Ten Tip Guide for Keynote
1. Get to Know Keynote

   • Keynote ’09 is a presentation program similar to PowerPoint. Keynote makes it easy to arrange text, add images and charts, enhance with objects/shapes plus add music and movies. Keynote offers 44 Apple-designed themes or allows you to create your own. Get ready to be creative and have fun at the same time.

2. Choosing a Theme

   • Before you choose your theme, browse through Theme Chooser and pick one that best fits the topic of your presentation. Each theme includes its own colors, font and bullet styles, and background. You can change the pre-formatted styles such as font and bullets and unlock some set theme graphics.

   • Theme Chooser view also allows you to pick the slide size. The best choices are 800 x 600 or 1024 x 768

3. Get to know the Keynote screen and toolbar

   • Once your theme is selected, the Keynote working screen and toolbar appears. The more familiar you are with these tools the easier Keynote is to use.

   ![Keynote Screen and Toolbar Diagram]

   • You can also add a formatting toolbar to your screen by clicking on View in the top Menu Bar > Show Format Bar
• The toolbar gives you control of some Keynote functions plus some formatting tools.

4. Creating/deleting/duplicating a new slide

• When you pick your theme, the first slide that appears is the Title and Subtitle slide. If you have your View set to Navigator a small thumbnail slide appears in the gray view area on the left of your screen.

• You can add an additional slide by:
  
  ▶ Clicking the +/New button on the toolbar. A new slide appears in the Navigator area. Click on the slide in the Navigator area, a yellow outline appears and the slide opens in the Slide Work Area.
  
  ▶ A second way to add a new slide is to Right Click (RC) on a slide in the View area and choose from the RC drop down.
    
    - Notice the choices. Duplicate can a useful choice.
    
    - If you want to add a new slide or duplicate a slide you can click on any slide and a new or duplicate will appear right below.
    
    ▶ You can delete from here. Paste copied text into the slide.
5. Working with Master Slides

- Each theme includes several master slides. A master slide is a pre-set layout for individual slides. You choose which master slide layout best fits your individual slide content.
- Go to the Masters button on the toolbar and review your choices.
- To change a slides Master - click on a thumbnail slide in the Navigator view and go to Master s button on the toolbar and choose the new master.
- You can choose a new Master layout at any time.

6. Know the Inspector

- The Inspector Window contains inspectors with advanced controls to make additional formatting changes beyond what you find with the formatting toolbar discussed on page 1.
- To open the Inspector Window click on the upper right toolbar

Each of the ten Inspectors serves a specific function. In order from left to right they are:

- **Document** - set your slideshow properties and Spotlight
- **Slide** - Create transitions between slides and control a slides appearance
- **Build** - Animate the text and other slide elements
- **Text** - Format the layout of text and bullets on slides
- **Graphic** - Control the properties and appearance of objects
- **Metrics** - Size and position objects
- **Table** - Create and format tables to hold data
- **Chart** - Control the properties of charts and graphs
- **Hyperlink** - Add web links, links to slides, and webpages
- **Quicktime** - Control properties of Quicktime files in your document
7. Text Box and Formatting Text

- Text on a slide is located in a text box. When clicked on a text box becomes active and handles appear around the edges. When active, the textbook can be enlarged/made smaller, outlined as an object, filled and the text can be changed.

- You can add additional text boxes to your slide by clicking Text Box in the middle section of the toolbar.

- Type in a slide you have created, open Inspector and click on Text Inspector
- The Text Inspector show three tabs:
  - Text: controls text color and alignment plus spacing letters and lines
  - Columns: creates columns within the textbook for a newspaper look
  - Bullets: controls indent level, types of bullets and numbering plus indents
- Remember: Some of these functions are available on the format bar.

- Changing Fonts:
  - The A/Fonts button at the far right of the Tool Bar opens Font window.
  - You now can control font style, color and size.

8. Working with Objects/Shapes
• Objects /Shapes can add color and dimension to your presentation. You can also add text inside an object or on a wide arrow.

• To add - click Shapes on the tool bar and choose one.

• It can be resized by using the handles that appear when click on.

• Add text by double clicking the shape and typing

• The Graphic Inspector allows you to format the objects with fill, stroke is outline around object, shadows and opacity.

9. Adding Audio, Photos, Movies

• To add Media click on the Media Icon on tool bar right side

• There are three options: Audio, Photos and Movies

• Follow directions for each tab.

• Planning ahead: Have your Photos in iPhoto and Music in iTunes if you are working in the Mac Lab.

10. Saving: Take your time and be careful
• **Remember:** Saving to your U-Drive takes a few specific steps so review the saving steps and take your time. **Save as a Keynote first then ……**

• **Think about:** Should I make a copy of my Keynote as a PowerPoint Presentation? I can work on the PowerPoint on a PC. **You can’t open a Keynote file on a PC. Save again as a PP.**

• **Flash drive:** If you plan on working on your project at home where you do not have access to the U-Drive. You can also save your files to a Flash Drive.

• After you click Save As - Your Flash Drive shows up under Devices on the left. Click on the Flash Drive to open it then save.

**Designing Great Slides**

★ **Keep it Simple** with clear simple slides

★ **Be Consistent** with fonts, colors, sizes and styles. Stay with one theme

★ **Keep Uncluttered** with strategically placed objects and some “open space”

★ **Simple Bullet points** that are short and concise. Stay away from paragraph type text **because………..**

★ **Your Keynote is just a snapshot of your presentation. You enhance the presentation by adding additional dialogue during the presentation.**

**Reference:** iWork ’09 APple Training Series, Richard Harrington, Peachpit Press, CA., 2009