

## Keynote 6.2.2 Intermediate

### To start Keynote:

- Go to Macintosh HD > Applications > Keynote.

### Grouping Objects

- Select multiple objects, right-click and choose Group
- To ungroup objects right-click and choose Ungroup

### Arranging Objects

- To send objects behind other objects, right-click and choose Back
- To bring objects in front of other objects, right-click and choose Front

### Comments

- Comments are sticky notes you leave for yourself with notes on things you need to change.
- To add a comment, click Comment.
- To remove a comment, hit the Delete button.

### Record Slideshow

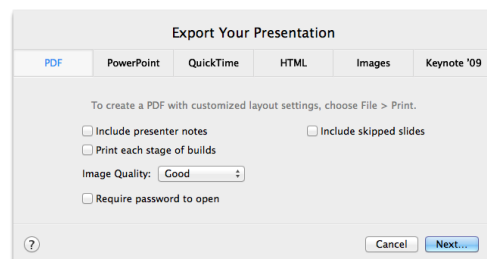
- Record slideshow allows you to record timings and voiceover for the slideshow.
- Go to Play > Record Slideshow.
- The slideshow will begin playing. Click through the slideshow while recording your voice.
- To end the recording, hit the esc button.
- To play back the slideshow, click Play.
- To delete the recorded times, go to Play > Clear Recording...

### Import PowerPoint Presentations

- Go to File > Open (Command + O).
- Select a PowerPoint presentation and click Open.
- The presentation will open up. If any errors occur, a report will be generated.
- Go to File > Save (Command + S). It will save it as a Keynote presentation.

### Export to other formats

- It is possible to export Keynote presentations as other formats.
- Go to File > Export to.
- **Quicktime** – Export as a Quicktime video that can be viewed on Mac or PC.
  - o Manual Advance – Allows you to click to advance the slideshow.
  - o Fixed Timing – Automatically advances through the slideshow.
- **PowerPoint** – Exports the Keynote as a PowerPoint presentation that can be viewed on Mac or PC.



- **WARNING:** All of the cool effects will be stripped out and replaced with standard PowerPoint effects.
- **PDF** – Export as a pdf that can be viewed on Mac or PC.
- **Images** – Export slides as images that can be viewed on Mac or PC.
- **HTML** – Export as a webpage file that can be viewed on Mac or PC.

## **8 Rules for Creating a Good Keynote**

- 1. Know your audience**
  - a. Adults prefer content over flare (70% content / 30% flare)
  - b. Students prefer flare over content (70% flare / 30% content)
- 2. Use an appropriate theme** - The theme of the slide show should complement the topic, not contradict it.
- 3. Text should be easy to read** - The background and the text color should be easy for the audience to read.
- 4. Every slide should have a title** - The title should give the audience an idea about what the slide is about.
- 5. Do not list more than four to six points on a single slide.**
  - a. If more than four to six points are needed, use additional slides.
  - b. Do not use entire paragraphs, use short distinct sentences.
- 6. Pictures should support the topic** - Pictures should not distract the audience.
- 7. Use only one to three effects throughout the slideshow.**
  - a. Too many effects can cause the message to get lost.
  - b. If you choose to use more than three effects, do so in logical groups.
- 8. Don't use sound unless it is needed** - Sounds have a way of becoming more annoying than helpful in a presentation.

<b>Shortcuts</b>		
<b><u>Task</u></b>	<b><u>Key Combo</u></b>	<b><u>Action</u></b>
All	Command + A	Selects everything in the document.
Bold	Command + B	Toggles on <b>Bold</b> text.
Cut	Command + X	Cuts the selected text or object out.
Copy	Command + C	Copies the selected text or object.
Duplicate	Command + D	Copies and pastes the selected text or object.
Find	Command + F	Opens the find windows.
Italic	Command + I	Toggles on <i>Italic</i> text.
New	Command + N	Opens a new document.
Open	Command + O	Opens the Open window.
Paste	Command + V	Paste the copied text or object.
Paste & Match	Command+Shift+Alt+V	Paste the copied item and matches the style.
Print	Command + P	Prints the document using current settings.
Redo	Command + Shift + Z	Redoes the last action.
Save	Command + S	Saves the open document.
Underline	Command + U	Toggles on <u>Underline</u> text.
Undo	Command + Z	Undoes the last action taken.

### Screen Shots

<b><u>Key Combo</u></b>	<b><u>Result</u></b>
Command+Shift+3	Capture entire screen & save as a file
Command+Control+Shift+3	Capture entire screen & copy to the clipboard
Command+Shift+4	Capture dragged area & save as a file
Command+Control+Shift+4	Capture dragged area & copy to the clipboard
Command+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu bar & save as a file
Command+Control+Shift+4 then Space bar	Capture a window, menu, desktop icon, or the menu