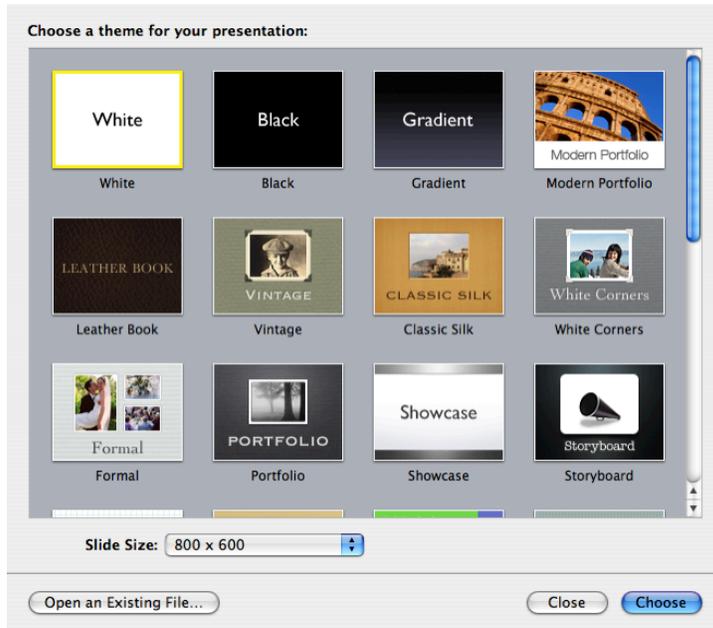




Getting Started with Keynote

Creating a New Presentation

When you open Keynote (or select File > New), it opens up the Theme Chooser, which lets you select a theme (or template) and slide size for your new presentation.



To create a new presentation using the Theme Chooser:

1. Select a theme by clicking on its thumbnail in the Chooser window.
2. Choose a slide size using the pull-down menu. Keynote 3 supports five different sizes, ranging from 800 X 600 to 1920 X 1080.
3. Click on the Choose button.
4. Save your presentation by selecting File > Save As, entering a file name, and clicking on Save.

You can change the theme for an entire presentation or for selected slides after you have created it:

- To change the theme for an entire presentation, select File > Choose Theme and choose a different theme using the Theme Chooser
- To change the theme for individual slides, select the slides you want to modify and choose a theme using the Themes button in the toolbar at the top of the Keynote window.



Adding Slides



To add a slide to your presentation, click on the New (+) button in the tool-bar or select Slide > New Slide .

Adding Text



Most slide layouts will include body text with bullets. To change the text double click on the text to change it.

Adding Images



There are several ways to add images to a Keynote presentation:•
Drag and drop an image from a Finder window.

- Choose Insert > Choose to navigate to the location where the picture is stored on your hard drive.
- Click on the Media button in the toolbar, select iPhoto from the pull down menu, and choose an image from your iPhoto library or from one of your iPhoto albums.

Once you have added the image, you can drag it to a different location or use the handles that appear around it to resize it (hold down the Shift key before you resize an image to constrain its proportions).

Playing Your Presentation



To play your presentation:

1. Click the Play button or Choose View > Play.
This plays the slide-show starting with the selected slide. To play the slideshow from the beginning no matter which slide is selected, Option- click on Play.
2. To advance to the next slide, press the space bar, the letter N, or the right arrow key on your keyboard.
3. To go to the previous slide, press P or the left arrow key.
4. To quit the slideshow, press Escape or Q.