Explore the software you already have!

By Pam Gragg

Apple Keynote is an application distributed with Apple Mac and iPad

It is Apple's equivalent of Microsoft's Power Point

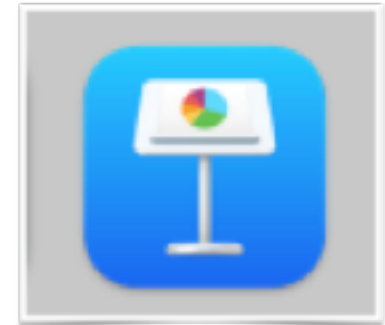This presentation shows what can be done in Keynote
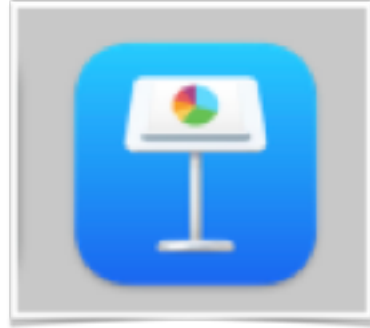
But the same can also be done in Power Point!

Keynote is not just for those monthly business status reports!
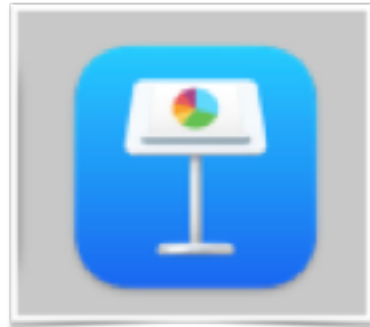
Can you say BORING!

Keynote can use Text, Images, Videos, and Audio to tell a story
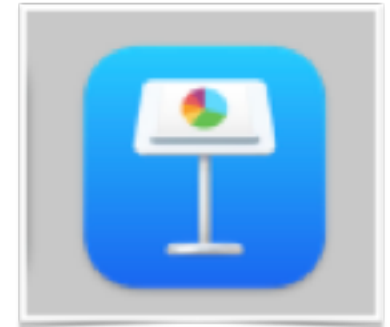
It is a wonderful way to tell a story, such as a Family Vacation or Family History

Presentations can be saved as movies and shown on different devices, on YouTube or Apple TV

Presentations can be saved as PDF files and printed in a photo book

This
presentation
was created
using
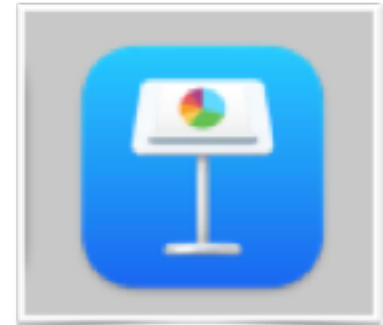Keynote
(Mac)

It could
have been
created
with Power
Point

The take away here is:

Use the software you
already have!

Here is how
you can
create a
presentation
with a Mac

Click on the Keynote icon to open the app

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Starting a New Presentation

Choose a Theme

This presentation uses the Portfolio/ Chalkboard theme

My Presentation

Chalkboard

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Keynote Screen

All Slides

Editing Options

Key Commands

Slide being edited

Double-click to edit

• Double-click to edit

15

Select Slide Template

There are a number of slides that are pre-formatted for text and photos

Click on the Add Slide button

We will select the TITLE Slide first

Add a Slide

16

The text in the slide tells you what to do!

Double-click to edit

Double-click to edit

Double-click to edit Title and Subtitle

Christmas at Grandma's House

December 25, 1965

Add another Slide

Click on ADD A SLIDE

Select the slide with TITLE, BULLETS & PHOTO

This slide has Title, Bullets and Photo

Title: Double-click to edit

Bullets

Photo

• Double-click to edit

The kids on Christmas Morning

- Double Click and Key the Title of the slide
- Then Double click in this section and Key the bullet points
- Click the camera in the image and select a photo file from your hard drive

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Add Another Slide

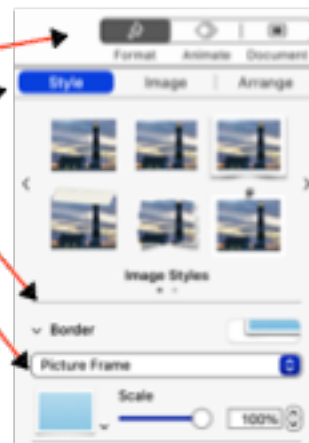Add additional slides, selecting from the template options of Title, text, images

Or

Create your own from a blank slide

Add a Slide

Title	Photo - Horizontal	Title - Center
Photo - Vertical	Title - Top	Title & Bullets
Title, Bullets & Photo	Bullets	Photo - 3 Up
Quote	Photo	Blank

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Add a Frame to a Photo

- Select Photo
- Format
- Style
- Border
- Picture Frame

Format   Animate   Document

Style   Image   Arrange

Image Styles

Border

Picture Frame

Scale   100%

23

Resize a Photo

Photos can be resized using standard click and drag actions

- Click the photo
- Click and hold one of the white anchor squares
- Move in or out to the desired size

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Move a Photo

Keynote elements can be moved from one location to another

- Use standard Click and Drag action
- Click on the photo
- Drag to a new location

Move a Photo

Keynote elements can be moved from one location to another

- Use standard Click and Drag action
- Click on the photo
- Drag to a new location

Text Editing

- Click the Text Box
- Click on Format
- Click on Text
- Options
  - Font, Size, Color
  - Spacing
  - Bullets

Copy/Paste

Keynote elements can be copied and pasted from one slide to another using standard Copy/Paste commands

- Click on Text, Text Box, or Image
- Right Click
- Copy
- Select Destination
- Right Click
- Paste

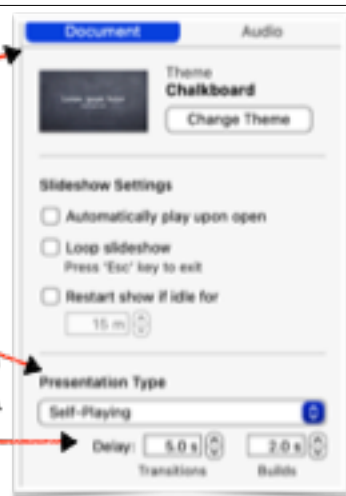## Slide 1: Set Play Options

Set Play Options

Document
   Presentation Type
    Self Playing

Delay Settings
   TRANSITIONS is the time between slides
   BUILDS is the time between elements on
   a slide

(Screenshot panel:)
Document | Audio
Theme
Chalkboard
Change Theme
Slideshow Settings
☐ Automatically play upon open
☐ Loop slideshow
  Press 'Esc' key to exit
☐ Restart show if idle for
  15 m
Presentation Type
Self-Playing
Delay: 5.0 s | 2.0 s
Transitions | Builds

Slide 2

To see the slide show in action:
- Click on the starting slide
- Then Click the PLAY button at the top of the screen
- Press ESCAPE to stop the slide show

▶
Play

Slide 3: Add Animation

Add Animation

Animation can be added to display text and photos

Some examples are shown on the following screens

Slide 4: Add Animation

Add Animation

- Click on the Text Box or Image to be animated
- Click on the Animate Button
- Click on Build In
- Click on Add an Effect
- Select Animation

(Screenshot panel:)
Build In | Build Out
No Build In Effect
Add an Effect
✓ None
Appear
Fade and Scale
Appear
Dissolve
Drift
Drift and Scale
Drop
Fade and Move
Fade and Scale
Flip
Move In
Wipe
Blinds
Cube
Flip
Pivot
Pop
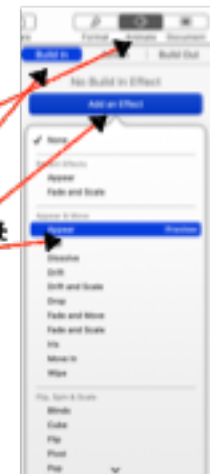
Animation

This is
FADE and
MOVE

Animation

This is
APPEAR

I use this
one a lot

Animation

This is
IRIS

Animation

This is
PIVOT

Animation

This is
FLIP

Animation

This is
CONFETTI

Animation

This is the KEYBOARD animation

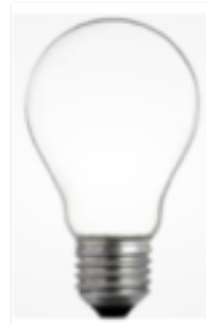It is one of my favorites

You can simulate typing a letter

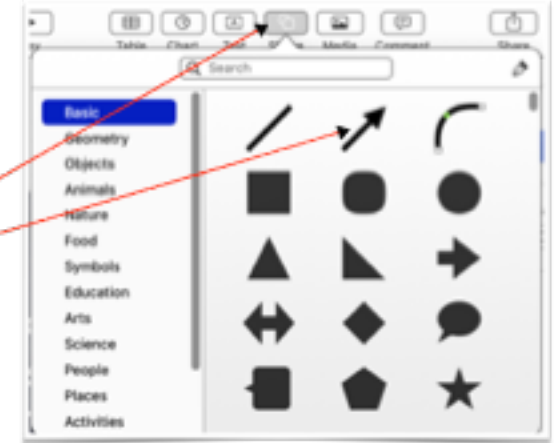## Animation

This is
KEYBOARD,
using the
Backward
option

Slide 41
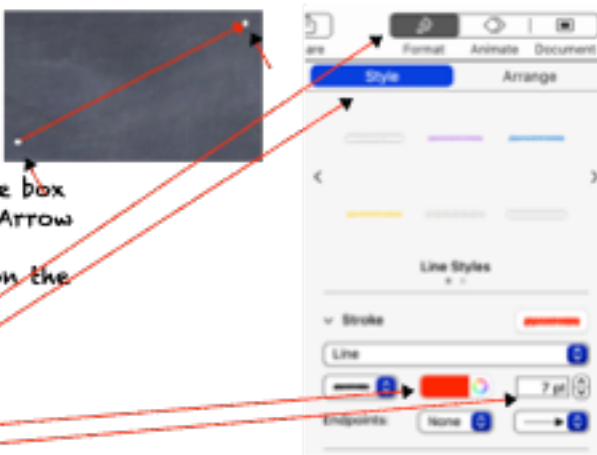
Check out the
many options
to explore with
Animation

Slide 42

To add
Arrows:

•Click on SHAPE
•Select Arrow

Search

Basic
Geometry
Objects
Animals
Nature
Food
Symbols
Education
Arts
Science
People
Places
Activities

Slide 43

Format
Arrows:

•Click on Arrow
•Click on the white box
at the end of the Arrow
•Move each end to
desired position on the
screen
•Change the color
  •Format
  •Style
  •Color – Red
  •Line Thickness

Format   Animate   Document

Style   Arrange

Line Styles

Stroke

Line

Endpoints   None

Slide 44

Click on the Build Order
Button to change the
order the text and images
are displayed

There are many options in
the Build Order box

Build Order

Format   Animate   Document

Transitions

No Transition Effect

Start Transition   Delay

Build Order

Slide 1 (45)

The Build Order box lists all elements defined with an Animate option

Move them around to display in the order you want

Build Order

Slide 2 (46)

Save Presentation

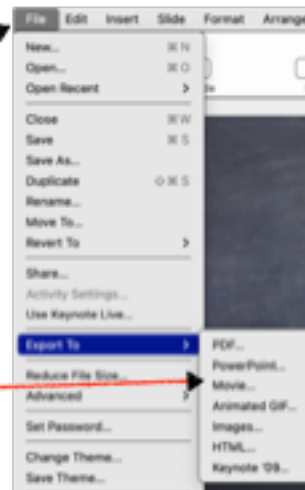File

Save or Save As

Slide 3 (47)

Export Finished Presentation

File

Export to

PDF - to print in Book

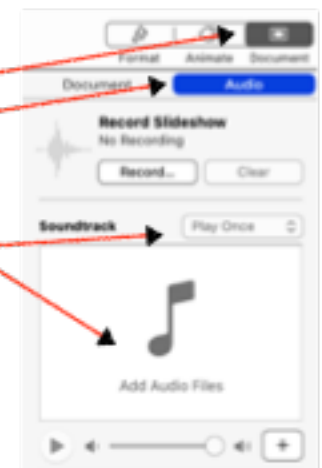Movie - to show on iPad or YouTube

Slide 4 (48)

Add Music

Document

Audio

Add 1 or more Audio Files

Loop or Play Once

Note: Any audio files published on the internet should be copyright and royalty-free

Support

Select HELP from Menu bar at top of screen
Or
Search 'Apple Support Keynote ___' from Safari
Or
Search iPad Support Keynote

There is a nice "Intro to Keynote" available

Each one of the options shown in
this presentation has more possible
options

Explore and Experiment

The End