

# KEYNOTE TIPS

TIP	DIRECTIONS	HOTKEYS	
Create a storyboard to help focus your presentation	Use the Storyboard format in the Pages software (iWork Suite) to create a visual outline of your presentation and the overall flow. This visual aid helps your presentation to stay focused.	<b>SAVE</b> Copy	<b>APPLE+ S</b> Apple +C
Build you project, or series of slides, in reverse to keep the images, letters, and numbers from shaking and “jittering.”	Construct your presentation or set of similar slides from end to beginning. Instead of working from first to last slide continually building, create the final outcome first, duplicate the final slide for as many slides will be in the progression and then delete steps. This will maintain a “jitter-free” show	<b>Undo</b> Select All	<b>Apple +Z</b> Apple+ A
Create all slides before adding transitions or build effects	By creating the content of your slides first, you can add transitions to the entire presentation or slides with the same transitions at once. Also, by working on builds after slide content is done, you are able to focus on the creative aspects rather than getting side-tracked and losing some of the academic focus to a “cool-looking” presentation		
Importing photos from iPhoto	While is seems easy to import from iPhoto initially, it becomes more difficult when you have higher numbers of photos in your photo library. Before you add images to your Keynote presentation, take a moment to create a file in iPhoto with the images you’ll be using. Then, in Keynote, when you go in to look for you images, they will be organized in a file folder already and much easier to import.		

<p>Adding video to your presentation (iMovie)</p>	<p>Under the media tab at the top of Keynote you will find another tab for “movies.” From here you can drag movies to an open slide or over to the complete list of slides to the far left of Keynote. If you drag the movie to the slides on the far left, your movie will become a slide of it’s own and play during your presentation as soon as it transitions to it.</p> <p>*Useful with Unitedstreaming</p>
<p>Importing images or movies from other locations (not iPhoto or iMovie)</p>	<p>While you can drag any image to iPhoto (that you have legal permission to use), often it’s easy to create a file on your desktop to store photos for your presentation. In this manner (just as the above example) you can easily find you images and drag them into your presentation without looking for them.</p> <p>*especially useful for images from sites like unitedstreaming</p>
<p>Creating a Quicktime movie from your presentation</p>	<p>Quicktime movies can be played within presentations, sent as emails, placed on your class website, or used in a number of other ways. To do this, just go to the “File” drop down menu and choose “Export.” From there, I choose, “self-playing movie” from the “playback control” drop-down menu, and then adjust the slide timing to a suitable length for my presentation. Last, name and save your presentation and you’re finished.</p>
<p>Use your presentations again</p>	<p>By transferring your presentations to Quicktime or utilizing part of your presentations for other ones, you can revisit material in powerful ways. I recommend placing your presentation in Quicktime format and uploading them to your website. Kids will then have great review material and you will, in a sense, have cloned yourself!</p>

