KeyNoTE '08

WORKFLOW

Start Here!

View Themes Masters

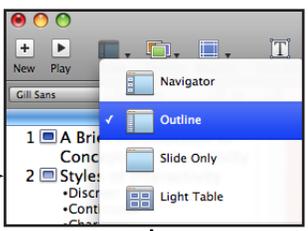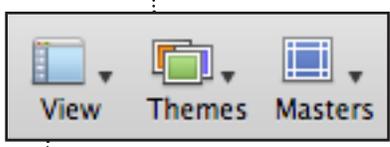## Apply a Theme?
Keynote provides a number of high-quality themes to format your presentations.

If you prefer the basics, choose one with a white or black background.

Choose a theme for your presentation:
White Black Gradient HEADLINES
White Black Gradient Headlines
Harmony Stock Book Craft Blueprint
Harmony Stock Book Craft Blueprint
VELLUM CHARCOAL SEDONA Industrial
Vellum Charcoal Sedona Industrial
Slide Size: 1024 x 768
Don't show this dialog again   Open an Existing File...   Close   Choose

New Play Gill Sans
Navigator
✓ Outline
Slide Only
Light Table
1 A Bri... Conc...
2 Styles
• Discr
• Conti
• Char

Next, Outline!!!
Outline your presentation before you do anything else!

It's the fastest way to create new slides and will keep your organzied, too! Use TAB and Shift-TAB to promote and demote, which makes the difference between slides and bullet points.

Additional Ways to Customize Presentations:

Title & Subtitle
Title & Bullets
Title & Bullets Alt
Title & Bullets – 2 Column
Bullets
Blank
Title – Top
Title – Top Alt
Title – Center
Photo – Horizontal
Title, Bullets & Photo
Title & Bullets – Left
Title & Bullets – Right

Switch Masters
Try a different layout to get the right combination of images and text for your slides.

Media

Add Pictures & Media
Keynote's media browser can access media you've made in garageband or iMovie, or images from iPhoto You can always **drag and drop** photos and other media onto a slide.

Document
Document Audio Spotlight
Soundtrack
Play Once
iTunes Library
Volume
Slideshow Recording
Recorded: 4/6/09 at 3:45 PM
Record...   Clear...
Volume

Record Narration
If you have a microphone plugged in, you can record narration for your slideshow in a single pass.

Play

To PRESENT Your Slides:
Use Arrow Keys or a Mouse click to advance the slides. Press ESC when you're finished presenting to return to the Normal View.

Share It!

SEND TO..
Keynote is an integrated with the iLife suite, so you can pass your presentation through to any of these applications!

iDVD...
iPhoto...
iTunes...
iWeb...
GarageBand...
YouTube...

EXPORT
This is one way Keynote really shines! There are lots of choices to pick from...

QuickTime PowerPoint PDF Images Flash HTML iPod