

Keynote Presentation Instructions

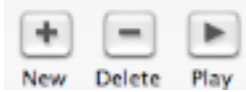


Launch Keynote

Select a Theme

Select this for Slide Size

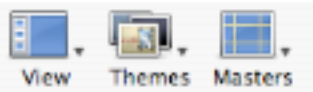
Slide Size: 1024 x 768



Use to Add /Delete a slide or Play slideshow


Go to View [very top of screen] >> Zoom >> Fit to Window

To exit a slideshow press the Escape button on your keyboard

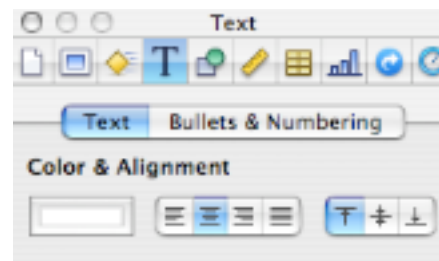


When you add a slide, Select **Master** to choose the type of slide you want.

Font

Use the Inspector button  to do most of your work in Keynote

To change color, alignment bullets etc, use this section of the inspector:



To change the actual Font and size

- use this:



Images

Drag images to the slide - you can also copy/paste.

Resize if necessary by dragging the corners of the image.

[Drag the corner towards the center of the image to resize it.]

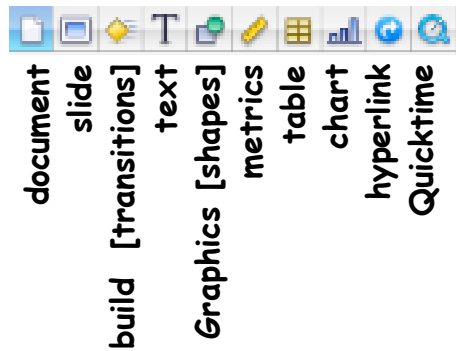
Be Careful - Making an image larger will sometimes distort it.

Background Color

If you select a blank slide, you can change the background color of the slide.

Use the slide button in the Inspector window. Select Appearance.

What do the buttons at the top of the Inspector palette mean?




[The most often used buttons are the first 5.]

Document = settings for the presentation [looping , music etc]

Slide = Background Color / transition to next slide

Build = how the text and graphics will "build" [transition] into the slide

Text = Color / Allignment / Bullets (if a bullet master was chosen - you can't
bullet an inserted textbox) To change the Font or Size - use 

Graphics = Fill (can use to fill text areas and shapes) / Lines / Shadows

Transitions

Transition between slides using the slide button in the Inspector window [to do the same transition for the entire slideshow, wait till all your slides are done. Then select one slide in the left column go to Edit and Select All. Use the Inspector to set your transition.

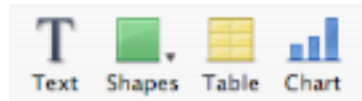
Transition (**Build**) your text and graphics on each slide.

Select your textbox or graphic and use the Build button.

Build in is more important than build out

Pay special attention to the order of your effects and the Delivery

Using a Blank Master



You may want to use a blank master which offers more flexibility on a slide. You can use the icons above to INSERT text / shapes/ etc.

This allows you to place textboxes and graphics where you want them. Bullets won't appear. You would need to create them yourself.

(ie: hold down option and the number 8 button on your keyboard)

Try using color to fill textboxes. Try using the Graphics button on the Inspector Panel to make lines different colors and thickness. Gradient fill and shadowing are other nice visual options

TIP

If you "loose" your Title or Body textboxes

Inspector Panel >> Slide >> Appearance

Check the Title and Body selections

