

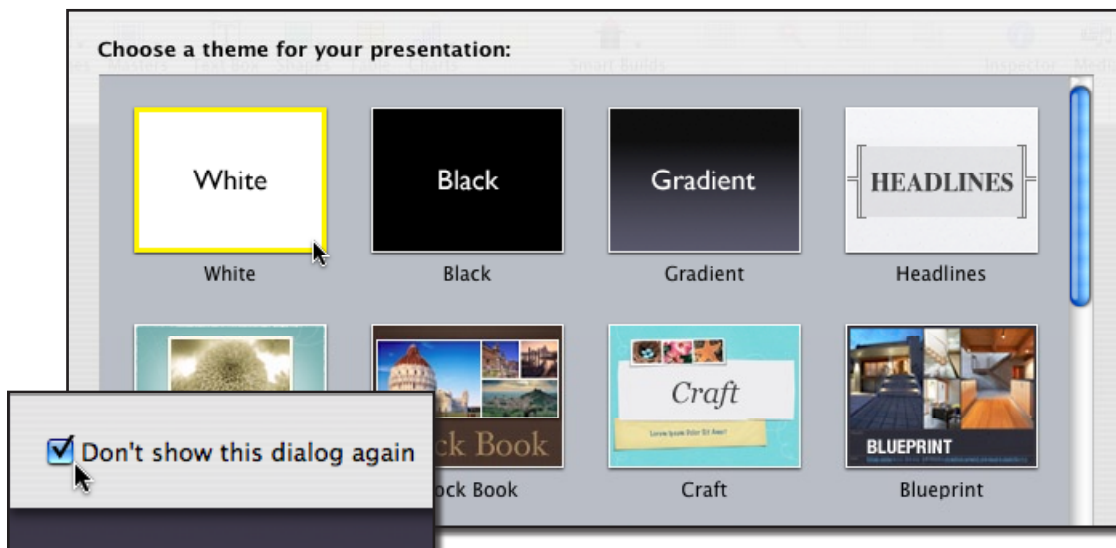
Keynote is an application you can use to create multimedia presentations. Text effects and transitions are smooth and elegant. It is also easy to hide graphic backgrounds using alpha transparencies. Animations can be created both using builds and motion paths. There are excellent Keynote tutorials available online at *Atomic Learning* (<http://www.atomiclearning.com>). The district username is **grossmontu** and the password is \_\_\_\_\_.

## *Skills Covered:*

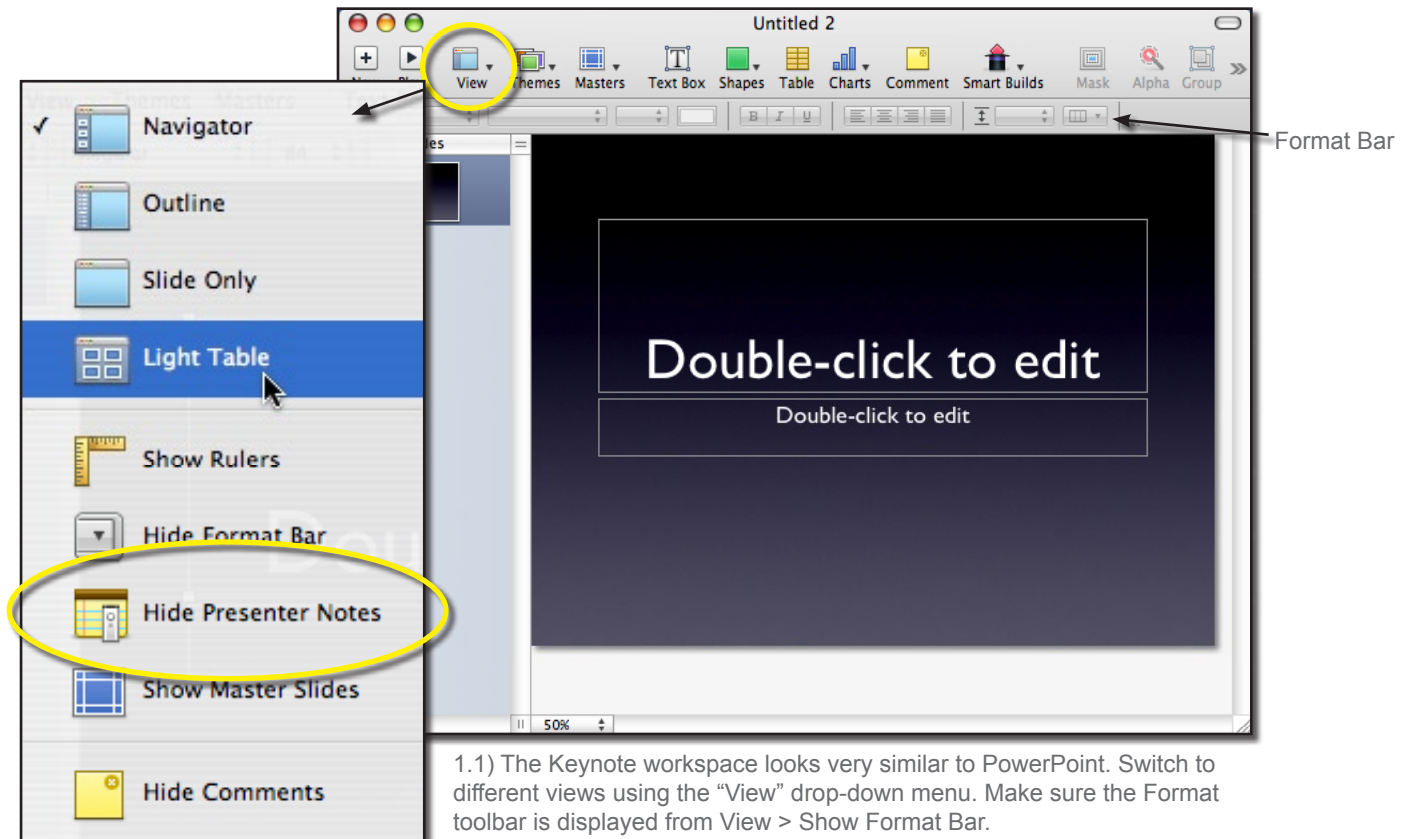
Workspace Introduction P2 (F 1.1)  
 Inspector Window P2 (F 1.2)  
 Using Themes P3 (F 2.3)  
 Inserting Slides P3 (F 2.1)  
 Formatting Slide Backgrounds P4 (F 2.4-2.6)  
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## I. Meeting Keynote

One of the strengths of Keynote is its wide variety of professionally designed presentation templates. **Upon launch, choose an attractive design in the *Theme Chooser* or start with a solid white, black or gradient design.** Keep in mind you can use more than one theme in a Keynote presentation. It is possible to disable the *Theme Chooser* from appearing at startup by clicking the “Don’t show this dialog box again” in the lower left corner of the window.

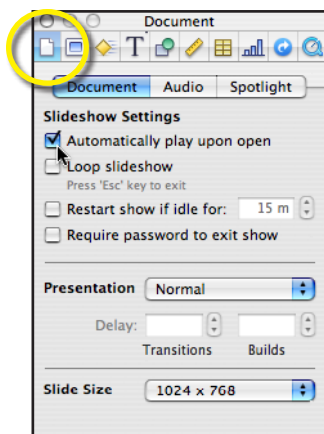


The workspace is very similar to PowerPoint. There are a variety of views in which to work including the default *Navigator* view, an *Outline* and *Slide Only* view, and the *Light Table* which is similar to the “Slide Sorter” view in PowerPoint. You can also choose to show or hide *Presenter Notes* in the lower window pane. Be sure the *Inspector* window and *Format Bar* are visible. Most elements of slide shows are controlled and formatted using the ten (10) different task-specific *Inspectors*.

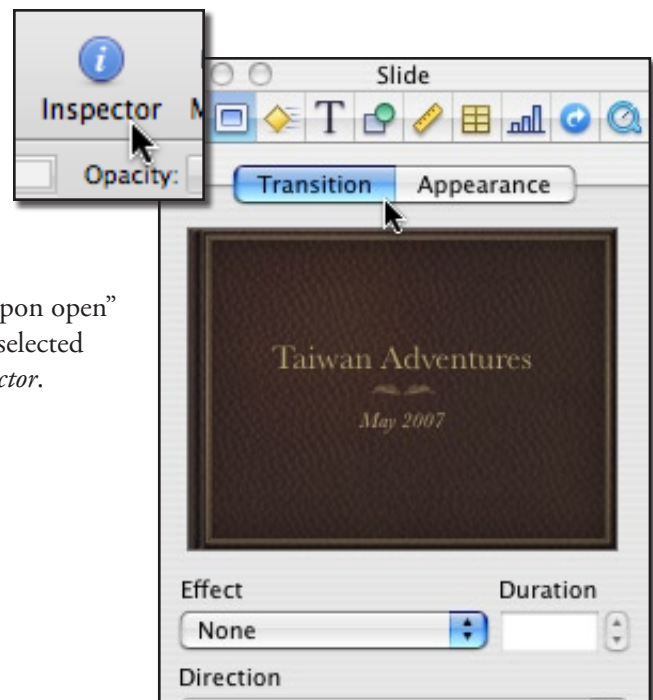


1.1) The Keynote workspace looks very similar to PowerPoint. Switch to different views using the “View” drop-down menu. Make sure the Format toolbar is displayed from View > Show Format Bar.

The first theme used in today’s presentation is “Leather Book” with the “Title and Subtitle” Master slide selected for the first slide.



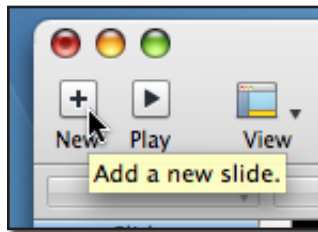
The “Automatically play upon open” settings option should be selected under the *Document Inspector*.



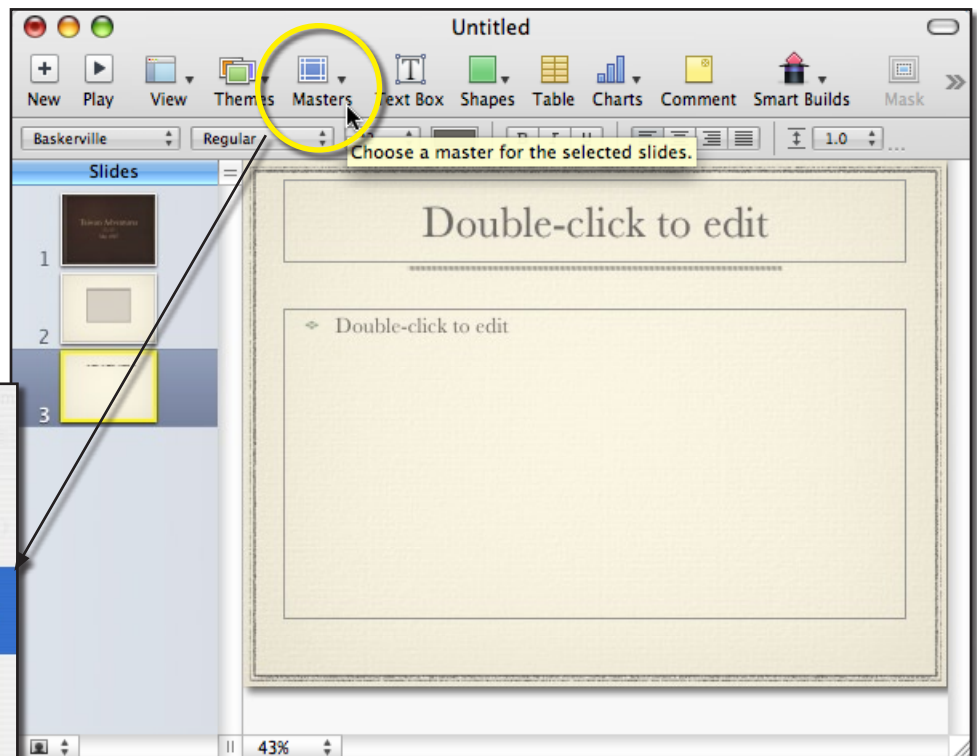
1.2) The *Inspector* window is an essential element of the Keynote workspace.

## II. Inserting & Formatting Slides

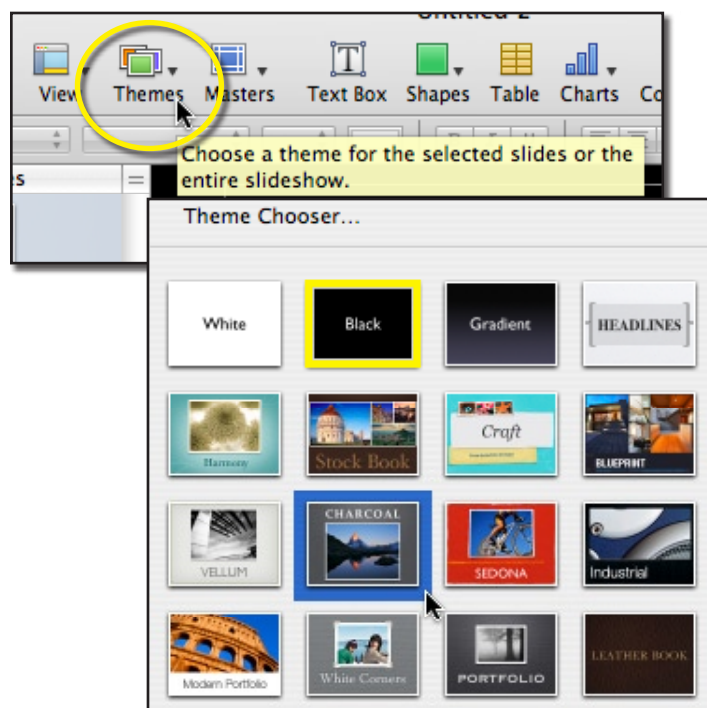
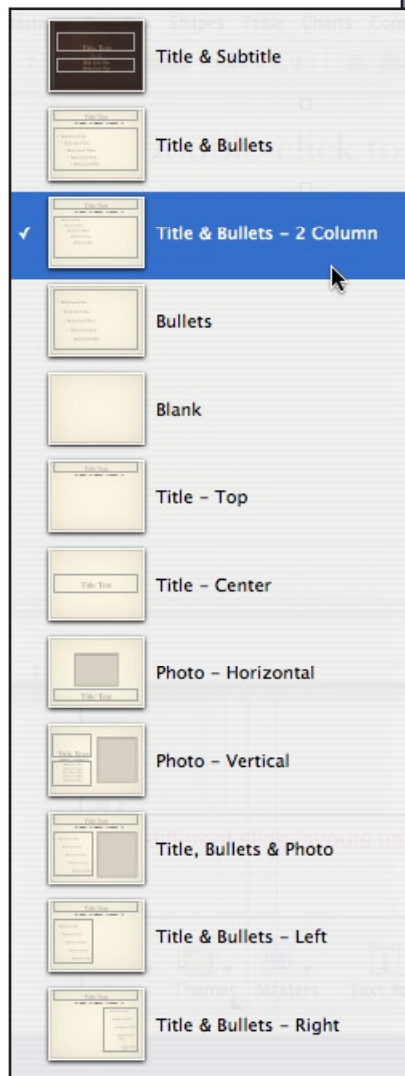
To insert a slide, choose **Slide > New Slide** from the command menu or click the **New (+)** button on the toolbar. You can apply *Masters* layouts to slides. You will most often choose bulleted formats for slides, but there may be times when you want to apply other types of layouts. **Insert 8 slides into your presentation.**



2.1) Insert a new slide using the "New" button on the toolbar.

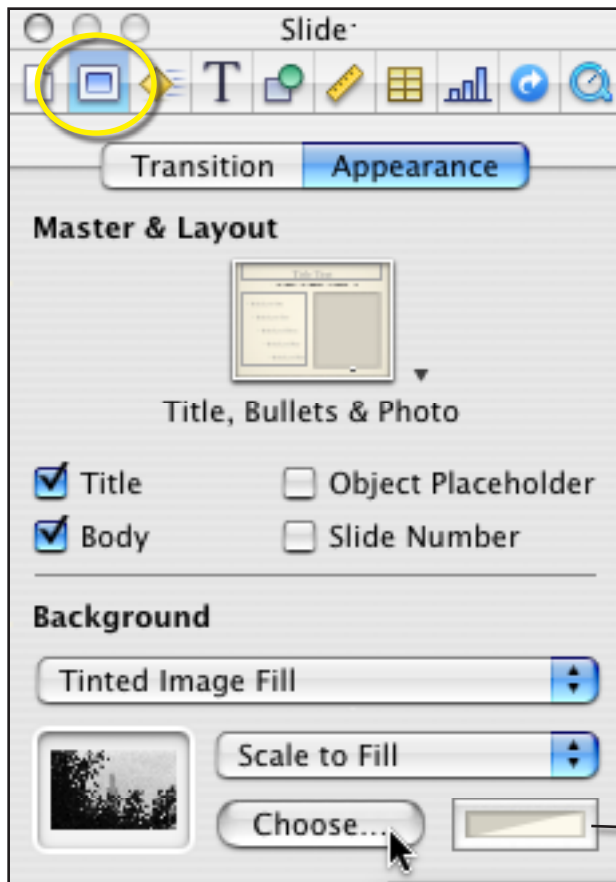


2.2) Apply content layouts to slides using the "Masters" drop-down menu...

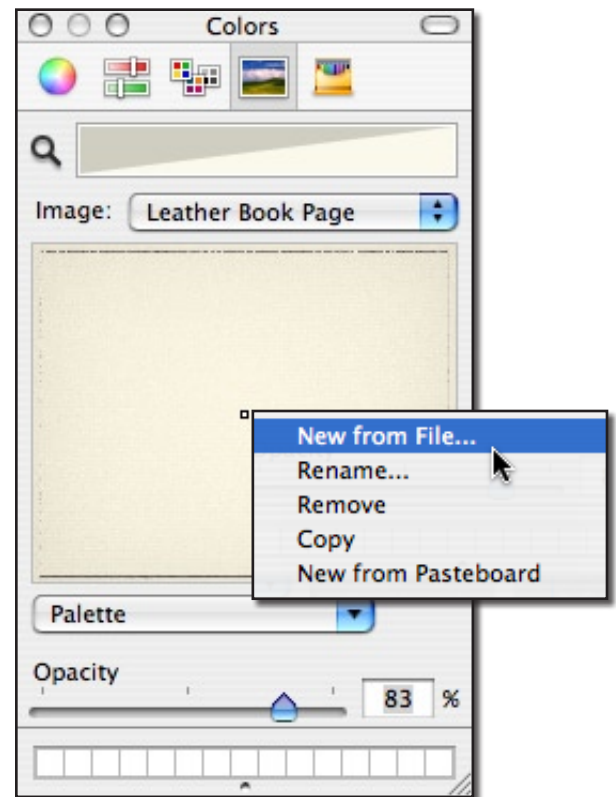


2.3) Apply different themes to your slides by clicking on the "Themes" drop-down menu button.

To fill the slide background with color, a gradient or an image, use the “Background” controls in the “Appearance” pane of the *Master Slide Inspector*. Click the “Image Fill” drop-down menu under the word “Background.” To add a picture click “Choose...” and browse for the picture. Preview your presentation clicking the “Play” button and return to edit mode by clicking the [ESC] (i.e. Escape) key on your keyboard. **Try using a tinted image as a background in one of your slides.**

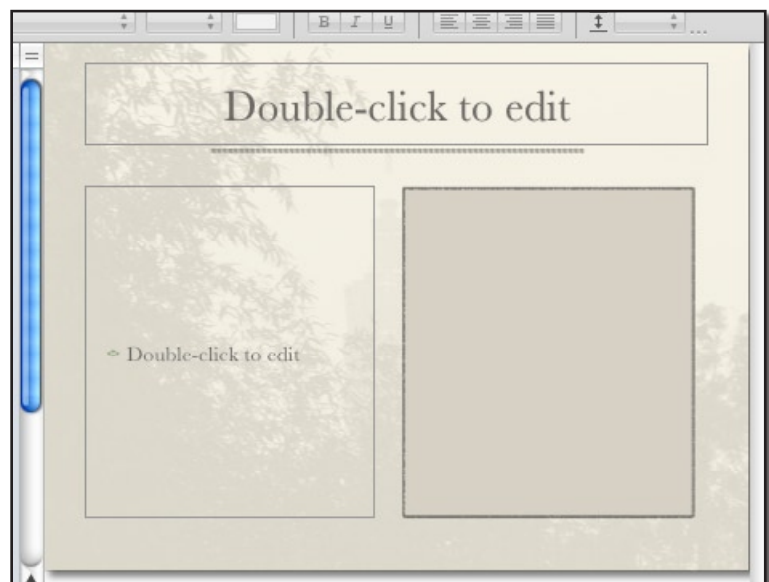


2.4) To insert an image as a background, click the “Choose...” button in the “Appearance” area of the *Slide Inspector* and browse for the picture on your computer. *Taipei 101 bamboo.JPG* was used as the background image for the *Day Three* slide in the sample presentation. Choose “Scale to Fill” under the “Tinted Image Fill” drop-down.



2.5) The tint color was achieved by clicking “New from File...” from the “Palette” drop-down in the color picker and selecting the *Leather Book Page.tiff* image. After selecting the image, set the opacity to 83%.

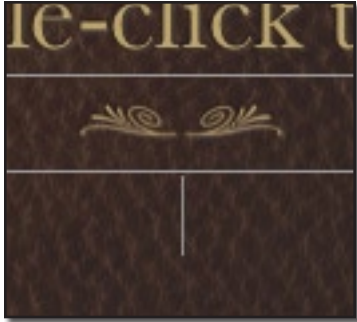
2.6) A slide with a tinted image fill used as a background.





### III. Adding & Formatting Text, Previewing

The textbox guidelines seen on a slide are called placeholders. Double-click these boxes to add your own text. To select, resize and/or move these boxes, click on the outer edge of the guide to reveal little boxes or handles. Type some text and format the type style using the formatting palette. Change the font type, color, size and other aspects of the text to achieve the desired effect. **Add some titles and bullets to your slides and format as you desire.**

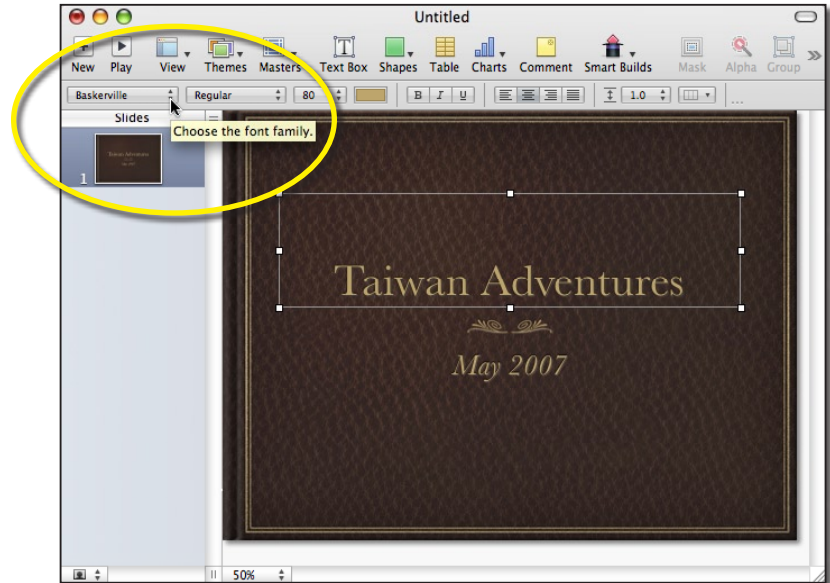


3.1) A blinking cursor resembling a vertical line means you can type text inside the text placeholder.

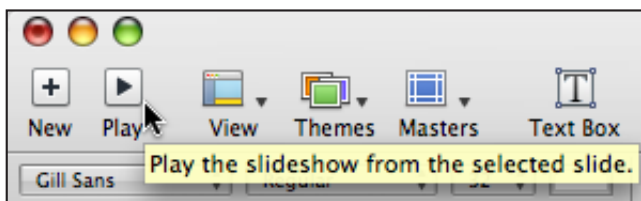
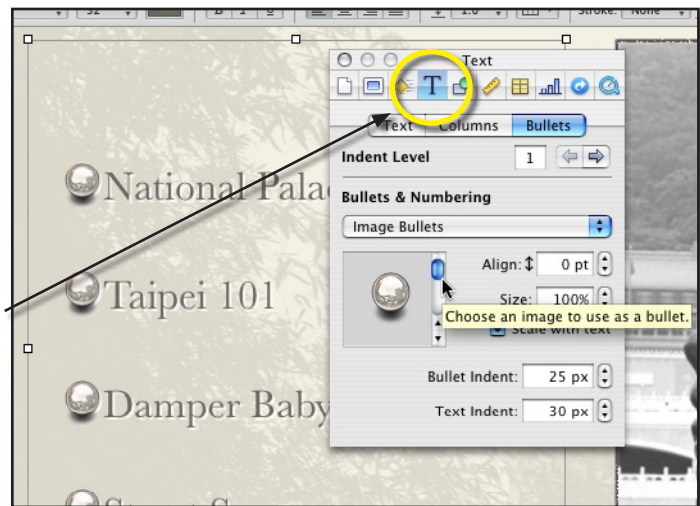


3.2) To move the text box around on the slide, make sure you click the border's outer edge. You can move the placeholder boxes when the handles are visible on the border.

3.4) Format slide bullets from the *Text Inspector's* "Bullets" tab.



3.3) To format text on the slide, either highlight it or click the border's outer edge to select the entire text box. Then choose a font type, size and color from the appropriate drop-down menus.

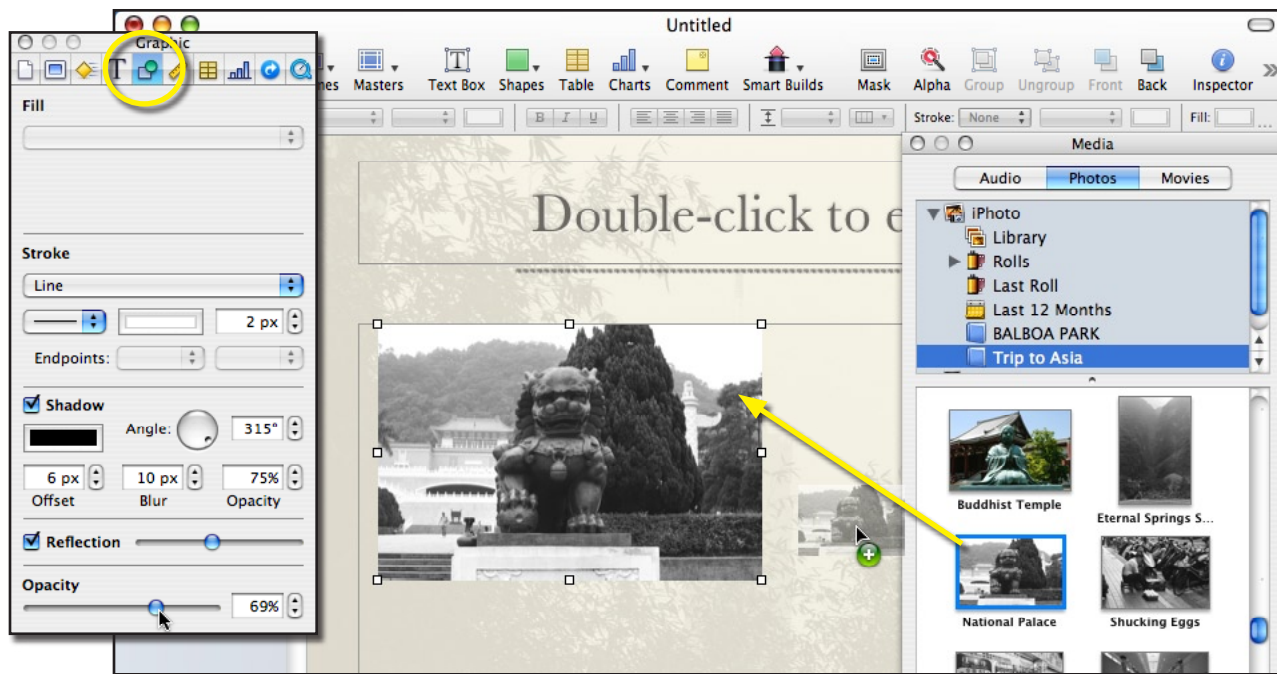


3.5) Preview your presentation by clicking on the "Play" button in the top left corner of the toolbar. Return to edit mode by clicking the Esc key. If you have a scroll wheel mouse attached, you can use it to navigate through your slides during the actual presentation!

## IV. Adding Images and Shapes

There are a number of ways to add images and other media into your Keynote presentation. From **Insert > Choose...** browse to locate and insert a file. You can also drag and drop files into Keynote, and even choose media located in your iLife applications using Keynote's *Media Browser*. To show the media browser, go to **View > Show Media Browser** from the main menu. One of the coolest features of Keynote is the *Smart Builds* option which allows you to insert multiple pictures on a slide in sequential order or in various combinations!

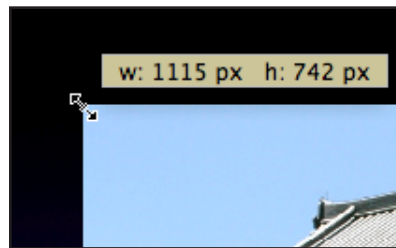
To resize an image after it has been inserted, click on it and drag the corner handles. You can arrange or stack elements (i.e. *move to front* or *send to back*) by selecting and choosing **Arrange > Bring Forward** or **Arrange > Send Backward** from the main menu. If you find yourself often stacking elements, consider personalizing your toolbar using **View > Customize Toolbar** and add these options as handy button shortcuts. There are many options to fine-tune your element's appearance using the *Graphic Inspector* and "Adjust Image" floating palette. **Insert Asia Terrain Map.pict (S3). Then, insert Country Store.JPG in S4 and Taroko National Park.JPG in S5 to test Keynote's "Image Adjust" feature.**



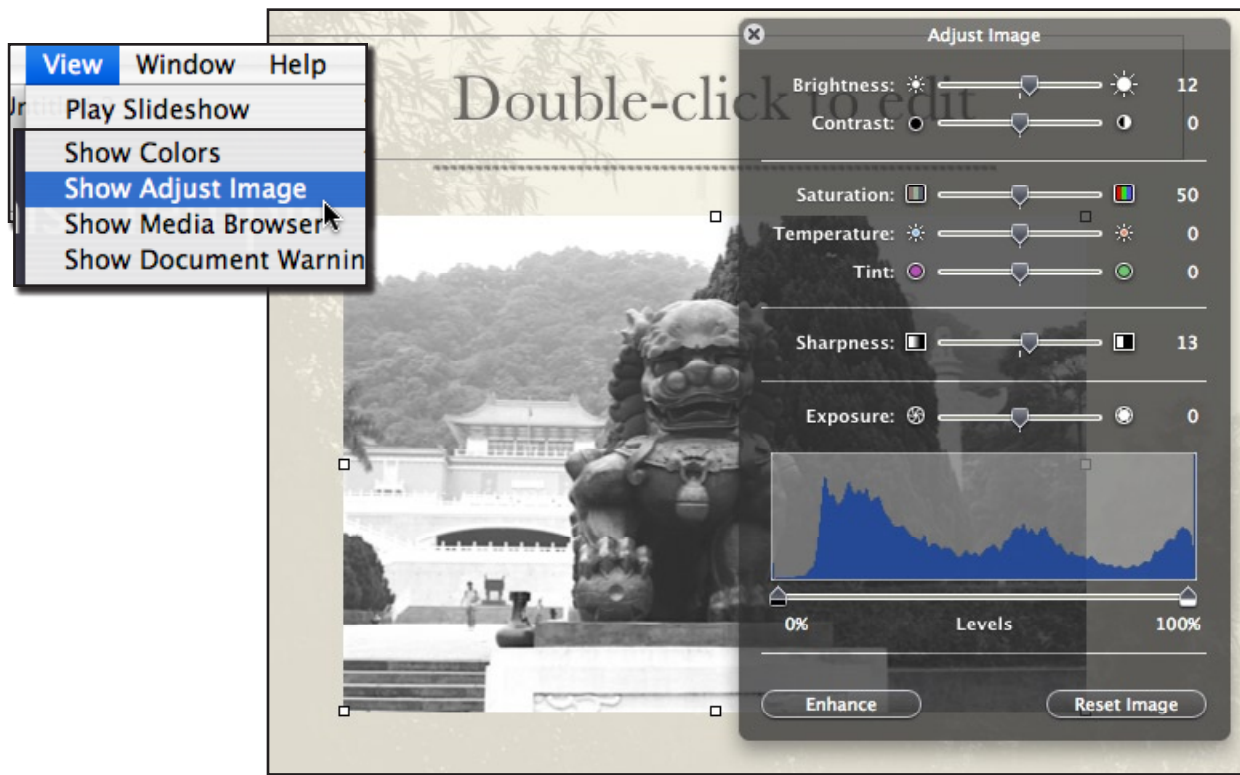
4.1) Drag images from your iPhoto Library using the *Media Browser*. You can edit properties of your picture including its opacity, reflection level and drop shadow using the *Graphic Inspector*.



4.2) Browse to insert images (and other media) by selecting "Choose..." from the "Insert" menu.

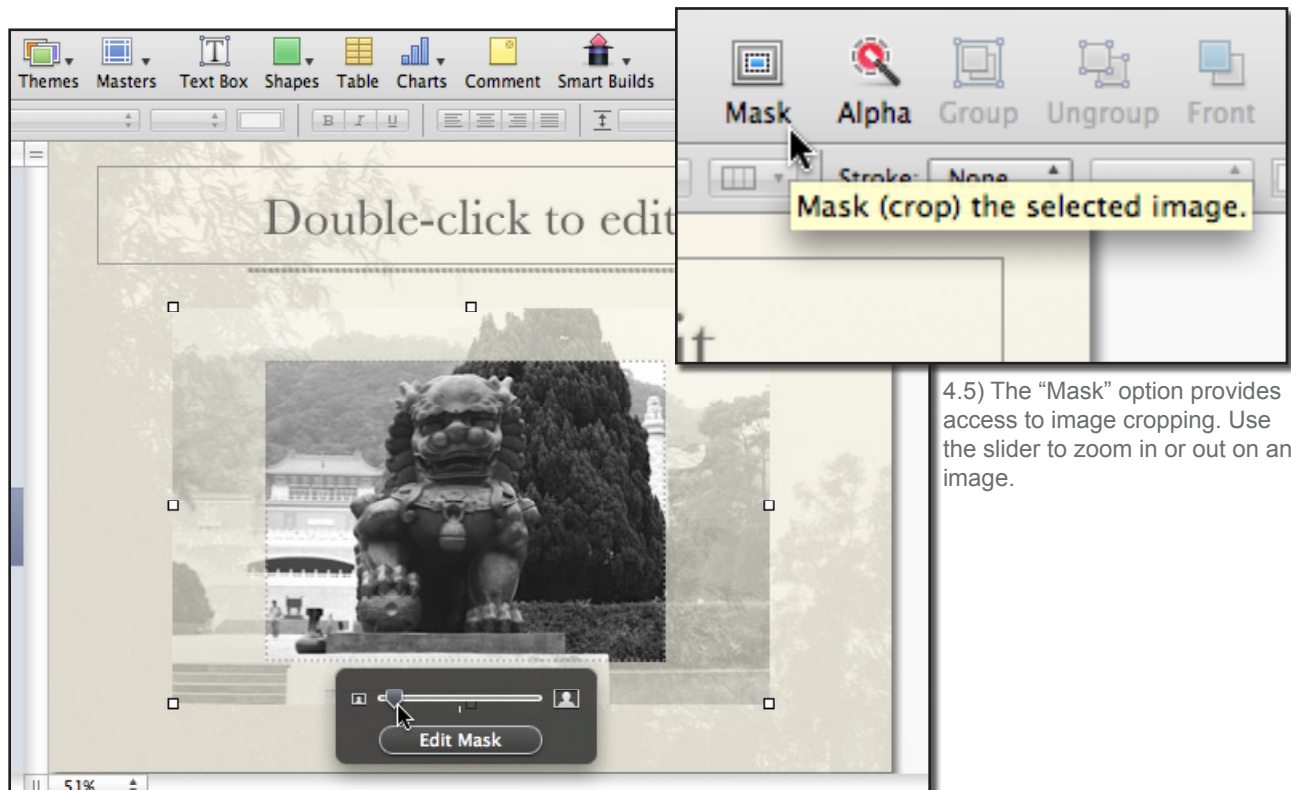


4.3) Grab an image's corners to resize it.



4.4) A modified version of iPhoto's "Adjust Image" palette is available in Keynote. To reveal it, choose "Show Image Adjust" from the View menu.

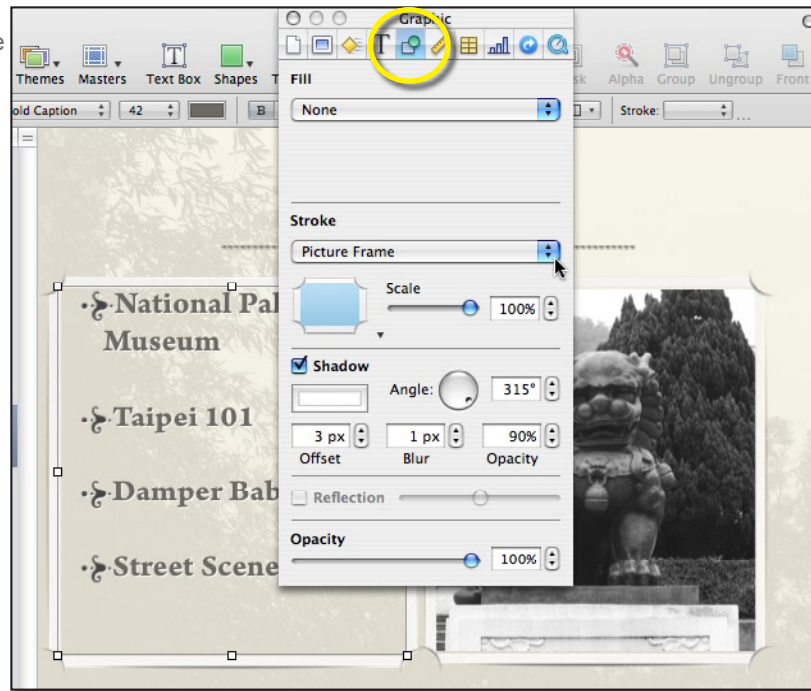
Insert *Countryside.JPG* and *Shucking Onions.JPG* on S4, and *National Palace.JPG* on S7. Mask the images to your liking and set picture frames using the *Graphic Inspector's* "Stroke" option.



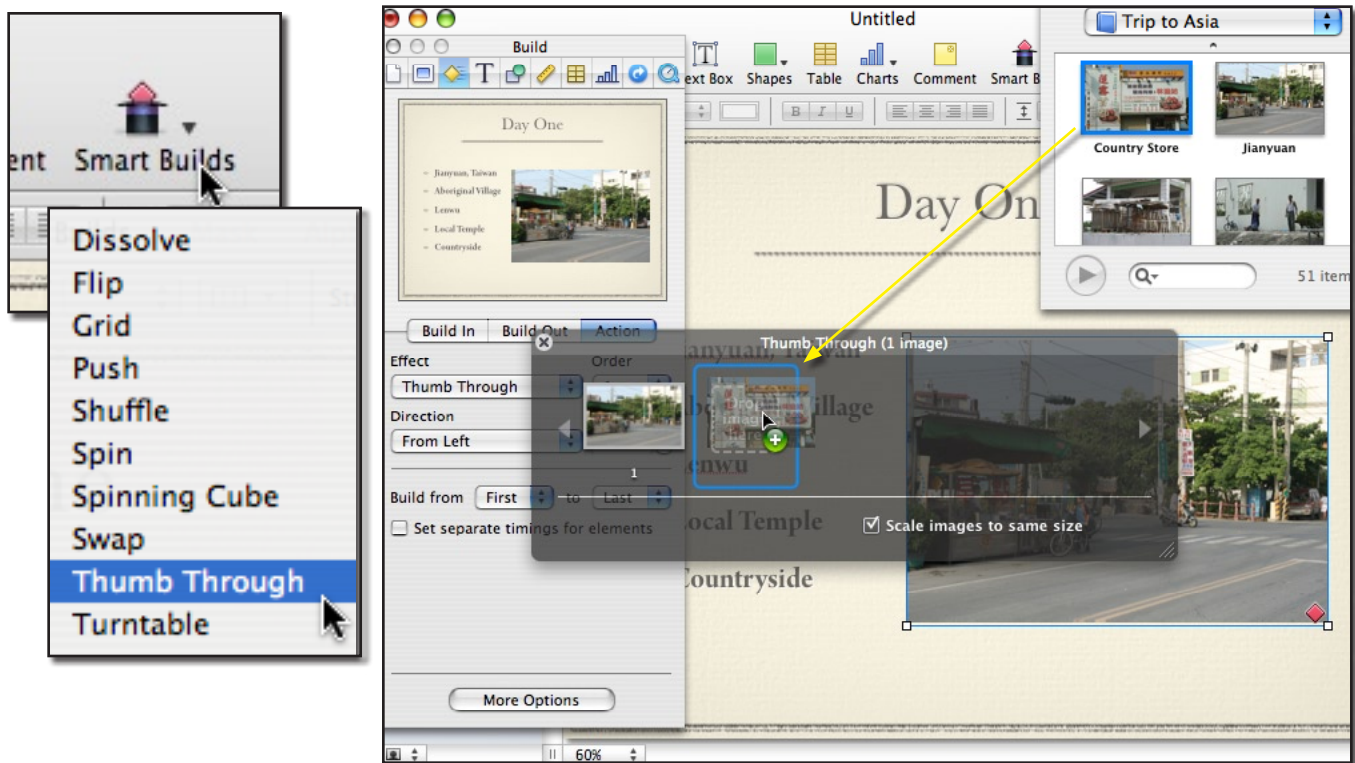
4.5) The "Mask" option provides access to image cropping. Use the slider to zoom in or out on an image.



4.6) A number of different picture frame styles can be applied to both graphics and text boxes as “Strokes” using the *Graphic Inspector*.



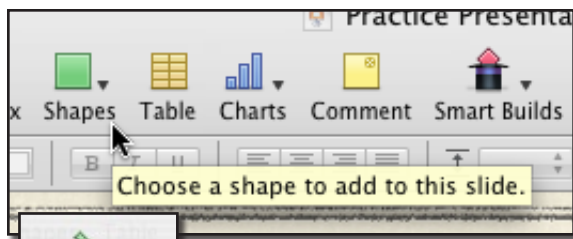
Use *Smart Builds* to create mini slide-shows on each slide. Drag images from the *Media Browser* into the shaded box. It IS possible to rearrange the order of images after they are sequenced in the box. Keep in mind there are limitations with *Smart Builds* including the inability to mask (zoom in) and adjust images! As a workaround, make all needed adjustments to the image in iPhoto first before inserting into Keynote. **Create Smart Builds on S4, S5 and S7. Use at least 3-4 images in each build.**



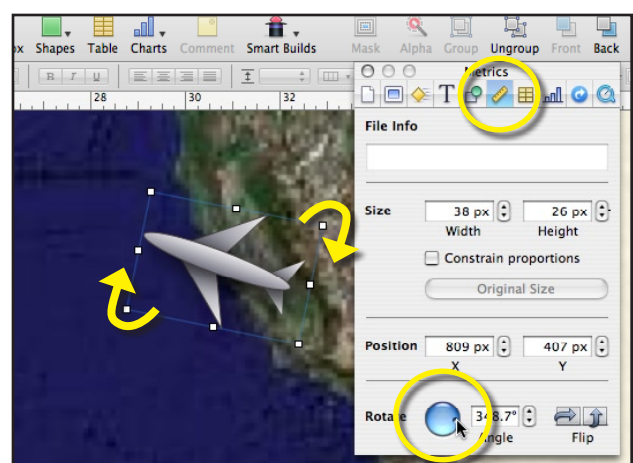
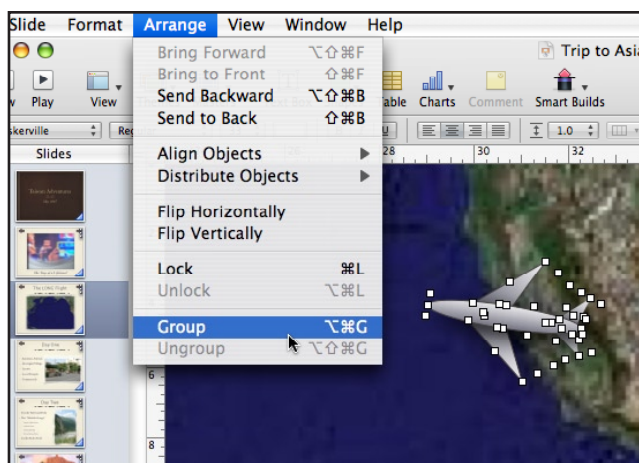
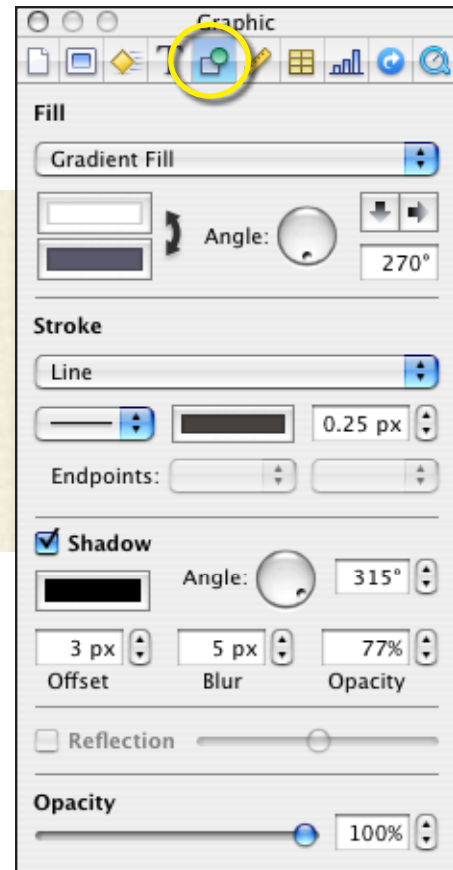
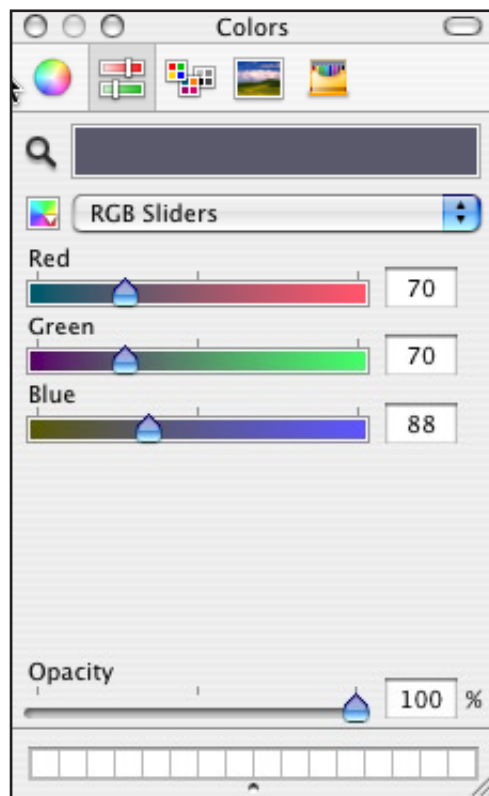
4.7) Drag images from the “Media Browser” into the shaded box when creating “Smart Builds.” Resize the placeholder on the slide to maximize length and width of the slideshow images in both their portrait and landscape orientations.



Keynote has shapes in its library including arrows, squares, circles and lines. Use the *Graphic Inspector* to choose fill and border (stroke) colors for targeted shapes. It is also possible to send objects in front of and behind one another using **Arrange > Bring Forward**, and combine shapes using the **Arrange > Group** option from the menu bar. Create the airplane graphic as seen in the sample presentation on S3.

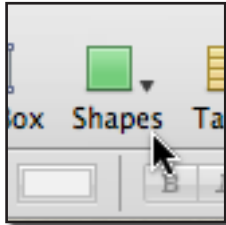


4.8) The small airplane graphic in the sample presentation was created using an oval shape, two triangle shapes and two right triangles. The 270 degree gradient fill was a combination between white and a color with 70, 70 and 88 RGB values. Stroke and shadow values are shown below.

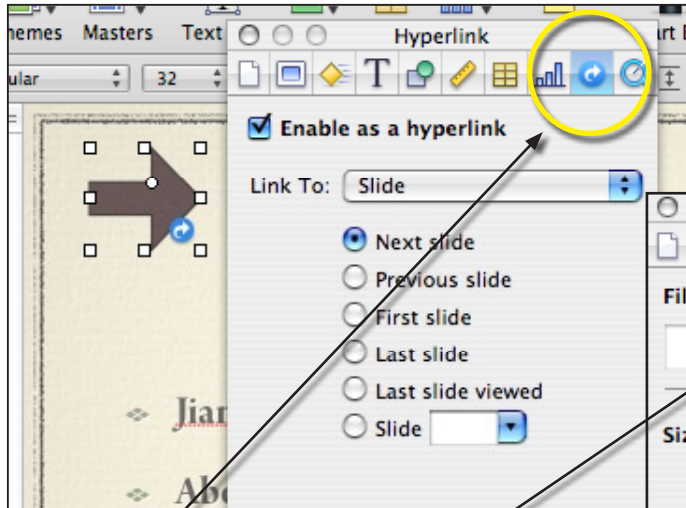


4.9) Shapes can be grouped together as one object and rotated using the “Rotate” option in the *Metrics Inspector*.

Shapes can be used as button symbols to link slides sequentially in a presentation. This is very similar to how “Action Buttons” are utilized in PowerPoint. Draw a shape, select it and click the *Hyperlink Inspector*. Check the box next to “Enable as a hyperlink” and choose the appropriate “Link To:” option from the drop-down menu. **Insert an arrow shape on S2, duplicate it and rotate or flip accordingly. Respectively align these left and right arrows into the top corners of the slide and enable each as hyperlinks to their corresponding “Next” and “Previous” slides. Copy and paste this arrow set across the remaining slides in the presentation.**

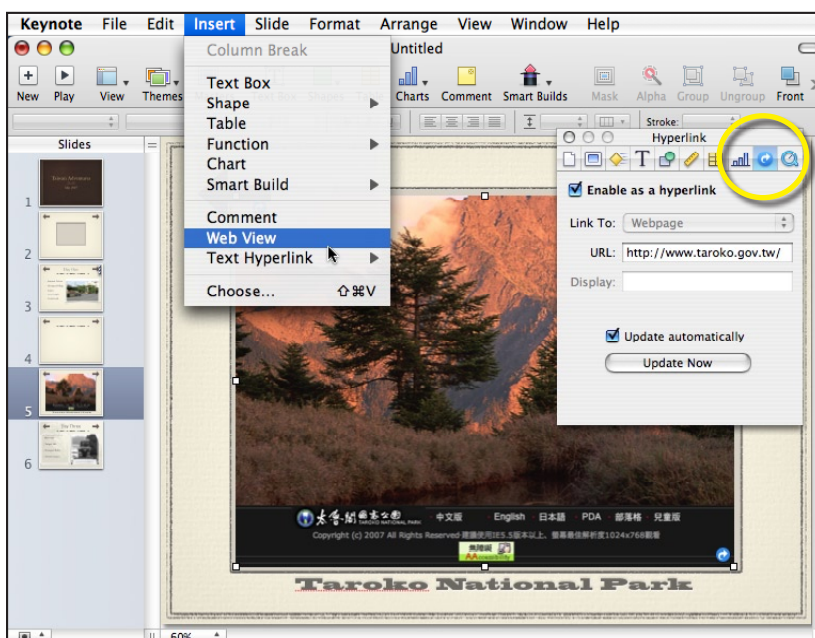
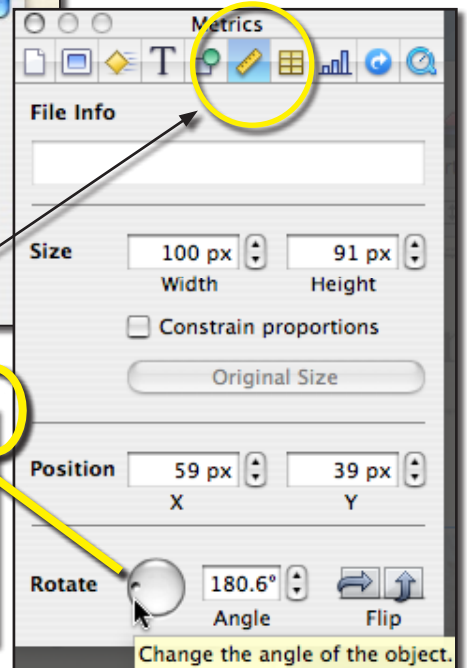


4.10) Click the Shapes button on the toolbar to insert arrows.



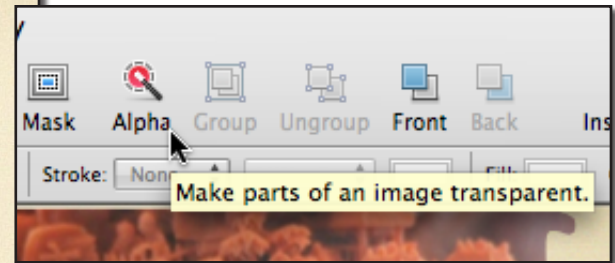
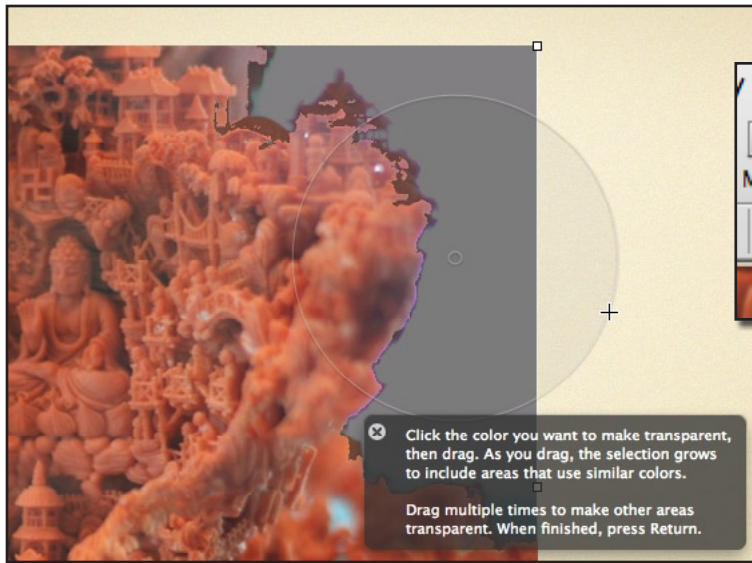
4.11) Click the “Enable as a hyperlink” option in the *Hyperlink Inspector* to enable the shape as a button.

4.12) Rotate shapes from the *Metrics Inspector* (looks like a little ruler).

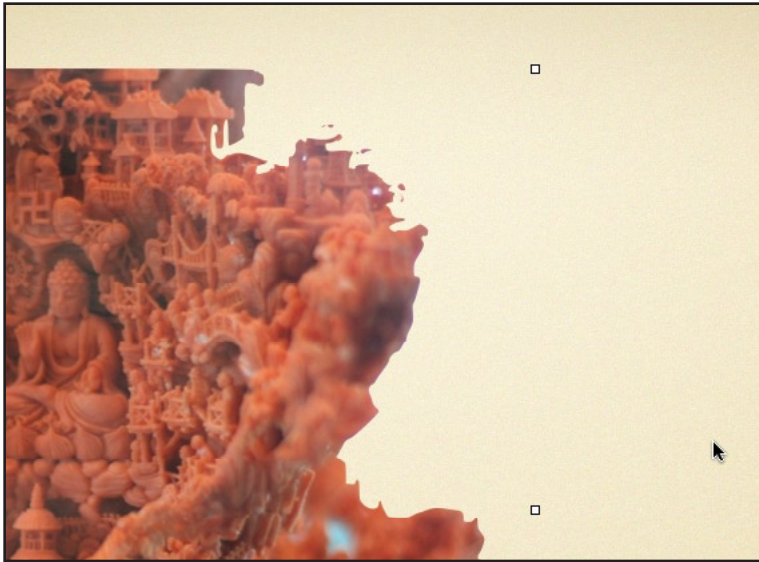


4.13) Almost any element on a slide can be enabled as a hyperlink to either another slide or a Web site. It is also possible to insert *Web Views* (Insert > Web View) in Keynote slides, which are live Web pages which display as images!

Insert a *Web View* on S6 to <http://www.taroko.gov.tw/>. Then, insert *Museum Coral.JPG* on S8 and use the alpha masking technique to make lighter portions around the border of the coral in the picture transparent.



4.14) Use “Alpha” masking techniques to make parts of an image transparent. This is a REALLY cool feature!

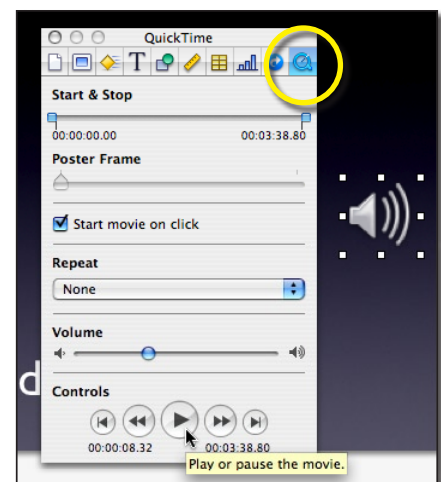


## V. Adding Media

It is very easy to add multimedia to your presentation including music and video. If you plan to move your presentation to another computer, be sure that “Copy audio and movies into document” is selected under the “Advanced Options” as shown in the **Save** or **Save As** windows.

It is possible to insert audio directly from your iTunes music library using the *Media Browser*. Designate for the music or movie clip to “start on click” or automatically under the *Quicktime Inspector*. Poster frames can also be set here.

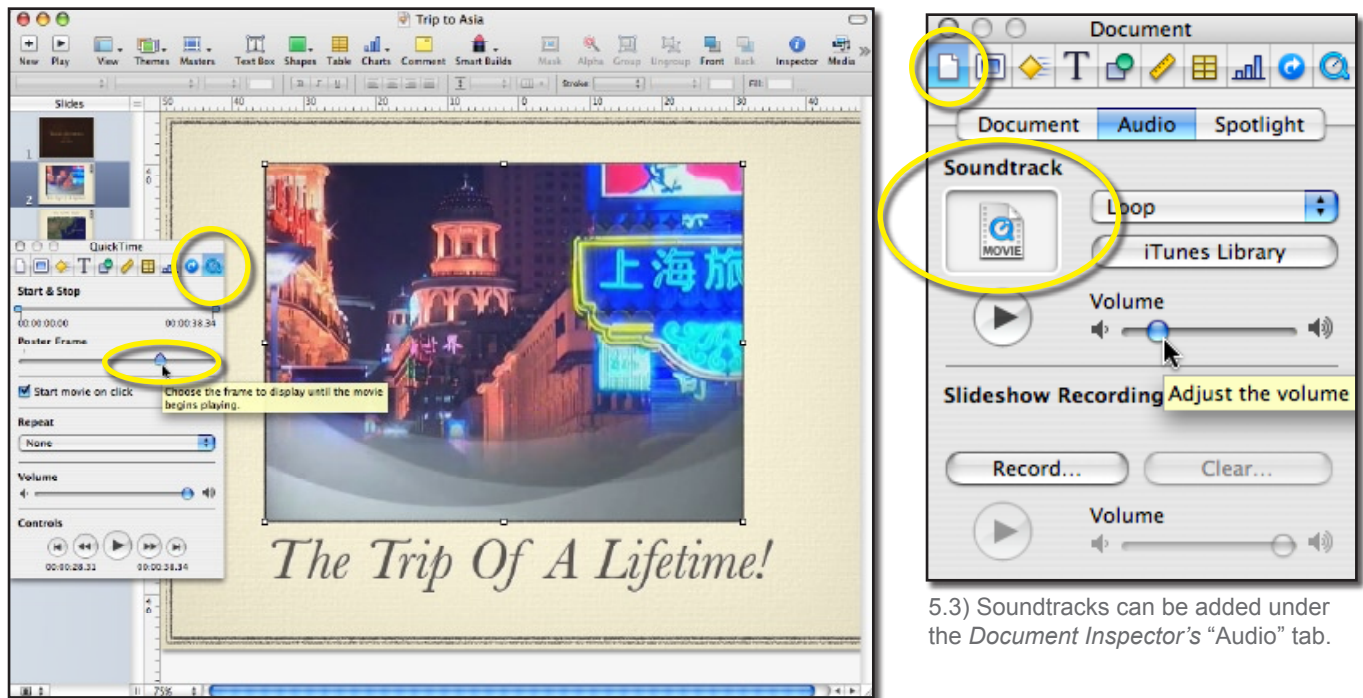
Insert *Signet Tours.mov* into S2. Then, insert *Soundtrack Music.wav* into the soundtrack area of your presentation using instructions listed on the next page.



5.1) The Quicktime Inspector.



Presentation soundtracks can be set in the *Document Inspector* under the “Audio” area. Drag in an audio file and adjust the volume and play option (loop, play once or off) accordingly.



5.2) It is possible to set a poster frame for the movie using the slider available in the *Quicktime Inspector*.

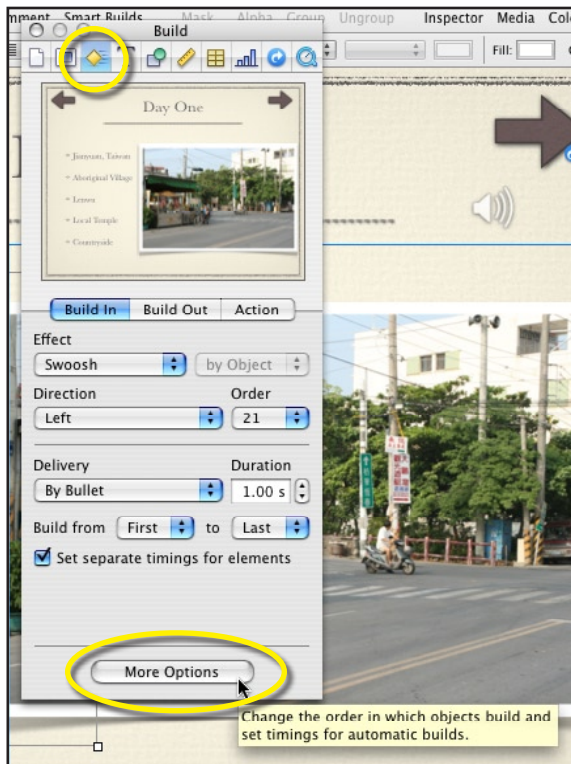
5.3) Soundtracks can be added under the *Document Inspector*'s “Audio” tab.

## VI. Adding Motion (Animation) & Transitions

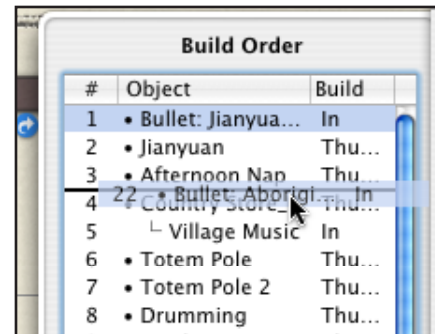
It is often desirable to have bulleted items on a slide displayed with progressive disclosure. Meaning, the first bulleted item appears before the second bulleted item, and so forth. You can easily achieve this effect using animation options available from the *Build Inspector*. Animating elements in Keynote is referred to as building. Slide transitions are also common techniques used to enhance presentations. Set these from the *Slide Inspector*'s “Transition” option. Other elements such as graphics can even be animated on pre-determined paths using “Action Builds!”



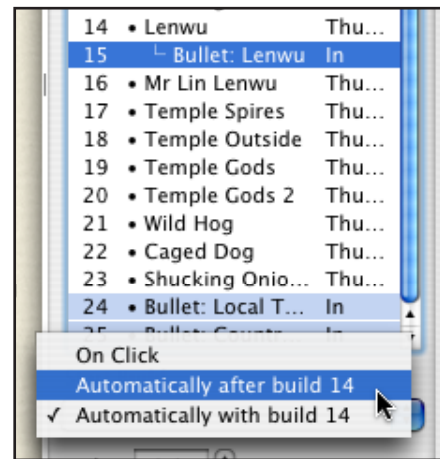
6.1) Select the text box with the bullets and switch to the *Build Inspector* to easily build progressive disclosure sequences using the “Build In” option.



6.2) Click the “More Options” button at the bottom of the *Build Inspector* to reveal specifics related to the animated order of objects on the slide.

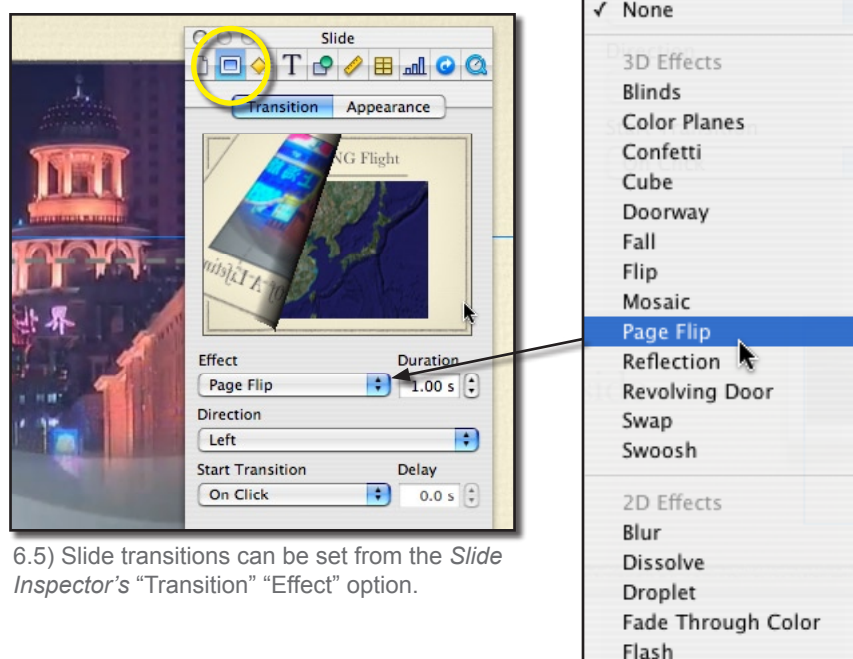


6.3) Objects can be dragged up or down in the “Build Order.”



6.4) Objects can be animated “On Click,” “Automatically” AFTER another build, or “Automatically” WITH another build.

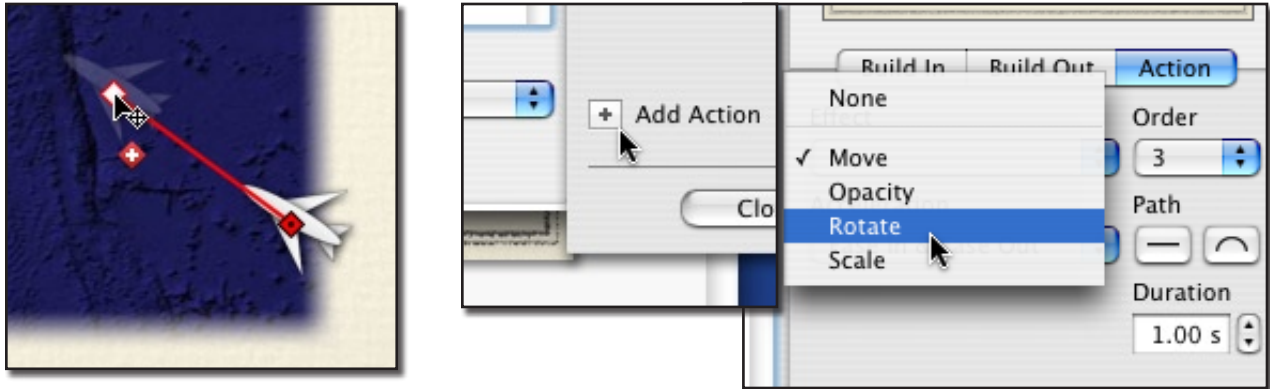
Do a “Build In” with the “Trip of a Lifetime” text box on S2 using the “Comet > Left to Right” animated effect. Then, try “Build In” animations with bulleted items on S4, S5 and S7. Set slide transitions for all eight slides.



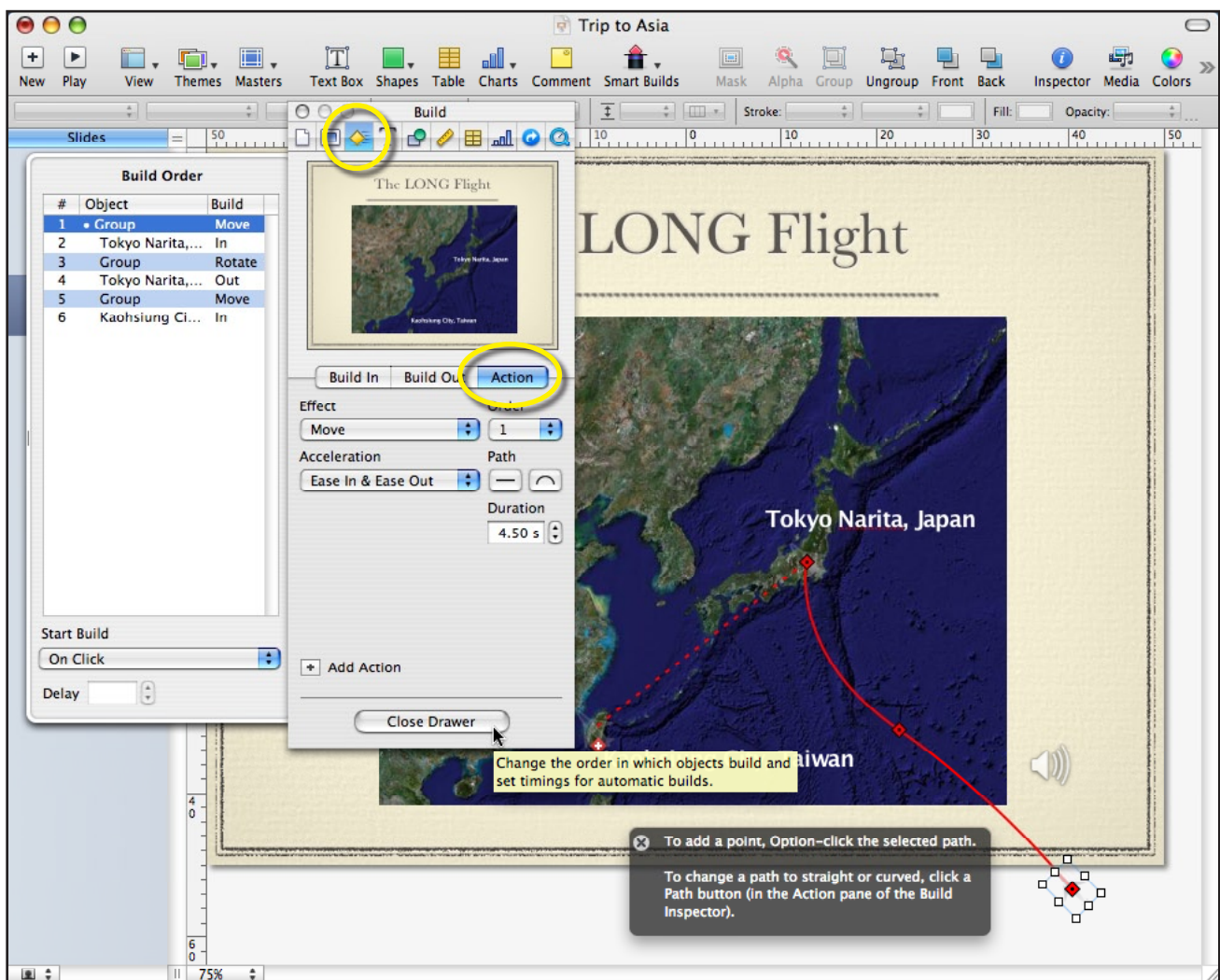
6.5) Slide transitions can be set from the *Slide Inspector*’s “Transition” “Effect” option.



Use “Action Builds” to make objects move, rotate, and grow larger or smaller on a slide. Select the object (an image, shape, text box, chart, movie or other media file, or table) on the slide and open the *Build Inspector*. Click “Action” and choose “Move” from the “Effect” pop-up menu. A red line connected to a ghosted (transparent) version of the object appears, showing the object’s destination. Drag the ghosted object somewhere on the slide. Additional actions such as “Opacity,” “Rotate” or “Scale” can be added to the object’s build by clicking the “Add Action” plus sign (+) box.



6.6) Drag the transparent version of the object in a “Move” action build. Additional actions can be joined to the animated sequence using the “Add Action” button.





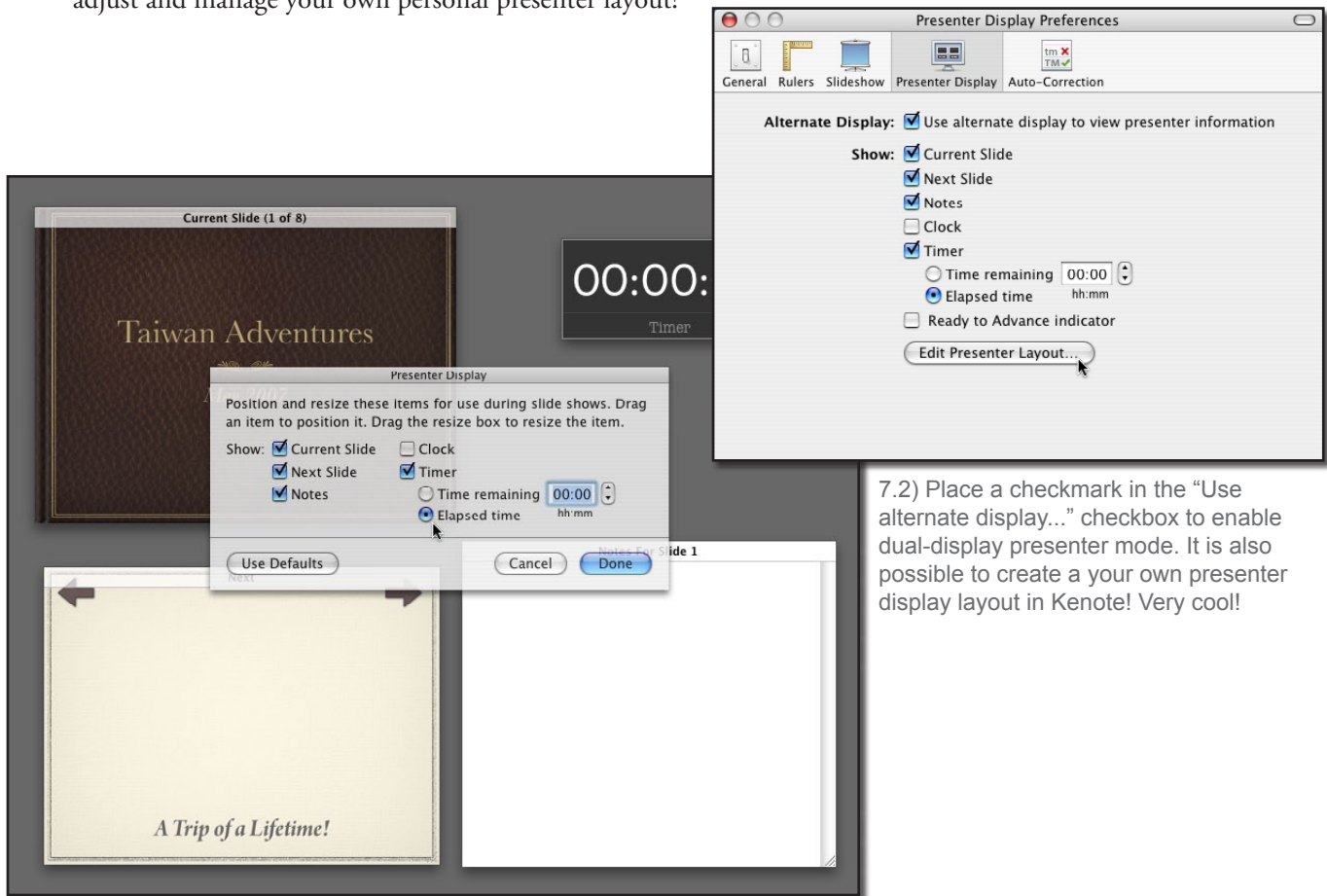
## VII. Final Delivery

You can export Keynote presentations as Quicktime files or Flash movies, but keep in mind this works best in simple presentations that do not include an abundance of multimedia or contain complex builds and animations. Choose **File > Export** and choose a format from the multitude of options available.



7.1) Keynote export wizard.

Additionally, it is possible to present your slideshow with a dual-display configuration (one display for you “the presenter” and the other for your students “the audience”). This is similar to the “View Presenter Tools” option in PowerPoint. In fact, it is even possible to customize the presenter’s second screen using the menu command **Keynote > Preferences > Presenter Display Preferences**. Click the “Edit Presenter Layout...” button to adjust and manage your own personal presenter layout!



7.2) Place a checkmark in the “Use alternate display...” checkbox to enable dual-display presenter mode. It is also possible to create a your own presenter display layout in Kenote! Very cool!