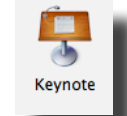


# Thirty Second Guide to Keynote




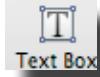
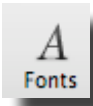

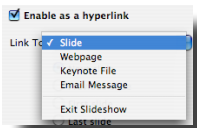




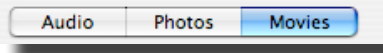







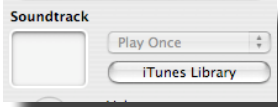


## Menus:

Keynote makes use of on-screen menus to aid in formatting. To open a menu, click on the icon and see the menu appear on the screen.



<p><b>Inspector menu</b> opens several general formatting menus.</p>	<p><b>Media menu</b> allows insertion of audio, photos, movies.</p>	<p><b>Colors menu</b> allows changing of colors of fonts, etc....</p>	<p><b>Fonts menu</b> lets you format and change text.</p>
--	---	---	---

If You Want to:	Do this:
Start Keynote	<ul style="list-style-type: none"> <li>• Double click on the Keynote Icon in the iWorks folder in the Applications window.</li> <li>• Choose a theme from the options given.</li> </ul> 
Add New Slide	<ul style="list-style-type: none"> <li>• Click the + icon in the top menu bar.</li> </ul> 
Play the Slide Show	<ul style="list-style-type: none"> <li>• Click the Play icon in the top menu bar.</li> </ul> 
Add Text	<ul style="list-style-type: none"> <li>• Double click where indicated</li> <li><b>OR</b></li> <li>• Click on the Text Box icon</li> <li>• Format text by opening the Font menu icon.</li> </ul>  
Add a HyperLink	<ul style="list-style-type: none"> <li>• Open the INSPECTOR MENU</li> <li>• Click the HYPERLINKINSPECTOR icon.</li> <li>• Choose the type of hyperlink you desire.</li> </ul>  
Format Photos	<ul style="list-style-type: none"> <li>• Add a shadow by opening the INSPECTOR MENU and clicking the GRAPHICS INSPECTOR.</li> <li>• Add a “Build” (transition) by clicking on the BUILD INSPECTOR and flip, spin, or dissolve your pix.</li> </ul>   
Add Audio, Photos, and Movies to a Single Slide.	<ul style="list-style-type: none"> <li>• Open the Media menu icon.</li> <li>• Choose the appropriate option.</li> <li>• Drag the media from the Media menu to the slide.</li> <li>• You can also drag photos or movies from your desktop.</li> </ul>  

<p>Format Audio or Movies</p>	<ul style="list-style-type: none"> <li>• Click once on the audio icon to highlight it. </li> <li>• Open the INSPECTOR MENU. </li> <li>• Choose QuickTime and format to your heart's content. </li> </ul>
<p>Play Audio As Background as Slide Show Plays</p>	<ul style="list-style-type: none"> <li>• Open the INSPECTOR MENU </li> <li>• Click the DOCUMENT INSPECTOR icon. </li> <li>• Choose AUDIO and click ITUNES LIBRARY.</li> <li>• Drag the music file into the SOUNDTRACK window and choose how often you want it to play. </li> </ul>
<p>Add Narration to a Whole Slide Show</p>	<ul style="list-style-type: none"> <li>• Start on the first slide.</li> <li>• Open the INSPECTOR MENU </li> <li>• Click the DOCUMENT INSPECTOR icon. </li> <li>• Choose AUDIO and click RECORD under SLIDESHOW RECORDING. (You will see a red dot in the top left corner of the screen).</li> <li>• Speak into the build-in microphone.</li> <li>• Click the mouse or use the right arrow key to advance to the next slide.</li> <li>• The slideshow will end at the end of the recording.</li> <li>• When you PLAY the slideshow, it will advance automatically using the same timings used in the narration.</li> </ul>
<p>Use Advanced Narration Techniques</p>	<ul style="list-style-type: none"> <li>• <i>Note: When you play your slideshow, it will automatically start on the first slide on which there is a recording.</i></li> <li>• If you want to start your narration on a slide other than the first, start the recording on the first slide but do not say anything into the microphone. Advance after you are satisfied that the slide has been on long enough.</li> <li>• Make sure that you keep recording until the end of the last slide before hitting ESC.</li> <li>• If you want to pause the slide show on a blank screen while the narration continues hit the B key (black screen) or W key (white screen).</li> <li>• To add a musical soundtrack, add the soundtrack before recording the narration. Use headphones to avoid play-through.</li> </ul>

Save  
Keynote as  
In Other  
Formats

- Under FILE, drag to Export. Choose the desired format.

