



Keynote Quick Reference

The slide organizer lets you group slides or hide the ones you don't need.

Themes and master slides make it easy to get started creating a well-designed presentation.

Dynamic alignment guides allow you to align objects perfectly.

Format tables, charts, text, shapes, and more using the eight inspector panes.

Stunning tables and charts help present data more clearly.

Position tags help you place objects precisely on the slide.

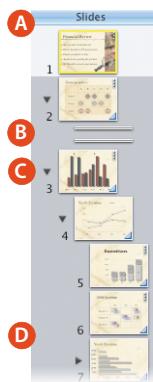
Object builds create a dynamic presentation. You set the order in which you want items to appear on the slide.

Create your masterpiece.

Different views help you organize your presentation.

Navigator View

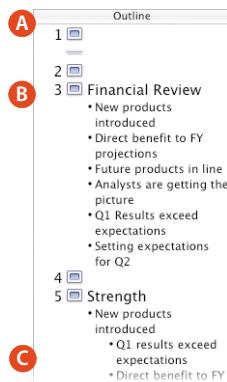
Organize your slideshow at a glance.



- A Drag the handle at the top of the navigator view window to reveal the master slide organizer above.
- B Skipped slides do not appear in your slideshow.
- C Disclosure triangles show or hide indented slides.
- D Drag slides to indent them.

Outline View

View and arrange the bullet points on all your slides.



- A In outline view, you can see an outline of your bulleted text.
- B Drag bullets to the left to promote them to a higher outline level.
- C Drag bullet points to the right to make them sub-bullets.

Customize your visual effects with the inspectors.

Slide Inspector

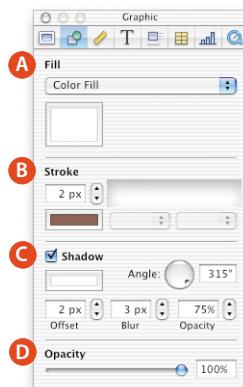
Set the slide background and the transition style.



- A Select a new master slide.
- B Set background color, gradient fill, or image fill.
- C Choose a transition to move into the next slide.

Graphic Inspector

Change fill and line style for objects; set opacity and shadow.



- A Set color, image fill, or gradient fill for an object.
- B Choose a line style and color. Set line end points.
- C Add a shadow for any selected object. Use offset, blur, and opacity to create different shadow effects.
- D Change the opacity of any object. A lower opacity makes the object more transparent.

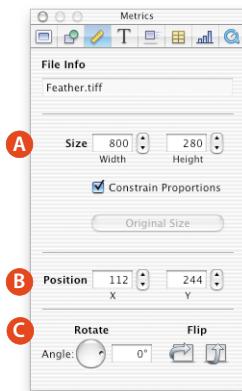
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Metrics Inspector

Place text and graphic elements exactly where you want them.



- A** Resize any object to exact dimensions. Set measurement units to pixels, centimeters, or inches in Keynote Preferences.
- B** Align the top left corner of any object using an X, Y coordinate system. (0,0 is the upper-left corner of the slide.)
- C** Rotate an object to any angle, or flip it horizontally or vertically.

Text Inspector

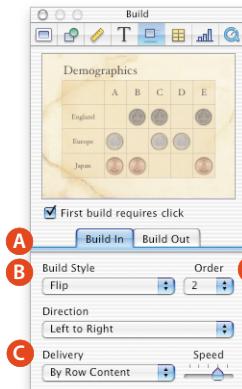
Select settings for bullets, characters, lines, and paragraphs.



- A** Change text color. Set text justification.
- B** Increase or decrease space between letters (kerning).
- C** Increase or decrease space between lines (leading) or bullets.
- D** Choose a bullet style or select your own image to create custom bullets.

Build Inspector

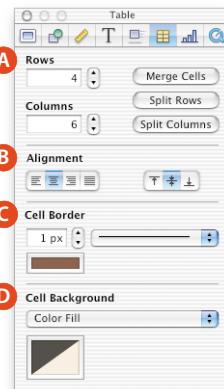
Animate the entry of text and graphic elements onto a slide.



- A** Set styles, direction, and order for elements to move on or off the screen.
- B** Choose an animation style.
- C** Make text, table, and chart data appear all at once, or piece by piece.
- D** Choose the order in which elements appear on the screen.

Table Inspector

Format cell borders, alignment, and backgrounds.



- A** Specify the number of rows and columns. Combine table cells or split them apart for interesting table layouts.
- B** Set vertical or horizontal alignment of text in each cell.
- C** Choose line style and color for cell borders or remove borders.
- D** Add a color fill, gradient fill, or image to cells.

Chart Inspector: Axis

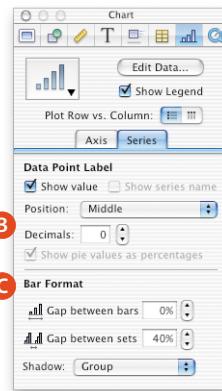
Select a chart type and attributes.



- A Choose from a variety of charts, including bar charts, line charts, area charts, or a pie chart.
- B Add or remove reference markings and labels from the X and Y axis.
- C Define chart grid values and units.
- D Edit chart data in a spreadsheet.

Chart Inspector: Series

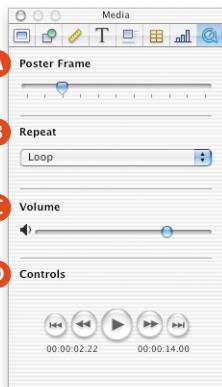
Label data points and format chart elements.



- A Show or hide the chart legend.
- B Format and place data series labels on the chart.
- C Format data point elements.

Media Inspector

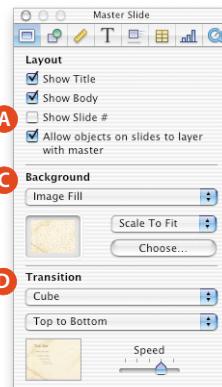
Set playing preferences for movies and sound.



- A Select a frame to display until the movie begins playing.
- B Play media through once or loop during the slideshow.
- C Set the playing volume.
- D Preview your movie while creating the slide.

Master Slide Inspector

Set default styles for master slides.



- A Set up master slide text box layouts.
- B Layer objects on the slide with objects on the background.
- C Choose the master slide background colors or image fill.
- D Set a default transition style to move into the next slide.

Keynote Help

Step-by-step instructions are in Keynote Help.

Open Keynote Help in any of the following ways:

- Press ⌘-? (question mark).
- Choose Help > Keynote Help.
- Press the help key (available on many keyboards).

To see help tags for an item in the toolbar or Inspector window, let the pointer rest over the item.

Playing a slideshow

Play next slide	Space, click, Right Arrow, Down Arrow, Page Down
Play previous slide	Left Arrow, Up Arrow, Page Up
End show	Escape, ⌘-~, Q
Black screen	B
First slide	Home
Last slide	End

Getting around the slide canvas

Cycle through objects on canvas	Tab
Cycle backward through objects on canvas	Shift-Tab
Move object by 1 pixel	Arrow keys
Move object by 10 pixels	Shift-arrow keys
Add (or remove) selected object to previously selected objects	Shift-click, ⌘-click
Add (or remove) selected range to previously selected range	Shift-drag, ⌘-drag
Constrain movement of object	Shift-drag
Duplicate object	Option-drag
Disable alignment guides	⌘-drag
Rotate object	⌘-drag handle
Rotate object 45°	⌘-Shift-drag handle
Constrain aspect ratio when resizing object	Shift-drag handle
Resize object from center	Option-drag handle
Constrain aspect ratio when resizing object from center	Option-Shift-drag handle
Move to next slide	Page Down (scroll page down)
Move to previous slide	Page Up
Move to first slide	Home
Move to last slide	End
Open shortcut menus for selection	Control-click
Copy selected object or text	⌘-C
Paste selected object or text	⌘-V
Cut selected object or text	⌘-X

Editing text

Move one character to the right	Right Arrow	Move to end of current paragraph	Option-Down Arrow
Move one character to the left	Left Arrow	Extend selection to beginning of current paragraph	Shift-Option-Up Arrow
Extend selection one character to the right	Shift-Right Arrow	Extend selection to end of current paragraph	Shift-Option-Down Arrow
Extend selection one character to the left	Shift-Left Arrow	Move to beginning of text	⌘-Up Arrow
Move to end of current word	Option-Right Arrow	Move to end of text	⌘-Down Arrow
Move to beginning of current word	Option-Left Arrow	Extend selection to beginning of text	Shift-⌘-Up Arrow
Extend selection to end of current word	Shift-Option-Right Arrow	Extend selection to end of text	Shift-⌘-Down Arrow
Extend selection to beginning of current word	Shift-Option-Left Arrow	Delete previous character or selection	Delete
Move to end of current line	⌘-Right Arrow	Delete the part of the word to the left of the insertion point	Option-Delete
Move to beginning of current line	⌘-Left Arrow	Scroll to top of canvas	Page Up, Home
Extend selection to end of current line	Shift-⌘-Right Arrow	Scroll to bottom of canvas	Page Down, End
Extend selection to beginning of current line	Shift-⌘-Left Arrow	Stop editing text and select the text box	⌘-Return
Move to the line above	Up Arrow	Select bullet and text, all sub-bullets and text, and move	Drag bullet
Move to the line below	Down Arrow		
Extend selection to the line above	Shift-Up Arrow		
Extend selection to the line below	Shift-Down Arrow		
Move to beginning of current paragraph	Option-Up Arrow		

Using the slide organizer

Create new slide at same level as last selected slide	Return, Enter
Indent slides to the right	Tab
Move indented slides to the left	Shift-Tab
Extend selection to the selected slide	Shift-click
Add the selected range to previously selected slides	Shift-drag
Add (or remove) selected slide to previously selected slides	⌘-click, Shift-click
Add (or remove) selected range to previously selected slides	⌘-drag
Duplicate slide	Option-drag
Select next slide	Down Arrow
Extend selection to next slide	Shift-Down Arrow
Select last slide	⌘-Down Arrow
Extend selection to last slide	Shift-⌘-Down Arrow
Select previous slide	Up Arrow
Extend selection to previous slide	Shift-Up Arrow
Select first slide	⌘-Up Arrow
Extend selection to first slide	Shift-⌘-Up Arrow
Delete selected slides	Delete
Scroll to first slide without changing the selection	Home
Scroll to last slide without changing the selection	End
Scroll down a "page" of slides without changing the selection	Page Down
Scroll up a "page" of slides without changing the selection	Page Up

Editing chart data

Complete a cell entry and move the selection down	Return
Complete a cell entry and move the selection up	Shift-Return
Complete a cell entry and move the selection to the right	Tab
Complete a cell entry and move the selection to the left	Shift-Tab
Delete the character to the left/right of the insertion point, or delete the selection	Delete
Move one character left, right, to the beginning of text (up) or the end of text (down)	Arrow keys (in edit mode)
Complete a cell entry and select the cell	Enter
Move one cell in a given direction	Arrow keys (in cell selection mode)
Move to the beginning of the row	Home
Move to the last non-blank cell to the right in the current row	End
Extend the selection by one cell	Shift-Arrow keys
Extend the selection to the beginning of the row	Shift-Home
Extend the selection to the end of the row	Shift-End

Getting around tables

Select all table cells, borders, or cell content, depending on initial selection	⌘-A	Move row or column border, or border segment, to new position	Click-drag border, or border segment, of selected cell
Copy contents of selected cells or whole table, if table is selected	⌘-C	Select/deselect border segment to select discontinuous border segments	Shift-click, ⌘-click segment of selected border
Cut contents of selected cells or whole table, if table is selected	⌘-X	Add/remove row/column to selected edge of table	Option-drag outside border of table
Paste the selection that was last copied	⌘-V	Move selected table one pixel	Arrow keys
Delete selection, either whole table, border or border segment, or contents of selected cells	Delete	Move selected table ten pixels	Shift-arrow keys
Constrain the movement of the table and snap to guides	Shift-drag table	Select next cell to the right, left, up, or down	Arrow keys (in cell selection mode)
Duplicate table on move	Option-drag table	Extend cell selection by one cell	Shift-Arrow keys (in cell selection mode)
Switch contents of selected cell with contents of destination cell	Drag selected cell to another cell	Select text in next cell	Tab
Copy contents of selected cell into destination cell	Option-drag selected cell to another cell	Select text in previous cell	Shift-Tab
Extend selection from selected cell to destination cell	Shift-click	Insert a Tab at insertion point in the selected cell	Control-Tab (in text edit mode)
Add/remove selected cell to/from selection	⌘-click selected or unselected cell	Stop editing cell and select the table	⌘-Return (in cell selection mode)
Stop editing text and select cell (in text edit mode)	⌘-Return, x-click cell		
Select text first, then multiple cells, depending on extent of drag	Click-drag cell (in text edit mode)		
Select entire row or column border	Click border of selected table		