

Applying Templates to a Draft Keynote

This entire process goes most efficiently when the lecturer has used the Template from end to end to compose their Draft. However, if this isn't the case or the template has been modified since, follow the steps below.

Convert the Draft Keynote to the Template:

1. Make a duplicate of the appropriate template file and rename accordingly:
`PRE_XXXMOOC_ModuleName_YYYY-MM-DD`
2. Open both the new blank Template and the Draft Keynote file.
3. Select all slides from existing template and either **drag** across to the Template keynote, or **Copy and Paste** (recommended). [Note: The reason we always go this direction is that there may be Master slides needed in the template that will not be carried across in the other direction.]
4. Update the Master slides first with correct Footer Info (Title, Lecturer's Name, etc.)
5. If the draft **Title slide** needs reformatting, just adjust the Template slide with correct Text and delete the draft slide.
6. **Change Master** for each Section Header slide to the appropriate number. If the Draft Section Headers are unstyled it is usually easiest to:
 - add a new slide
 - set as appropriate master slide
 - copy across the title (see keyboard shortcut below for **Paste and Match Style**).
 - replace and delete the draft version

Backup Backup Backup

1. As shared file spaces can be erroneous, and there is no version control on Keynote (unless, you are sharing the file through iCloud for others to view or collaborate), it is best to work on your Keynote locally. Then daily make a copy back to the agreed shared space (Dropbox, Google Drive, QUT e-Store, etc.) We have found the following pros/cons between Shared file spaces:
 - Dropbox = the best as it gives additional security of reverting to previous revisions or even deleted files.
 - Google Drive = competent at syncing without errors but lacking in revision/deletion security.
 - QUT e-store = rampant with file corruption issues transferring files back/forth or editing files live (especially files of this size). Best to use this solely as a final resting place for archival purposes.
2. Duplicate each slide before you begin editing. When satisfied with your revision, you can easily delete the original, but that safety net can save you from multiple Undos or returning to the Draft Keynote file to recover something gone haywire.

The Clipboard is your Friend

Layers

If there is one thing Keynote could vastly improve on it is Layer support (a la Photoshop and even Powerpoint). Tabbing between objects is certainly handy [* Use TAB or SHIFT+TAB to navigate back and forth between objects] but sometimes it's difficult to get to a layer that is often in exactly the same positioning as the above layer.

- Moving (or grouping then moving) the top layer aside is one option, however, moving it back to it's exact location get's unnecessarily complicated.
- Copying or Cutting an Object/Group **also copies its precise location**. This is great for:
 - cutting
 - making as many adjustments below as needed
 - then pasting the top layer back with exact placement.

This is usually infallible, but the safety net of making a duplicate slide first has you covered.

Replication

The same Copy and Paste method for an element or group of elements is also key for an element you need to replicate between multiple slides as Copy/Cut also works between between slides (even presentations!).

Performing Graphic Manipulation not possible with Keynote alone

This sounds a little racy, but sometimes we need Photoshop, etc. beyond the tools available in Keynote. One use case is when you need to scale and move a group of mixed elements (images + text) which Keynote will not scale in ratio to each other (the text will remain large). If you need to retool an image (or even convert an object into an image) you can actually:

- * Group and Copy it
- * Create a new Photoshop document
- * Paste and manipulate it further or simply save it back out as an image only.

Caveat: The image clarity can often suffer doing this, so a trick is to use this during the animation only then replace the final variation with a native Keynote group of elements you have manually re-sized.

Comparing Interface/Functionalities with PowerPoint

[To be developed. Suggestions gratefully accepted.]

Manipulating Elements within Groups

- If you want to quickly adjust an **Element** of an existing **Group**, you can double-click directly on it, move or format and it remains in the Group.

Using the Inspector, Color, and Build Order Panels

Format

- To quickly select a replacement Font: click on the drop-down menu and type the first few characters of the font name, hit return.
- Store each Colour used in the Template's scheme in the Favorites palette at the bottom of the Color Picker.

Aside: If you don't have it already, I highly recommend the free advanced Color Picker called [Skala Color](#). Download, install and it shows up at the end of the default color picker in any cocoa app including Keynote. Not Adobe CS as it's still written in the old Carbon code.

Animate

- If you're not sure which animations are attached to which elements, selecting or Tabbing through them will also highlight the associated animations (if the **Build Order** window is visible).
- Copy Animations from one object to another:
 1. Select the **Source Object** (not the animation)
 2. Menu: Format > Copy Animation
 3. Select the **Target Object**
 4. Menu: Format > Paste Animation
 5. Move the new Animation in Build Order up to the original placement if necessary.

Particulars to Peter Corke's Robotics MOOC

- Americanize spellings (except where within quotes that specifically spelled them differently)

For example: color (instead of colour)

Keyboard Shortcuts

For a complete guide to Keyboard Shortcuts you can refer to the [Apple Keynote Help page](#). Below are some of my favourite shortcuts, especially as they apply to the Keynoting process.

Key:

- `⌘` = option/alt
- `⌘` = command
- `⇧` = shift
- `⌘` = control

Shortcut	Command	Notes
<code>⌘+⌘+P</code>	Play Slideshow	
<code>⌘+⌘+E</code>	Edit Masterslides	
<code>⌘+⌘+G</code>	Group selected objects	
<code>⇧+⌘+⌘+G</code>	Ungroup selected objects	
TAB, <code>⇧+TAB</code>	Forward/Backward selection of objects	
<code>⇧+⌘+F</code>	Bring to Front	
<code>⌘+⇧+⌘+F</code>	Bring Forward	
<code>⇧+⌘+B</code>	Send to Back	
<code>⌘+⇧+⌘+B</code>	Send Backward	
<code>⌘+drag handle</code>	rotate an object around it's centre	
<code>⇧+⌘+drag handle</code>	rotate an object at 45° increments around it's centre	
<code>⌘+⌘+drag handle</code>	rotate an object around the opposite selection handle (instead of it's centre)	
<code>⌘+⇧+⌘+drag handle</code>	rotate an object at 45° increments around the opposite selection handle (instead of it's centre)	
<code>⌘+drag</code>	drag objects without guides	this is great for very fine placement
<code>⌘+<, ⌘+></code>	Zoom Out/In	
<code>⇧+⌘+0</code>	Zoom to selection	
<code>⌘+0</code>	Return to Actual size	
<code>⌘+R</code>	Show/Hide Ruler	You can drag alignment guides down and back to the rulers then if needed.
<code>⌘+`</code>	Cycle current Inspector's Tabs	
<code>⇧+⌘+m</code>	Image > Edit Mask	
<code>⌘+⇧+⌘+v</code>	Paste and Match Style	for pasting draft text into correctly styled template to ensure the accuracy of both style and content.