

# VCS APPLE LEARNING PROGRAM

iPad Support Team  
Instruction Technology Services



**Keynote:** Keynote is the most powerful presentation app ever designed for a mobile device.

## GETTING STARTED

- 🍏 Tap app **ICON** to open.
- 🍏 Tap the **PLUS** to start a new project or edit an older project.
- 🍏 Choose a **TEMPLATE** to begin editing.

## ADDING ELEMENTS

- 🍏 Tap the **PLUS** at the bottom of the slide column to add a new slide.
- 🍏 Tap the **PLUS** at the top right of the screen to add charts, graphs, shapes, or images.
- 🍏 Once object is placed on the screen and has bubbles around it, tap the **PAINT BRUSH**
- 🍏 Tap **STYLE** to add a fill, boarder, shadows, or reflections.
- 🍏 Tap **TEXT** to change font style, color, and placement.  
*(Note: You will find the text placement icon in the SHAPES icon, under the PLUS tab, in the BASICS category.)*
- 🍏 Tap the **ELIPSES** (3 dots) to find more elements to add.

## SAVING

- 🍏 Tap **PRESENTATIONS** when project is complete.
- 🍏 Tap and **HOLD** the title presentation to rename and/or share.
- 🍏 Tap where to **SAVE** presentation.