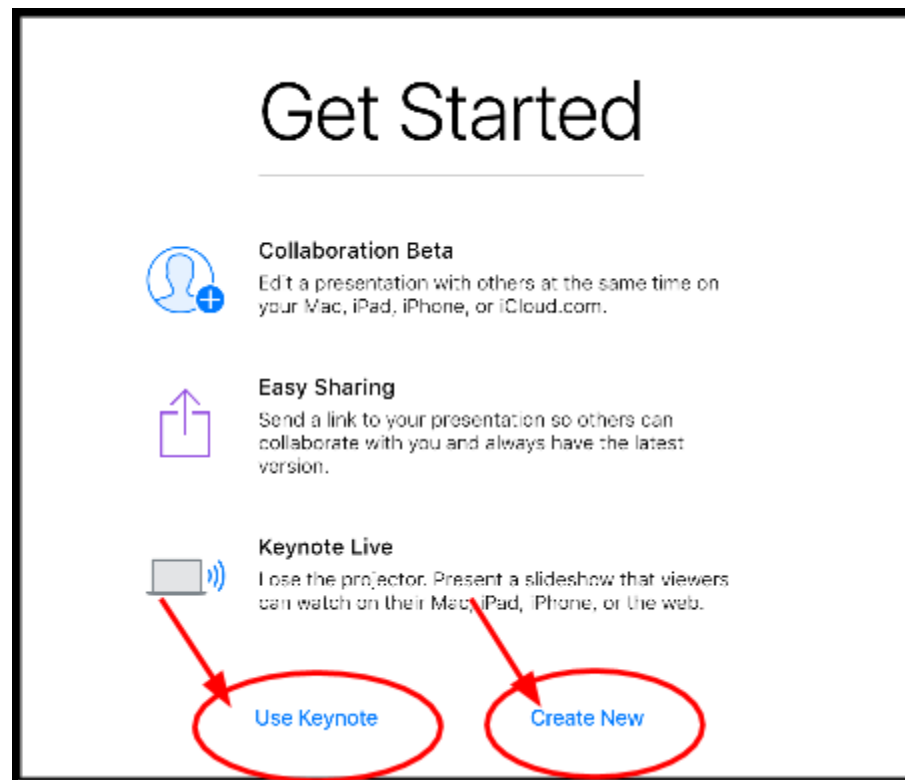


How to make a Collaborative Keynote!

- 1) To the the iWorks url <http://www.apple.com/iwork/>
- 2) Click 'Start using iWork for iCloud'
- 3) Click on the Keynote app



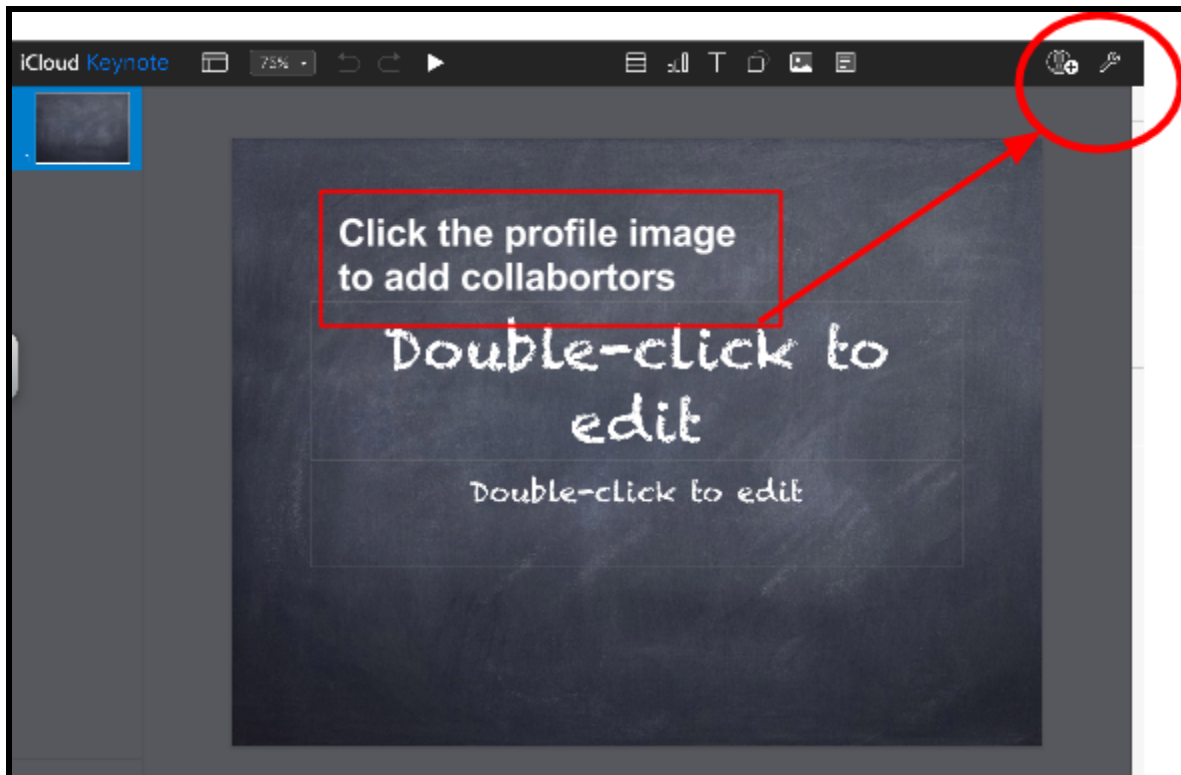
- 4) You will be welcomed & taken to a "Getting Started Screen"
- 5) Click "Create New" or "Use Keynote" and you will be taken to the select theme page



6) A new project will open once you click on a theme.

7) Select the profile picture in the top right to **add collaborator(s). Click Continue.**

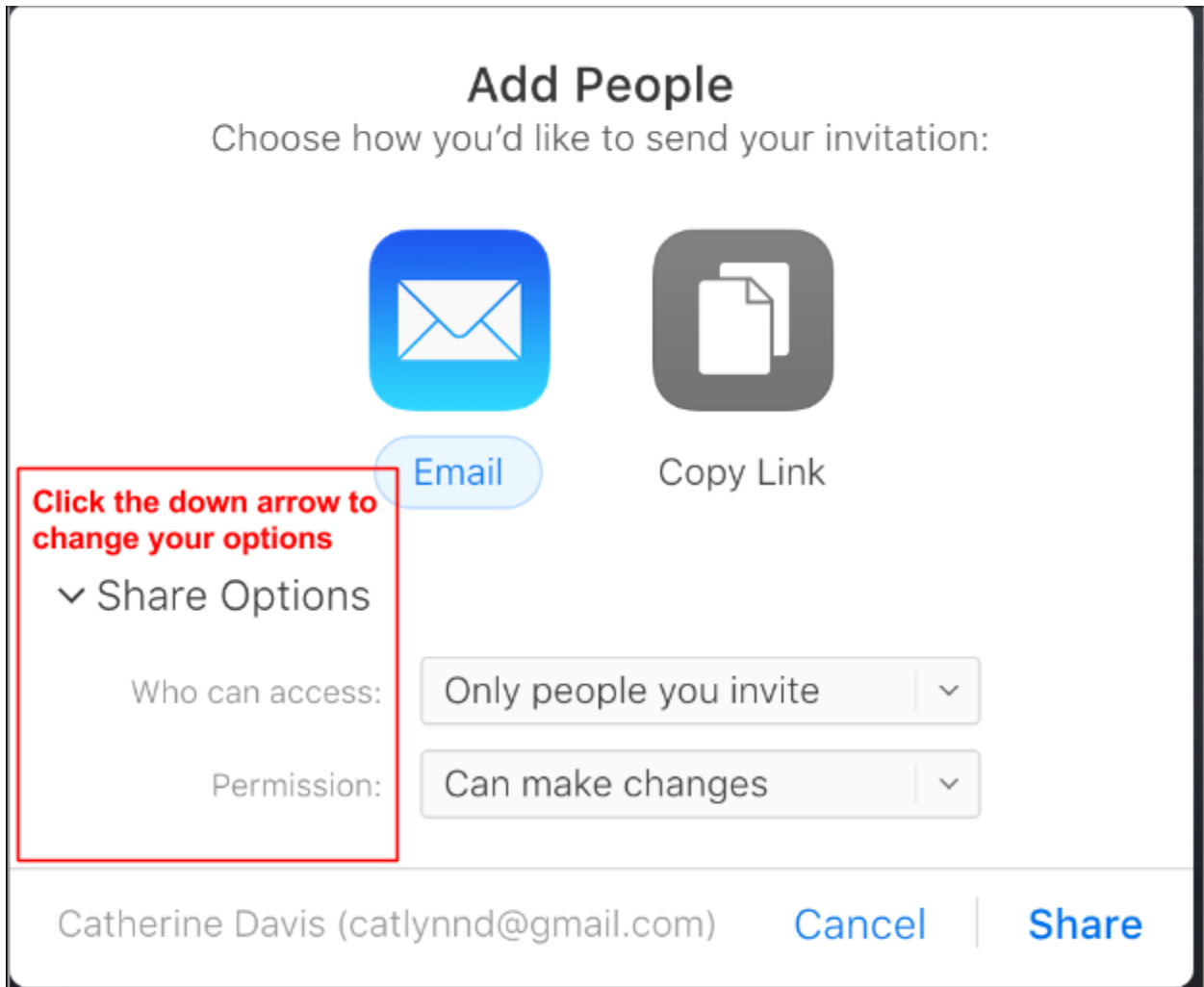
(Click [here](#) or “continue” on the screen to learn more about collaboration.)



8. You will now see the option to send an email or send a link and to change the share settings. Your collaborators will need to set up an Apple ID account to open the document.

As Note on the Apple Help Page:

“When you invite people to collaborate on a document, spreadsheet, or presentation, the app creates an [iCloud.com](https://www.icloud.com) link for you to send to them. If you limit access so that only people you invite can collaborate on your document, they must sign in to iCloud or iCloud.com with their Apple ID.”



9. Send to your collaborators and start your project. If working with multiple people and many slides, I would suggest assigning the slides to the the collaborators by placing their name on the slide.