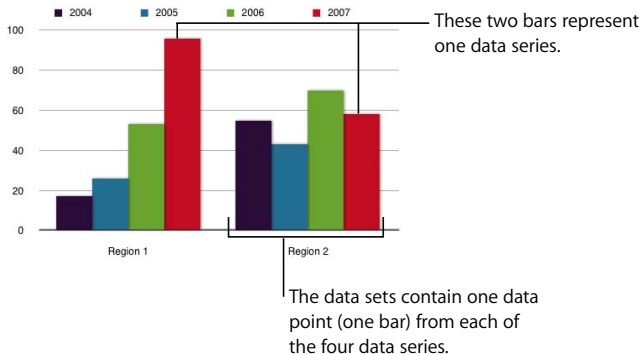
You can easily switch the data series and data sets in your charts—without having to retype the data—by using the Plot Row vs. Column button in the Chart Data Editor.

This button makes the columns of data in the Chart Data Editor the data series.



This button makes the rows of data in the Chart Data Editor the data series.

The illustration below shows the same data, but with the data sets and data series transposed.

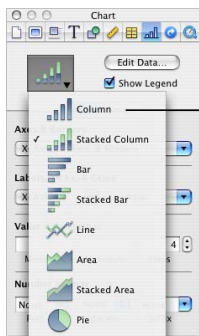


For this chart, the data series are represented by columns in the Chart Data Editor pictured on page 89. There are now four data series represented as four different-colored bars.

Data series are represented differently in the different kinds of charts provided by Keynote.

- In **column charts** and **bar charts**, a data series is represented by a series of bars in the same color.
- In a **line chart** (also called a *graph*), a data series is represented by a single line.
- In an **area chart**, a data series is represented by an area shape.

- In a **pie chart**, only a single data set—the first data point in each series—is represented on the chart (whichever is listed first in the Chart Data Editor).



Choose from eight different chart types in the Chart Inspector.

Adding a Chart

To place a chart on the slide canvas:

- 1 Choose Insert > Chart (or click Chart in the toolbar).
A chart containing placeholder data appears on the slide, and the Chart Inspector and Chart Data Editor open.
- 2 To resize the chart, drag a selection handle.
- 3 To reposition the chart, drag it (avoid placing the pointer on a selection handle).
- 4 To change the chart type, choose an option from the pop-up menu in the Chart Inspector.

You can also draw a chart on a slide.

To draw a chart on the slide canvas:

- 1 Hold down the Option key and click Chart in the toolbar.
- 2 Release the Option key, and move the pointer over the slide canvas until it becomes a crosshair.
- 3 Drag across the slide canvas to create a chart any size you want.
To constrain the chart's proportions, hold down the Shift key as you drag.

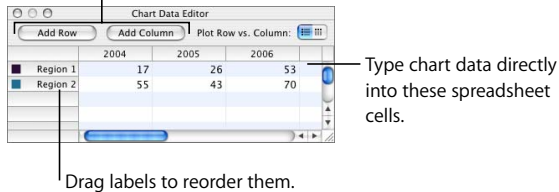
Editing Chart Data

To edit chart data, open the Chart Data Editor and enter your data by typing it or copying and pasting from Excel, AppleWorks, or other spreadsheet applications.

To open the Chart Data Editor:

- 1 Select a chart on a slide.
- 2 Choose Format > Chart > Show Data Editor (or click Edit Data in the Chart Inspector).

Click these buttons to add another row or column for data.



To copy data from another spreadsheet into the Chart Data Editor:

- 1 Open the spreadsheet and select cells you want to copy.
- 2 Choose Edit > Copy (or press Command-C).
- 3 Select the top cell in the first column of the Chart Data Editor.
- 4 Choose Edit > Paste (or press Command-V).

To edit the names of rows and columns, or the data in a cell:

- Double-click a cell or a row or column label and type.

To reorder rows or columns in the Chart Data Editor:

- Drag a row or column label to a new position.

To add rows or columns in the Chart Data Editor, do one of the following:

- Click Add Row or Add Column to place a row above the selected row or a column to the left of the selected column. If no row or column is selected, the new row or column appears at the bottom or right edge of the table. (To see the new row or column, you may have to press the Return or Tab key or expand the Chart Data Editor window.)

- Select any blank cell, type your data, and press Return. A new row or column is automatically created.

To delete rows or columns:

- Select the row or column header label and press Delete.

Formatting Charts

You can resize and reposition charts and chart legends just like any other object. You can format chart elements—fonts, colors, axis labels, and tick marks—to suit your preferences. You can also hide the chart legend. Most chart formatting tasks are done using the Chart Inspector.

To open the Chart Inspector:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar).
- 2 In the Inspector window, click the Chart Inspector button.

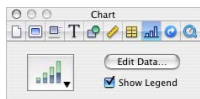
You can also accomplish many of the tasks described in this section using shortcut menus.

To open the shortcut menu for a chart:

- Hold down the Control key and click a chart.

To hide the chart legend:

- 1 Select the chart.
- 2 In the Chart Inspector, deselect the Show Legend checkbox.



You can also select the legend and press Delete; you can always display the legend again by selecting Show Legend in the Chart Inspector.

Setting Chart Colors

You can format the bars, wedges, and area shapes that appear on each type of chart just as you format any other drawn object. You can give them color fills, gradient fills, image fills, shadows, opacity, or different line styles. You set these attributes in the Graphic Inspector.

To change the color or image in a bar, wedge, or area shape:

- 1 Select the item (bar, wedge, or area shape).

If you select one bar in a bar chart, all the bars in that data series are selected.

- 2 Change chart properties as you would for any drawn object using the Graphic Inspector.

For more information about changing object properties, see Chapter 4, “Changing Object Properties.”

Changing Chart Fonts

You can change the fonts and text colors used for axis labels, data point labels, and legends.

To change chart fonts:

- 1 Select the text you want to change.

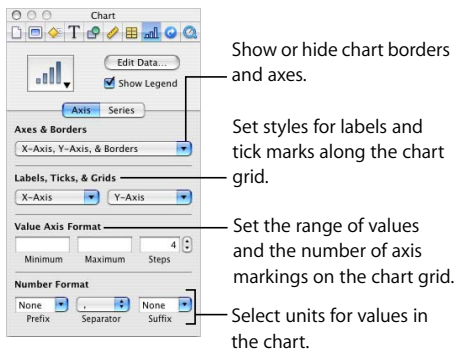
To change the font on all chart elements, click the chart to select it. If you select the text for one data point or axis label, all the text of that kind is also selected. You change the font for a chart legend separately.

- 2 Choose Format > Fonts > Show Fonts (or click Fonts in the toolbar) to open the Font panel.
- 3 Select a font.

For information about changing text colors, see “Formatting Bulleted Text and Numbered Lists” on page 38.

Adding Labels and Axis Markings

Use the Axis pane in the Chart Inspector to format the grid and general look of the axes for bar charts, line charts, and area charts. You can set the range of values to be displayed along the *value axis*, the axis on which you read the data point values. For column charts (vertical bars), line charts, and area charts, the Y-axis is the value axis. For horizontal bar charts, the X-axis is the value axis. (Pie charts don't have a value axis. To read about formatting pie charts, see "Pie Charts" on page 99.)



To show or hide axes and chart borders:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 Choose one or more items in the Axes & Borders pop-up menu to select it.
A selected item has a checkmark next to it; choose the item again to deselect it.

To set the range of numerical values displayed on the chart grid:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 To set the value at the chart origin, type a number in the Minimum field (under Value Axis Format).
The Minimum value cannot be higher than the minimum value of your entire data set.
- 4 To set the highest number displayed on the value axis, type a number in the Maximum field.

The Maximum value cannot be lower than the maximum value of your entire data set.

- 5 To specify the number of axis markings between the minimum and maximum values, type a number in the Steps field.

To display the minimum data value on the value axis:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it's not already selected.
- 3 Select Show Value Labels and Show Minimum Value from the value axis pop-up menu (the X- or Y-axis pop-up menu, depending on the chart).

An item is selected when it has a checkmark next to it.

To specify units for axis values:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 Under Number Format, type text in the Prefix or Suffix field (or choose a symbol from the pop-up menus).

Placing Grid Labels and Tick Marks

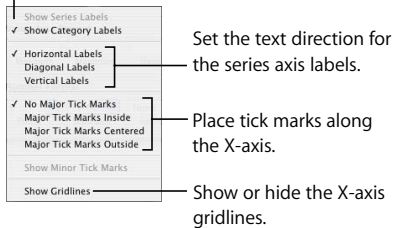
The X-Axis and Y-Axis pop-up menus in the Axis pane of the Chart Inspector provide an array of options for placing tick marks, labels, and gridlines along the value axis or the series axis. The options in these pop-up menus (pictured below) vary depending on the kind of chart you select.

For vertical bar charts (column charts), line charts, and area charts, the Y-axis is the value axis and the X-axis is the series axis; for horizontal bar charts, the X-axis is the value axis. Pop-up menus are pictured below as they appear when a column chart is selected.

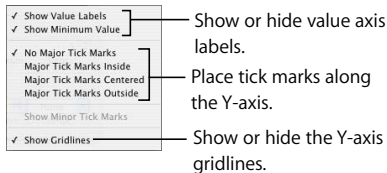
To place grid labels and tick marks along an axis:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Axis button if it is not already selected.
- 3 To add grid labels and tick marks along the series axis, choose an option from the X-Axis pop-up menu. (For horizontal bar charts, choose from among these same options in the Y-Axis pop-up menu.)

Show or hide series axis labels.



- 4 To add grid labels and tick marks to the value axis, choose from the Y-Axis pop-up menu. (For horizontal bar charts, choose from among these same options in the X-Axis pop-up menu.)

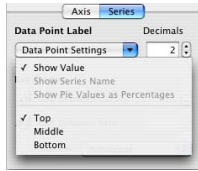


Formatting the Elements in a Data Series

You can display the numerical value for each data point in a series.

To add data point labels:

- 1 Select the chart or an element in a data series.
For all chart types except pie charts, selecting one element (bar) of a series automatically selects the full series. For pie charts, you can select individual pie wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Choose Show Value from the Data Point Settings pop-up menu.
- 4 To specify the number of decimal places you want to display, type a number in the Decimals field (or click the arrows to increase or decrease the number).



- 5 To change the position of data point values, choose an option from the Data Point Settings pop-up menu.
- 6 Use the Font panel (Format > Font > Show Fonts) to choose a font, font size, and style for the data-point labels.

For pie charts, you can show data point labels as a percentage of the whole or as absolute values by selecting or deselecting “Show Pie Values as Percentages” in the Data Point Settings pop-up menu. You can also show the series names.

Some chart types offer further options for formatting series elements. See the following sections for information about special formatting options for pie charts, bar charts, line charts, and area charts.

Pie Charts

For pie charts, Keynote charts only the first data set in the Chart Data Editor (the first data point for each data series). If the data series are in rows in the Chart Data Editor, only the first column is charted; if the data series are in columns in the Chart Data Editor, only the first row is charted. Thus, one pie chart represents a single data set, and each wedge is one element in that set. Other data sets in the Chart Data Editor are maintained, but they are not displayed in the pie chart. You can chart any data set by moving it to the first position in its row or column.

To select individual pie wedges:

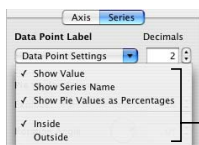
- 1 Select the chart, then click to select a single wedge.
- 2 To select additional wedges, do one of the following:
 - To select all the wedges, choose Edit > Select All (or press Command-A).
 - To select noncontiguous wedges, hold down the Command key as you select each wedge.

- To select a continuous range of wedges, select the first wedge, then hold down the Shift key as you select the last wedge.

On pie charts, in addition to showing values for wedges, you can display the series name.

To show a series name in a pie chart:

- 1 Select the chart or individual pie wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Select Show Series Name from the Data Point Settings pop-up menu (an item is selected when it has a checkmark next to it).
- 4 Choose Inside or Outside from the Data Point Settings pop-up menu.



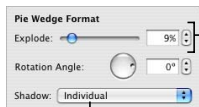
For pie charts, place the data point values and series name inside or outside the selected pie wedge. Display values as percentages or numbers.

You can separate any (or all) of the pie wedges.

To separate individual pie wedges:

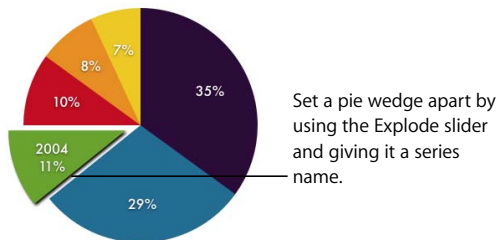
- 1 Select individual pie wedges. (To select more than one pie wedge, hold down the Command key as you click each wedge.)
- 2 In the Chart Inspector, click the Series button.
- 3 Drag the pie wedges or the Explode slider until the pie wedges are separated as far as you want.

You can also type a number in the Explode field, or use the arrows to increase or decrease the number.



Separate individual pie wedges.

Add shadows to individual wedges or the whole pie.



Set a pie wedge apart by using the Explode slider and giving it a series name.

You can put shadows on individual pie wedges or on the pie as a whole. Putting shadows on individual wedges makes it look like the wedges are in different layers.

To put shadows on individual pie wedges:

- 1 Select the chart or individual wedges.
- 2 In the Chart Inspector, click the Series button.
- 3 Choose Individual from the Shadow pop-up menu.
- 4 In the Graphic Inspector, set shadow attributes.

To put a shadow on the whole pie:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Series button.
- 3 Choose Group from the Shadow pop-up menu.
- 4 In the Graphic Inspector, set shadow attributes.

For more information, see “Adding Shadows” on page 71.

You can also change the opacity of the chart and individual chart elements, such as the legend. For more information, see “Adjusting Opacity” on page 72.

You can rotate pie charts (for example, to put a particular wedge at the top of the pie).

To rotate a pie chart:

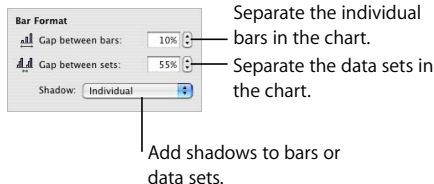
- 1 Select the chart.
- 2 In the Chart Inspector, click the Series button.
- 3 Drag the Rotation Angle wheel or type a number in the Rotation Angle field (or click the arrows).

Bar and Column Charts

You can apply shadows to individual data series or to the entire chart. You can adjust the opacity for the chart as a whole or for individual series (not individual bars). You can also adjust the spacing between data sets or individual bars.

To adjust spacing between individual bars or data sets:

- 1 Select the chart.
- 2 In the Chart Inspector, click the Series button if it is not already selected.



- 3 To change the space between bars, type a value (or click the arrows) in the “Gap between bars” field.
- 4 To change the space between data sets, type a value in the “Gap between sets” field.

The value is the percentage of the bar thickness. Decreasing the space between the bars makes them thicker. You can also move the pointer near a bar edge until it becomes a double-headed arrow, then drag to make the bars thicker or thinner.

To put a shadow on each bar:

- 1 Select the chart or a bar (the whole data series is selected).
- 2 In the Series pane of the Chart Inspector, choose Individual from the Shadow pop-up menu.

If you select one data series and choose an item from the Shadow pop-up menu, the choice applies to all series in the chart.

- 3 In the Graphic Inspector, set shadow attributes.

For more information, see “Adding Shadows” on page 71.

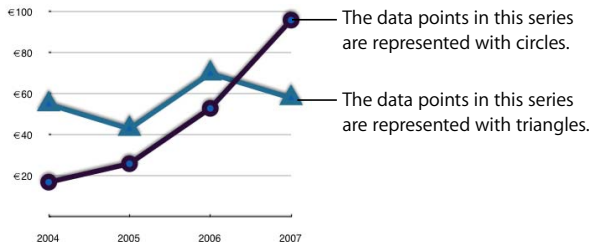
To adjust the opacity of a chart:

- Select the chart and drag the Opacity slider in the Graphic Inspector.

For more information, see “Adjusting Opacity” on page 72.

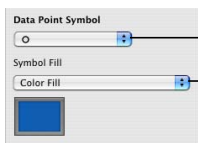
Area Charts and Line Charts

In area and line charts, you can use symbols—circles, triangles, squares, and diamonds—to represent data points.



To use a symbol for the data points in a series:

- 1 Select a data series (area shape or line).
- 2 In the Series pane of the Chart Inspector, choose a symbol from the Data Point Symbol pop-up menu.



Choose a symbol to use for data points.

Fill data point symbols with color or images.

- 3 Fill the symbol by choosing one of the options in the Symbol Fill pop-up menu.
For more information about using image fills, see “Using Color and Image Fills” on page 65.

To set the line color and shadow:

- Use the Stroke and Shadow controls in the Graphic Inspector.

For more information about using the Graphic Inspector to set line color, shadow, and the fill for data point symbols, see Chapter 4, “Changing Object Properties,” on page 65.

Slide Transitions and Object Builds

7

This chapter describes how to add motion and visual appeal to your slideshow using slide transitions and object builds.

Once you've designed and organized your slides, it's time to put the whole presentation together. Add animation to your text to captivate your audience. Add transitions to move smoothly from one slide to the next. Use object builds within each slide to reveal data as you present it.

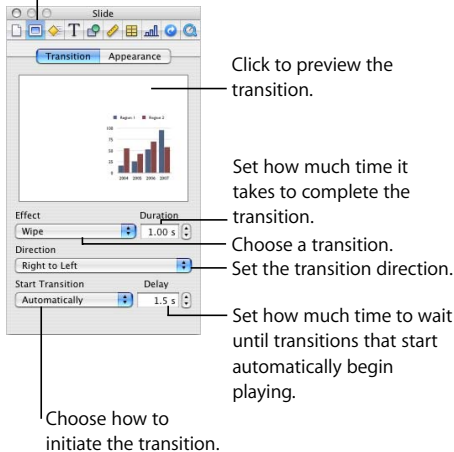
Adding Transitions Between Slides

Keynote provides a variety of transition styles. Some examples are described below.

Transition style	What it looks like
Cube	Slides rotate on and off screen as if they are sides of a revolving cube.
Flip	New slide appears as if it is on the other side of a flipped page.
Move in	New slide moves in from a specified direction to cover the contents of the previous slide.
Push	New slide appears to push old slide off the screen in the specified direction.
Twirl	Previous slide spins and shrinks toward center, then next slide spins outward.

You can change the duration of a transition, and you can specify when to start the transition (automatically or on click). You set slide transitions in the Slide Inspector.

The Slide Inspector button



To add a transition from one slide to the next:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar) to open the Inspector window.
- 2 In the Inspector window, click the Slide Inspector button.
- 3 Click Transition.
- 4 Choose an option from the Effect pop-up menu.
- 5 If applicable, choose an option from the Direction pop-up menu.
- 6 To set how much time it takes to complete the transition, type a value in the Duration field (or click the arrows).
- 7 Choose an option from the Start Transition pop-up menu.
 - **On Click** initiates the transition when you click to move to the next slide.
 - **Automatically** initiates the transition after the amount of time specified in the Delay field.

Important: Each transition you specify applies only to the selected slide. To apply a transition to another slide, select it and repeat the procedure above.

Note: If you select “Scale slides up to fit display” in the Slideshow pane of Keynote Preferences, parts of Cube or Flip transitions may not be visible. To ensure that Cube or Flip transitions are not clipped during your slideshow, choose Keynote > Preferences, click Slideshow, and then select the “Reduce to avoid clipping” options.

If you see “Effects that can’t play on this computer” in the Effect pop-up menu, these transitions require your computer to have an advanced graphics card. (For more information, see Keynote Help.)

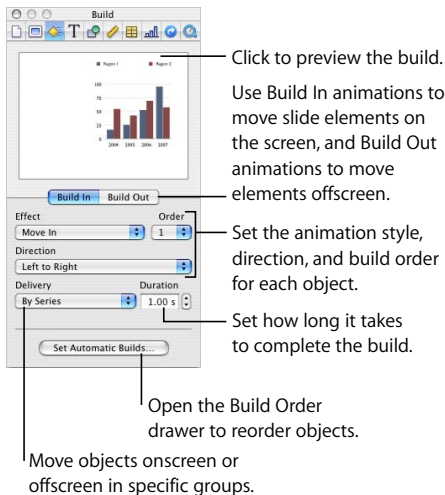
Creating Object Builds

Use object builds to make slide elements appear one at a time (or in groups), in any order you like. For example, an image could move in from the left side of the screen, and then accompanying bulleted text could appear line by line. Or display parts of a chart one at a time to build suspense.

To create builds, you begin with a completed slide and specify build settings for each element you want to appear over time.

To set up an object build:

- 1 Choose View > Show Inspector (or click Inspector in the toolbar).
- 2 In the Inspector window, click the Build Inspector button, then click Build In or Build Out.



- 3 Select an item on the slide and choose an option from the Effect pop-up menu. You can select graphic objects; bulleted text, labels, or other text objects; and sound files placed on an individual slide (represented with an audio icon).
- 4 If appropriate, choose an option from the Direction pop-up menu.
- 5 Choose an option from the Delivery pop-up menu.
- 6 To set how much time it takes to complete the transition, type a value in the Duration field (or click the arrows).

After you select an effect for each item you want to animate, you can easily reorder the items. You can also specify whether you want each animation to begin automatically (after a specified time) or when you click.

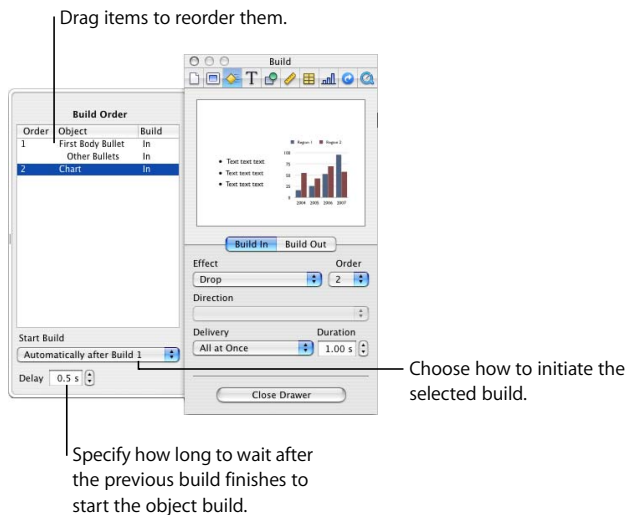
Note: If you group an object that has a build effect assigned to it, the effect is removed. Ungrouping a grouped object assigned a build removes the build effect.

To build objects in a different order:

- 1 In the Build Inspector, click Set Automatic Builds.
- 2 In the Build Order drawer, drag the items to change their order.

To specify when to animate each object:

- 1 In the Build Order drawer (click Set Automatic Builds if the drawer isn't open), select an item.
- 2 Choose an option from the Start Build pop-up menu.
 - **On Click** initiates the build when you click.
 - **Automatically** initiates the build after the amount of time specified in the Delay field.
 - **Automatically with** enables you to make two objects appear at the same time. Put them next to each other in the Build Order drawer and select “Automatically with build ___.” Or choose “Automatically after” to start a build right after another finishes.



To make more than two objects appear at the same time, first group them (see “Grouping and Locking Objects” on page 50).

- 3 To specify how long to wait after the previous build finishes to start the next object's build, type a value in the Delay field (or click the arrows).

You can specify a delay up to 60 seconds. You can specify a delay only if you choose to start the build automatically (rather than “on click”).

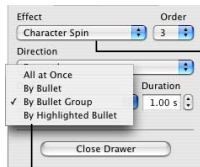
You can also make objects exit the slide in any order by making selections in the Build Out pane of the Build Inspector. If you have elements on a slide that build in and elements that build out, you can mix the build in and build out orders, so that any individual element might move on and off the screen before another one moves on the screen.

Text Builds

You can also use builds to make text move onto or off of slides. Keynote provides options for building text line by line or character by character. You can create text builds for bulleted text (body placeholder text) or for “free” text boxes you create.

To set up a text build:

- 1 Select the text and assign it a build effect, direction, duration, and order, as described in the previous section.
- 2 Choose a delivery style from the Delivery pop-up menu.
 - **All at Once** moves all text in the text box at the same time.
 - **By Bullet** moves text bullet by bullet.
 - **By Bullet Group** moves each bullet and its subordinate bullets together.
 - **By Highlighted Bullet** highlights each bullet as it moves, leaving only the last bullet highlighted.
 - **By Paragraph** moves text in free text boxes a paragraph at a time.



Choose an effect to make text appear or leave the slide.

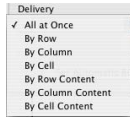
Choose how to move text on or off the slide.

Table Builds

You create object builds for slides with tables the same way you create any other object build. However, with tables, you can animate the table itself by making it appear onscreen row by row, column by column, cell by cell, or in a variety of other ways.

To set up a table build:

- 1 Select the table and assign it a build effect, direction, duration, and order, as described earlier.
- 2 Choose an option from the Delivery pop-up menu.



- **All At Once** moves the whole table as a single object.
- **By Row** moves the table onto the screen row by row.
- **By Column** moves the table onto the screen column by column.
- **By Cell** moves the table onto the screen one cell at a time.
- **By Row Content** moves the entire empty table onto the screen, and then inserts the content row by row.
- **By Column Content** moves the entire empty table onto the screen, and then inserts the content column by column.
- **By Cell Content** moves the entire empty table onto the screen, and then adds the content cell by cell.

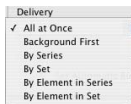
Note: All elements of a table use the same build style.

Chart Builds

Like table builds, chart builds offer a variety of ways to move chart elements on and off the screen during your presentation.

To set up a chart build:

- 1 Select the chart and assign it a build effect, direction, duration, and order, as described earlier.
- 2 Choose a delivery style from the Delivery pop-up menu.



- **All At Once** moves the whole chart as a single object.
- **Background First** moves each chart axis onto the screen, followed by all the data elements at once (bars, lines, or area shapes).
- **By Series** moves each chart axis onto the screen and then the data elements, one entire series at a time.
- **By Set** moves each chart axis onto the screen and then the data elements, one entire set at a time.
- **By Element in Series** moves the chart axes onto the screen, and then each separate data element, one series at a time.
- **By Element in Set** moves each chart axis onto the screen, and then each separate data element, one set at a time.

Note: All elements of a chart (except the legend) use the same build style.

You can assign a chart legend its own build style and order. To make it appear with the chart, group it with the chart before you set the chart's build style (see "Grouping and Locking Objects" on page 50).

Viewing, Printing, and Exporting Your Slideshow

8

This chapter describes the various ways to share your Keynote presentation.

You can view a Keynote presentation from your computer on your own display or projected on a large screen. You can make the slideshow a self-running “movie” for a kiosk. You can share it across platforms by exporting it to formats such as a QuickTime movie, PowerPoint presentation, Flash file, or PDF document. You can also print directly from Keynote in a variety of page layouts.

Customizing a Presentation for Your Audience

You can make three different kinds of presentations in Keynote, depending on how the presentation will be used.

- **Normal** presentations are controlled by clicking the mouse or using the keyboard. By default, a slideshow is normal (interactive) unless you make it a self-playing or hyperlinks-only slideshow.
- **Self-playing** presentations advance automatically, like a movie (no user interaction is possible). You can use this option, for example, to play a presentation in a kiosk setting. Instructions for creating these kinds of presentations follow.
- **Hyperlinks-only** presentations advance when viewers click hyperlinks. Instructions for creating these kinds of presentations follow.

Self-Playing Presentations

If you want your presentation to run by itself, for example, as a kiosk demonstration, you can make it a self-playing presentation.

In a self-playing presentation, transitions or builds set to begin automatically occur just as they do during a normal presentation. If a self-playing presentation includes transitions and builds set to begin “on click,” they will also occur automatically, after waiting the amount of time specified in the Delay fields in the Document Inspector. The values you specify in the Delay fields apply to all transitions and builds set to begin “on click.”

Although users can't interact with these kinds of presentations, self-playing presentations can be stopped in the same way as other presentations (using the Escape key, for example). To prevent users from stopping a self-playing presentation, don't provide a keyboard.

The Document Inspector
button



Choose the kind of
slideshow you want.

Specify when to begin
effects that begin “on click.”

To make a slideshow self-playing:

- 1 Choose View > Show Inspector, click the Document Inspector button, then click Document.
- 2 Choose Self-playing from the Presentation pop-up menu.
- 3 To specify how much time to wait until transitions that start “On click” begin playing, type a value in the Transitions field (or click the arrows).
- 4 To specify how much time to wait until builds that start “On click” begin, type a value in the Builds field (or click the arrows).

You can also make a Keynote document begin playing as soon as it's opened, so that the Keynote window doesn't appear.

To make a document play when it's opened:

- 1 Open the document.
- 2 In the Document pane of the Document Inspector, select the checkbox labeled “Automatically play upon open.”
- 3 To make the presentation play repeatedly (until the viewer quits by pressing the Escape key, for example), select “Loop slideshow.”
- 4 Choose File > Save.

Hyperlinks-Only Presentations

Using hyperlinks, you can create controls for navigating through a slideshow. The iWork Tour is an example of a hyperlinks-only presentation.

To make a hyperlinks-only presentation:

- 1 Set up your slideshow using hyperlinks to navigate to particular slides.
For more information about creating hyperlinks, see “Adding Webpages and Hyperlinks” on page 56.
- 2 Choose View > Show Inspector, click the Document Inspector button, then click Document.
- 3 Choose “Hyperlinks only” from the Presentation pop-up menu.

Full-Screen Presentations

Full-screen presentations make the most of Keynote’s capacity to provide crisp graphics and smooth animations. You can show full-screen presentations directly on your computer’s display, on a secondary display, or projected onto a large screen.

Viewing on Your Display

The simplest way to view a slideshow is by watching it directly on your computer’s display. This format works best for a very small audience.

To view a full-screen presentation on a single display:

- 1 Open the Keynote document.
- 2 Choose View > Play Slideshow (or click Play in the toolbar).
- 3 To advance to the next slide (or object build), press N or the Space bar, or click the mouse.

- 4 To end the show, press the Esc key or Q key.

Note: Clicking Play starts the slideshow at the currently selected slide. To start the slideshow from the beginning (even if the first slide isn't selected), press the Option key while you click Play.

For a complete list of presentation keyboard shortcuts, see Appendix A, "Presentation Keyboard Shortcuts," on page 139.

Viewing on a Projector or Second Display

If you have a larger audience, you may want to play the slideshow on a second display or project it onto large screen. That way, you can see presenter information (your slide notes and a clock, for example) on your display while viewers see only the slideshow on the second display. To do this, you set up your displays in a *dual display* configuration.

You can also play the identical slideshow on both screens. This setup is called *video mirroring*.

Important: Attach the second display or projector according to the instructions that came with the display or projector, and the instructions that came with your computer (search onscreen help for video mirroring, displays, or dual monitors). You may need to connect the second display or projector before you complete some of the following steps.

Note: iBooks with a second display connected work only in mirroring mode.

Dual Displays

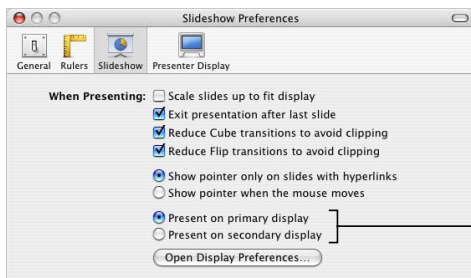
With a dual-display configuration, you can play the slideshow on one screen while controlling the slideshow and viewing presenter information on another display.

To set up dual displays:

- 1 Choose Apple () > System Preferences.
- 2 In System Preferences, click Displays.
- 3 Click Arrange and follow the onscreen instructions.
If there is no Arrange button, then your computer detects only one display.
- 4 Deselect the Mirror Displays checkbox.

To play a slideshow on a dual-display system:

- 1 Choose Keynote > Preferences and click Slideshow.



- 2 Select "Present on primary display" or "Present on secondary display."

The primary display is the one with the menu bar. If you choose "Present on secondary display," you can customize what the presenter sees on the primary display. See "Customizing the Presenter's View" on page 118.

- 3 Choose View > Play Slideshow (or click Play in the toolbar).

- 4 Advance through the slides (and object builds) in the presentation by clicking the mouse or by pressing the Space bar.

For a complete list of presentation keyboard shortcuts, see Appendix A, "Presentation Keyboard Shortcuts," on page 139.

Video Mirroring

Some computers have video mirroring built-in. If yours does not, you must configure it in the Displays pane of System Preferences.

To set up video mirroring:

- 1 Choose Apple () > System Preferences.
- 2 In System Preferences, click Displays.
- 3 Choose the same settings for both displays from the Resolutions field and the Colors pop-up menu.
- 4 Click Arrange and select Mirror Displays.

To play your slideshow on a mirrored system:

- 1 Open the Keynote document.
- 2 Choose View > Play Slideshow (or click Play in the toolbar).
- 3 To advance to the next slide or object build, press the Space bar or click the mouse.

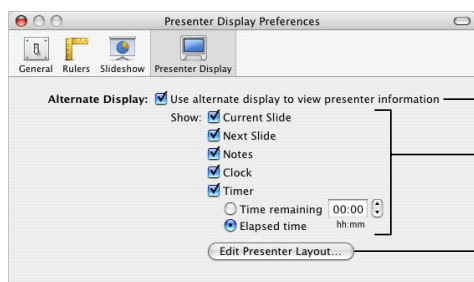
Note: Keynote generally plays back very smooth animations. However, since the two displays used in a video mirroring configuration may have different refresh rates, one of the screens may appear to “stutter”; Keynote can synchronize with the refresh rate of only one screen.

Setting Presentation Options

You can set many options for your presentation, such as whether the pointer appears and what happens after the last slide. You can also set up the presenter’s display to show such information as elapsed time and the next slide.

Customizing the Presenter’s View

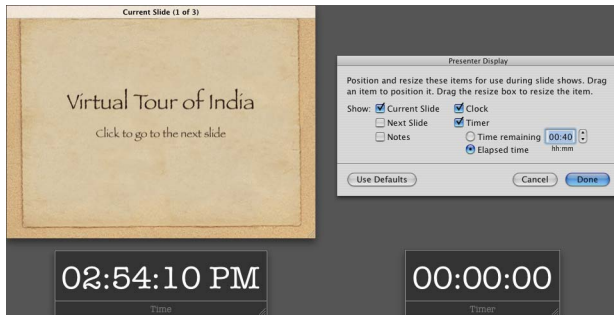
If you have a dual-display configuration for your presentation, you can select the information shown on the presenter’s display, and you can arrange the information however you want.



Select to view presenter information on an alternate display (during a slideshow with a dual-display setup).

Select the information that appears on the presenter’s display.

Click to rearrange the windows on the presenter’s display.



You can modify the presenter layout in Presenter Display Preferences. Drag items to rearrange them.

During a presentation, the alternate display can show the current and next slide, elapsed time or time remaining, a clock, and slide notes.

To customize the presenter's view:

- 1 Choose Keynote > Preferences and click Presenter Display.
- 2 Select the Alternate Display checkbox.
- 3 Select the information you want to appear on the presenter's display.
- 4 To further customize what the presenter sees, click Edit Presenter Layout.

Controlling a Presentation With the Keyboard

You can use the keyboard to navigate through a presentation. (For a complete list of the keyboard shortcuts you can use to control a presentation, see Appendix A, "Presentation Keyboard Shortcuts," on page 139.)

During a presentation, you can see a list of keyboard shortcuts that work in presentation mode.

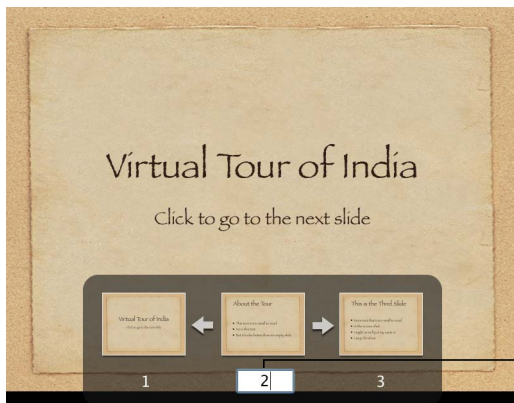
To show (or hide) the Presenter Keyboard Shortcuts window:

- During a presentation, press the Help or ? key on your keyboard.

During a presentation, you can easily move among slides using the slide switcher.

To open the slide switcher during a presentation:

- Type a slide number, or press the plus sign (+), equal sign (=), or hyphen (-).



During a presentation, you can type a slide number to open the slide switcher.

When the slide switcher is open, you can navigate through slides in several ways:

- To move forward or back through slides, click the arrows in the slide switcher.
- To close the switcher and go to a particular slide, click a thumbnail in the slide switcher, or type the slide number and press Return.
- To close the slide switcher without changing the current slide, press Escape.

Pausing and Resuming a Presentation

There are several other ways to pause a presentation.

To pause a presentation, do one of the following:

- To pause (freeze) the presentation and display the current slide, press F. To resume the presentation, press any key.
- To pause the presentation and display a black screen, press B. To resume the presentation, press any key.
- To pause the presentation and hide the application, press H. To resume the presentation, click the Keynote icon in the Dock.

During a presentation, clicking a hyperlink that opens a webpage, email message, or a file also pauses the presentation. While a presentation is paused in this way, the Keynote icon in the Dock displays a green Play button. To resume the presentation, click the Keynote icon in the Dock. (You can also quit the presentation by pressing the Dock icon and choosing Exit Slideshow.)

For a complete list of keyboard shortcuts available while giving a Keynote presentation, see Appendix A, “Presentation Keyboard Shortcuts,” on page 139 or choose Help > Keynote Keyboard Shortcuts.

Changing the Slide Size

For highest-quality playback, your slide size should match the screen resolution of the display on which the slideshow will appear. Most projectors work best with slides set at the 800 x 600 size; newer projectors can display slides at a resolution of 1024 x 768 or higher. Most Keynote themes come optimized for these sizes.

If you are unsure of the projector’s resolution, use a large slide size; if your slide size is too large to fit the display, Keynote automatically scales it down to fit the screen.

If you have a display that is larger than one of these sizes, you can set a custom slide size for your Keynote document.

To change the slide size of your Keynote document:

- 1 Choose View > Show Inspector and click the Document Inspector button.
- 2 In the Document Inspector, choose an option from the Slide Size pop-up menu.

You can also specify a custom size by choosing “Custom slide size” and then typing the dimensions you want in the Width and Height fields.

If you’re not sure of the best slide size or you don’t want to change the original slide size in your document, Keynote plays the slideshow at its original size, centered on your display and surrounded by a black border. Or you can have Keynote scale the slideshow up to fit your screen when the slideshow plays.

To fit the presentation to the display only during slideshow playback:

- 1 Choose Keynote > Preferences.
- 2 Click Slideshow.
- 3 Select the “Scale slides up to fit display” checkbox.

This option does not actually change the slide size of your Keynote document; it scales the document to fit the display. Some video quality may be lost during playback with this option. If you select this option and use the Cube or Flip transition, make sure to select “Reduce to avoid clipping,” or part of the transition may not be visible.

Changing Pointer Behavior During a Presentation

You can set up your slideshow so that the pointer appears only on slides containing hyperlinks, or only when the mouse moves.

To specify presentation options:

- 1 Choose Keynote > Preferences and click Slideshow.
- 2 Choose one of the “Show pointer” options.

During a slideshow, you can show or hide the pointer by pressing the C key.

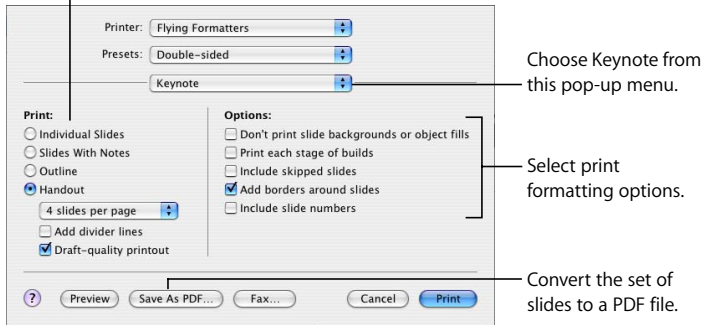
Printing Your Slides

You can print your Keynote slideshow in a variety of ways to meet different needs. You can print slides with or without notes, or you can print the slideshow in outline form.

To print slides:

- 1 Choose File > Print.
- 2 In the Print dialog, choose Keynote from the Copies & Pages pop-up menu.

Select which layout of slides and notes you want to print.



3 Select a print option.

- **Individual Slides** prints one slide per page.
- **Slides With Notes** prints one slide per page with slide notes.
- **Outline** prints only the slide titles and bulleted text in the presentation (what you see in outline view in the slide organizer).
- **Handout** provides options for putting more than one slide on a page.

Note: To speed up the printing of handouts, select “Draft-quality printouts.”

4 Select the print formatting options that apply.

- **Don't print slide backgrounds or object fills** doesn't print color in the background or in an object; light text prints as black. This option is especially useful for printing colorful slides on black-and-white printers. On black-and-white printers, color images print in grayscale. On color printers, imported graphics files on each slide will still print in color.
- **Print each stage of builds** prints one slide image for each stage of an object build. (A slide with a three-stage object build prints as three slides.)
- **Include skipped slides** prints all the slides in the slide organizer, even if they are marked as skipped.
- **Add borders around slides** prints a line around the edges of each slide.

- **Include slide numbers** prints the number at the bottom of each slide.

To print one slide or a specific range of slides:

- 1 Choose File > Print.
- 2 Use the From and To text fields to enter the slide number or range you want to print. You can see the slide number in the slide organizer.

Exporting to Other Viewing Formats

Other viewing options allow you to share your presentation across different platforms.

Note: If you export your slideshows frequently, you can add an Export button to the toolbar (choose View > Customize Toolbar).

Flash Documents

You can turn your slideshow into a Flash document which can be viewed with the Flash viewer.

To convert your slideshow to a Flash document:

- 1 Choose File > Export.
- 2 Select Flash and then click Next.
- 3 Type a name and choose a location for the file.
- 4 Click Export.

PDF Files

Your slideshow can be converted to a PDF file, which can be viewed or printed in Adobe Acrobat Reader or any PDF application. There are two ways to save your Keynote slides as PDFs. If you intend to view the PDF online, use the Keynote Export command. If you intend to view the PDF on a hardcopy printout, you might get better results using the Print command.

To create a PDF file of your slides using Export:

- 1 Choose File > Export.
- 2 In the Export dialog, select PDF.
- 3 Click Next.
- 4 Type a name and choose a location for the file.
- 5 Click Export.

To create a PDF file of your slides using Print:

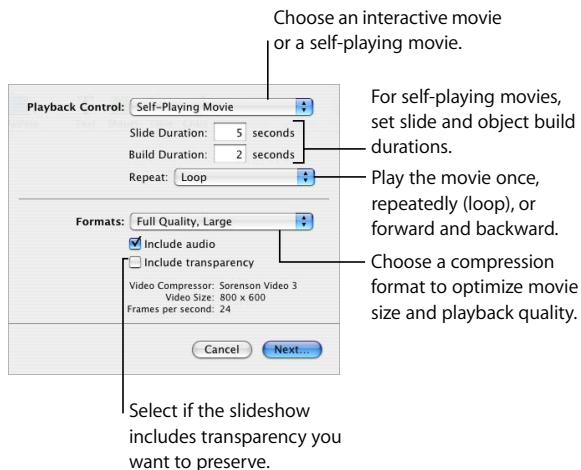
- 1 Choose File > Print.
- 2 In the Print dialog, click “Save as PDF.”
- 3 Type a name and choose a location for the file.
- 4 Click Save.

QuickTime

You can turn your slideshow into a QuickTime movie that includes all transitions and animated object builds. You can create a self-running QuickTime movie, with transitions and builds timed just as you set them, or an interactive QuickTime movie, which viewers can advance through at their own pace.

To create a QuickTime movie of your slideshow:

- 1 Choose File > Export.
- 2 In the Export dialog, select QuickTime and then click Next.



- 3 Choose an option from the Playback Control pop-up menu:

- **Interactive Slideshow** enables viewers to advance the slideshow by clicking Play in the QuickTime controls, clicking the mouse, or pressing the Space bar on the keyboard.
 - With **Self-Playing Movie**, the viewer has no control over the speed at which the slideshow advances. You determine the speed of object builds and how long slides linger on the screen by typing values in the Slide Duration and Build Duration fields.
 - **Slide Duration** specifies how long the fully-built slide remains on the screen after the object build is complete.
 - **Build Duration** specifies the number of seconds between the beginning of one build stage and the next in each object build. There is no delay between the moment a slide first appears on the screen and the first stage of an object build.
- 4 For a self-playing movie, you can choose an option from the Repeat pop-up menu.
 - 5 Choose a playback quality and file size from the Formats pop-up menu.
 - **Full Quality, Large** preserves the best playback quality, but these movies are large and are therefore more difficult to transfer through email or the web.
 - **CD-ROM Movie, Medium** is best if you are using a CD to send the slideshow to another viewer. These movies are high in quality but have somewhat smaller file sizes than full-quality movies.
 - **Web Movie, Small** movies generally have poorer playback quality but are small enough to be shared across the web or through email.
 - **Custom** enables you to choose your own QuickTime compression settings for video and audio, so you can control the tradeoff between file size and quality.
 - 6 To include audio files in the movie, select "Include audio."
 - 7 If your slideshow has a transparent background you want to preserve in your QuickTime movie, select "Include transparency."

Note: Some transitions might not work correctly with this option selected.
 - 8 Click Next.
 - 9 Type a name for your slideshow, choose a location in which to store it, and click Export.

PowerPoint

You can convert Keynote documents to PowerPoint files that can be viewed and edited by PowerPoint users on Windows or Mac OS computers.

To export to PowerPoint:

- 1 Choose File > Export.
- 2 Select PowerPoint and then click Next.
- 3 Type a name and choose a location for the file.
- 4 Click Export.

Note: Since Windows and Mac OS X don't handle graphics in the same way, you may notice slight variations in your slideshow graphics when you open an exported PowerPoint document on a Windows computer.

Image Files

You can export all your slides as image files in various formats, including JPEG, PNG, and TIFF.

To export slides as image files:

- 1 Choose File > Export.
- 2 Select Images and then click Next.
- 3 Choose an option from the Format pop-up menu based on the desired image quality. The better the quality, the larger the file size.
- 4 To create a separate image for each build stage, select "Generate images for each build stage."

Designing Your Own Master Slides and Themes

9

This chapter is for designers who want to use Keynote’s powerful graphics capabilities to create their own master slides and themes.

Note: This chapter assumes you are already familiar with the Keynote design and formatting features described in previous chapters.

The themes that come with Keynote are sets of master slide layouts, backgrounds, charts, tables, and text styles. Within each theme, master slides define the following slide attributes:

- Default position of title and body text
- Background graphics
- Default fonts
- Default bullet styles
- Default position for charts, tables, and images (the object placeholder)
- Object fills and line styles for drawn objects and tables
- Chart style
- Slide transition style
- Alignment guides

You can modify any of these attributes to customize any master slide within a theme. When you change a master slide, the changes appear on every slide that uses that master. You can modify a master slide without affecting the default themes available in other Keynote documents.

You can also modify and save a whole set of master slides to create your own theme, customizing it with your company logo or styling it with your own designs. If you want to save a set of customized master slides to use in other presentations, save it as described in “Saving a Custom Theme” on page 137.

To work on a master slide, open the master slide organizer and select a master slide.

To open the master slide organizer:

- Choose View > Show Master Slides (or click View in the toolbar and then choose Show Master Slides).

An easy way to get a modified slide layout is to import a single slide or master slide from another slideshow into the current slideshow.

To import a single slide or master slide:

- 1 Open the Keynote document that contains the slide you want.
- 2 Select the slide and drag it from the source document to the slide organizer of the document you are working in.

A new master slide is created in your Keynote slideshow. You can find the new master slide in the master slide organizer.

Modifying Master Slide Backgrounds and Layouts

The easiest way to design a new master slide is to start with an existing master that closely resembles what you want. Scroll through the slides in the master slide organizer and duplicate the one you want to start with.

To duplicate a master slide:

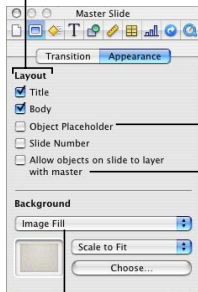
- 1 Select the master slide in the master slide organizer.
- 2 Do one of the following:
 - Choose Slide > New Master Slide.
 - Click New in the toolbar.
 - Press Return on the keyboard.
 - Choose Edit > Duplicate.

You can modify master slides using the Master Slide Inspector.

To open the Master Slide Inspector:

- 1 Select a master slide in the slide organizer.
- 2 Choose View > Show Inspector (or click Inspector in the toolbar) and click the Slide Inspector button.
- 3 Click Appearance.

Place title and body text boxes on master slides.



Create a place for tables, charts, web views, and imported graphics to appear.

Select to allow objects on slides to interleave with objects on the master.

Choose a background color or image.

Changing the Background

One way to create groups of related slides within a presentation (for example, to distinguish or unify different topics) is to incorporate a subtle difference in the background of each set of slides. To do so, you create a set of master slides with each of the different backgrounds.

To modify a master slide background:

- 1 In the master slide organizer, select the master slide you want to modify.
 - If you are building a new background from scratch, you may want to begin with a blank master.
 - If you want to retain a copy of the original master, do one of the following to create a duplicate of the master slide:
 - Choose Slide > New Master Slide.
 - Click New in the toolbar.
 - Choose Edit > Duplicate.
- 2 Select unwanted elements and press the Delete key.
- 3 Make your changes to the master.
 - Use Keynote tools to place background elements on the master slide.

- Drag external objects (movie files, sound files, and so on) from the desktop or the Media browser to the slide canvas.
- 4 After you place an element where you want it, you can choose Arrange > Lock (or click Lock in the toolbar) to prevent it from being accidentally moved as you work.

Any changes you make (including external files you add) to this master slide will appear on every slide based on this master.

Layering Background Objects and Objects on Slides

When you edit a master slide, you can move objects forward and backward just as you can on slides. All objects on a master stay in their own master slide layer, which, by default, is on the bottom—objects you add to slides sit on top of any object on the master. You can, however, make each object you add to individual slides lay on top of or behind all master layer objects.

A common use of background layers is for alpha-channel graphics in which slide objects show through part of the background image. For more information, see “Working With Photo Cutouts (Alpha-Channel Graphics)” on page 50.

To make objects on a master slide layer with slide objects:

- 1 Place objects on the master slide canvas, positioning and layering them as you want.
- 2 In the Master Slide Inspector, select “Allow objects on slide to layer with master.”

Note: You can move placeholders forward or backward on a master or a slide. For more information, see “Resizing, Moving, and Layering Objects” on page 47.

Adding Alignment Guides

You can create your own alignment guides to help you place your text and graphics consistently on each slide. Alignment guides created on a master slide are available when you are placing objects on any slides based on that master.

To create alignment guides on a master slide:

- 1 Select the master slide to which you want to add the alignment guides.
- 2 Choose View > Show Rulers.
- 3 Place the pointer on a ruler and drag the yellow alignment guide wherever you want on the slide canvas.

Designing Title and Body Text Layout and Styles

Default styles for title and body text boxes are defined by a slide's master. To set the title or body text defaults on a master slide, you place text boxes on the master slide, then select the text and set its attributes using the Inspector panes, as you would set text attributes on any slide. As you change the text settings, you can preview the new settings by creating a slide in the slide organizer, applying the new master slide settings, and trying them out with some text.

To place title and body text boxes on a selected master slide:

- 1 Open the Master Slide Inspector and click Appearance (if it is not already selected).
- 2 To add a title text box, select the Title checkbox.
- 3 To add a body text box, select the Body checkbox.

Depending on the theme and master, the default text style may be bulleted. To set a default style without bullets, see "Formatting Bulleted Text and Numbered Lists" on page 38.

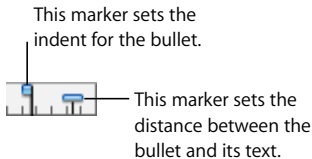
- 4 To include subtitle text, resize the body text box and place it under the title text box.
- 5 Resize and rearrange the text boxes as desired.
- 6 Select the placeholder text and format it with your preferred styles.

In the body text box, you can define attributes for up to five levels of bulleted text.

You can set indent markers to specify how far to indent each level of text and how much space there is between the bullet and the text.

To set bulleted text tabs:

- 1 Choose View > Show Rulers.
- 2 To set the indent for bulleted text:
 - a Select a bullet.
 - b In the ruler at the top of the slide canvas, locate the square blue marker that lines up with the selected bullet.
 - c Drag the marker to where you want the bullet to indent.



3 To set the distance between the bullet and its associated text:

a Select a bullet.

b In the ruler at the top of the slide canvas, locate the rectangular blue marker that lines up with the text of the selected bullet.

c Drag the marker to change the space between the bullet and its text.

Applying Your Changes as You Work

As you work on a master slide, you can try out your changes on a normal slide to get a better sense of how the new layout will look. By going back and forth between the “test” slide and the master slide, you can make fine adjustments, such as making lines longer or shorter, or adding multiple indent levels. Seeing a slide with text on it is especially useful when adjusting tab stops and line spacing.

To create a test slide in the slide organizer, create a slide based on the master; if you make changes to the slide that override the master, reapply the master to the test slide each time you make a change.

To reapply the master slide to a slide in the slide organizer:

- Select the slide in the slide organizer, then choose **Format > Reapply Master to Slide**.

Setting Default Slide Transitions

You can specify a default transition style for any master slide. Slides based on this master use the specified style to go to the next slide.

To set the default transition style for a master slide:

- 1 Select the master slide in the master slide organizer.
- 2 In the Transition pane of the Master Slide Inspector, choose a transition style, direction, and speed.

For more information about slide transitions, see “Adding Transitions Between Slides” on page 105.

Changing Default Styles for Text and Objects

You can modify the default attributes of objects such as shapes, text boxes, tables, and charts. For example, you can set it up so that every time you click Table in the toolbar, the default table contains a certain number of rows and columns, has header and body text in a particular font, and has borders formatted with specific colors and line thicknesses.

For text boxes and shapes, you can set up the defaults with your preferred fonts, colors, opacity, shadows, and so on. For charts, you can specify which chart type (pie, line, and so on) to make the default. (You must set default attributes for each chart type separately.)

First you design the object so that it has the desired default attributes. Then you define the properties as the default for the current master or for all masters in the theme.

To set default attributes for free text boxes, shapes, and graphics:

- 1 In the slide organizer, create a new slide based on the master slide you are designing.
- 2 Place a text box, shape, or graphic on the slide canvas.
- 3 Set the item's attributes with the properties you want to incorporate into the default.
 - a For a free text box, type text into the box, select the text, and set its attributes.
 - b For a shape or graphic, select it, set its attributes.
- 4 When the item is formatted as you wish, make the new properties the defaults by selecting the item and doing one of the following:
 - To assign new defaults for only the master slide you're working on, choose Format > Advanced > Define [object] for Current Master.
 - To assign new defaults for all the master slides in the theme, choose Format > Advanced > Define [object] for All Masters.
- 5 Delete the text box, shape, or graphic from the slide.

To set default table attributes:

- 1 In the slide organizer, create a new slide based on the master slide you are designing.
- 2 Place a table on the slide canvas.
- 3 Select the table and set its attributes. (For more information, see "Creating Tables" on page 77.)

Important: A table has four distinct formatting areas: header row, header column, inside borders, and outside borders. To make changes, you must set all the elements in a formatting area. For example, to set a new default for header rows you must change all the cells in the header row (not just one cell).

- 4 When the table is formatted as you wish, make the new properties the defaults by selecting the table and doing one of the following:
 - To make the table's attributes the default for the current master, choose Format > Advanced > Define Table for Current Master.
 - To make the table's attributes the default for all the masters in the current theme, choose Format > Advanced > Define Table for All Masters.
- 5 Delete the table from the slide.

To set default chart attributes:

- 1 In the slide organizer, create a new slide based on the master slide you are designing.
- 2 Place a chart on the slide canvas.
- 3 Select the chart and set its attributes. (For more information, see "Creating Charts" on page 89.)
- 4 To define defaults for another chart type, copy the chart and paste it on a new slide, change the chart type, and set the chart attributes. Repeat this step for each chart type.
- 5 When all the charts are formatted as you wish, select each of them, one at a time, and make the new properties the default by doing one of the following:
 - To make the chart's attributes the default for the current master, choose Format > Advanced > Define [chart] for Current Master.
 - To make the chart's attributes the default for all the masters in the current theme, choose Format > Advanced > Define [chart] for All Masters.
 - To make the chart's type the default for all master slides in the current theme, choose Format > Advanced > Make [chart] the Default Chart Type.
- 6 In the dialog that appears, specify the total number of series for which you are defining attributes.
- 7 Delete the charts from the slides.

Saving a Custom Theme

If you modify master slides in a theme and you want to use these modifications again in other slide presentations, you can save the modified theme as a custom theme.

After you save your custom theme, it appears in the Theme Chooser. When you select your custom theme, it comes with all the master slides you defined.

To save the current theme as a custom theme:

- 1 Choose File > Save Theme.
- 2 Type a name and choose a location for the theme.
- 3 If you added sound or movies that you want to include in the theme, select “Copy audio and movies into document.” (You may need to click the disclosure triangle in the Save dialog to display this checkbox.)

Note: Saving media files with a document makes the file much larger.

- 4 Click Save.

Unless you specify another location, custom themes are saved in the Themes folder on your hard disk ([Home]/Library/Application Support/iWork/Keynote/Themes). Only themes in this folder appear in the Theme Chooser. If you store your theme in another location, you can still open it as a blank Keynote document and work directly in it to create a slideshow.

Restoring Original Theme Defaults

If you modify master slides in a document and later want to return to the original theme defaults, you can do so by reapplying the theme to your document.

To restore the theme defaults:

- 1 Choose File > Choose Theme.
- 2 In the Theme Chooser, select the original theme and presentation size.
- 3 Make sure “Retain changes to theme defaults” is *not* selected.
- 4 Click Choose Theme.

Creating a Custom Theme

If you want to create an entirely new theme that is not based on any of the existing Keynote themes, the easiest way is to start in a new Keynote document with only a single, blank master slide. Delete all other master slides from the document. Keep the following tips in mind:

- Design and place shared background elements and body and title text first.
- On a sample slide, test your text layouts to be sure they work with wrapped text lines. Consider how many bullets you want to fit in a body text box when you set its size and placement.
- Set up all text and background attributes before creating new master slides.
- Create a variety of body and title text layouts using copies of the original master slide. New master slides made from copies of that first one automatically inherit all of its text and background attributes. Then you only have to adjust the text box layouts (for example, remove the title text box and expand the body text box for a “body only” master slide).
- Create sample slides in the slide organizer based on each master you design and place free text boxes, shapes, tables, and images on each one, if you want the default object attributes to be different on different master slides. (If you want to set the same default object attributes for all masters, you need to do this for only one master slide.)
- Create eight sample slides in the slide organizer based on each of your master slides. Design a chart on one slide, then copy and paste it onto each of the slides. Then convert each chart to a different chart type, and set its size and position. Do this step *before* you define default chart styles using the Format menu.

Presentation Keyboard Shortcuts

A

This table lists the keys you can press to control a presentation.

To perform this action	Press these keys (or type)
Navigation	
Advance to next build	Space bar, N, Return, Page Down, Right Arrow, Down Arrow, Shift–Right Arrow*
Advance to next slide	Right bracket (]), Shift–Page Down*, Shift–Down Arrow*
Go to previous build	Left bracket ([), Shift–Page Up*, Shift–Left Arrow*
Go to previous slide	P, Left Arrow, Page Up, Delete, Up Arrow, Shift–Up Arrow*
Go to first slide	Home
Go to last slide	End
Retreat through previously viewed slides	Z
Quit presentation	Escape, Q, ⌘-. (Command-period), . (period)
Slide Switcher	
Go to a particular slide in the slide switcher	[Slide number]
Go to the next slide in the slide switcher	Plus sign (+), equal sign (=)
Go to the previous slide in the slide switcher	Hyphen (-)
Go to the current slide and close the switcher	Return, Enter
Close the slide switcher	Escape
Presenter Display	
Reset timer	R
Scroll notes up	U

*To use these keys without having to press Shift, turn on Caps Lock.

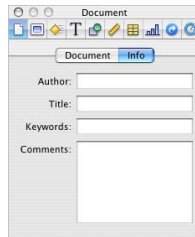
To perform this action	Press these keys (or type)
Scroll notes down	D
Other	
Hide presentation and show last application used	H
Pause presentation	F (to resume, press any key)
Pause presentation and show black screen	B (to resume, press any key)
Show or hide the pointer	C
Show or hide the Presenter Keyboard Shortcuts window	Question mark (?), slash (/), Help
*To use these keys without having to press Shift, turn on Caps Lock.	

For a complete list of keyboard shortcuts, choose Help > Keynote Keyboard Shortcuts.

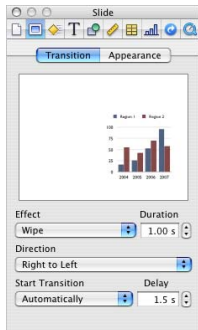
Inspectors at a Glance

B

Document Inspector

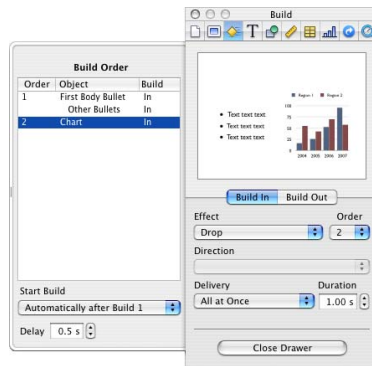
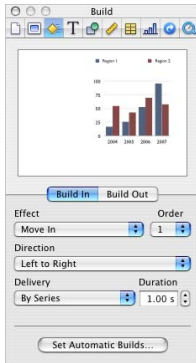


Slide Inspector

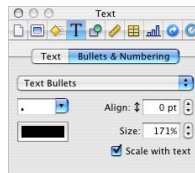
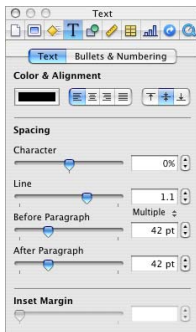


To see the Master Slide Inspector, select a master slide in the slide organizer.

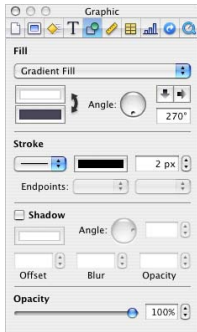
Build Inspector



Text Inspector



Graphic Inspector



Metrics Inspector

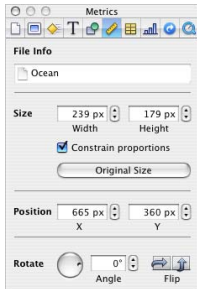


Table Inspector

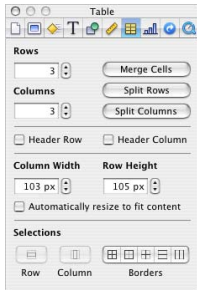
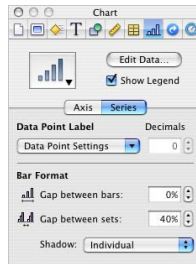
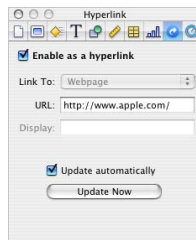
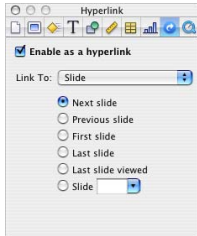


Chart Inspector



Hyperlink Inspector



QuickTime Inspector



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