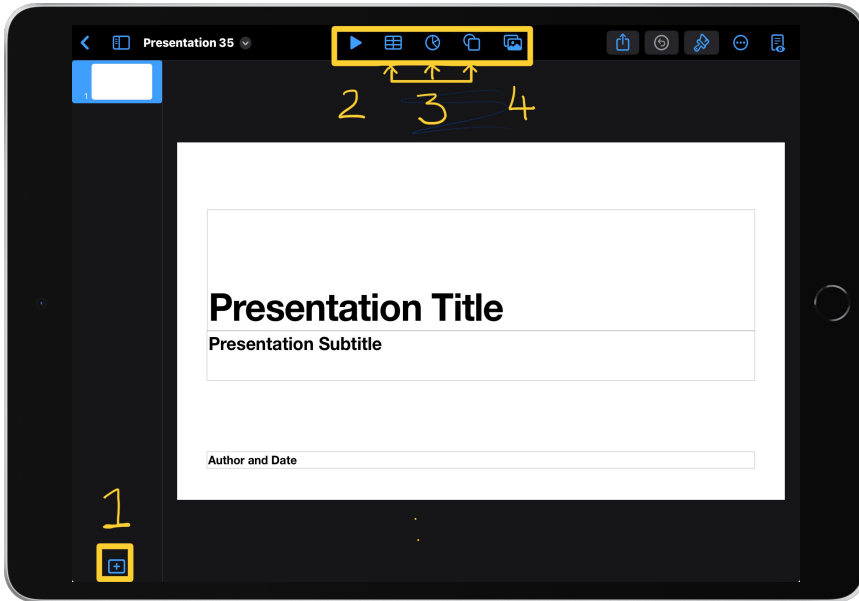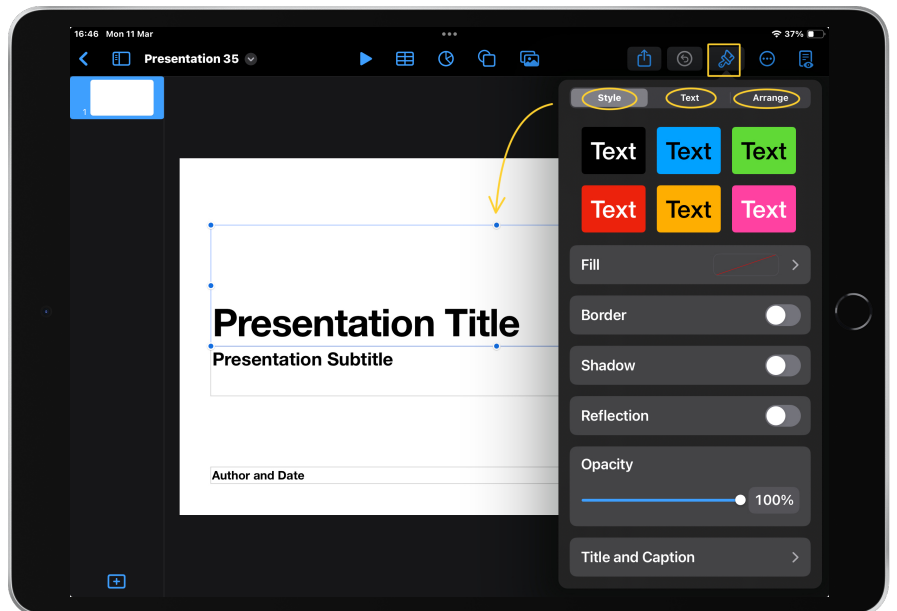# A Quick Guide to: Keynote

Adding items

1. Use the + icon to add new slides to your presentation
2. Play your presentation as a slideshow
3. Add tables, graphs and shapes
4. Add media like photos, video, audio, online videos or image galleries

Formatting text and media on your slides

Tap a text box or any media you have added to your presentation.

Tap the paintbrush to change the style, text formatting and arrangement of the object.

Saving options

Tap the arrow next to the presentation number for saving options.

1. Document setup (sizing, orientation etc)
2. Rename your presentation
3. Choose file location
4. allows you to save as gifs, videos, PDF, template or EPUB

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