

Keynote

Presentations & Interactive Stories



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Introduction

Keynote is easily the best presentation app available for the iPad. It is more than just a presentation tool. It can also be used to create interactive hyperlinked activities.



Creating a new presentation

Upon launching Keynote you will be presented with a collection of presentation. Tap on the "+" icon in the top left hand corner of the screen. The window at right will give you three options:

- create a new presentation
- copy a presentation transferred via iTunes
- copy a presentation stored on a WebDAV server



When you select **“Create Presentation”** the window illustrated below will appear giving you the chance to select a theme for your presentation.



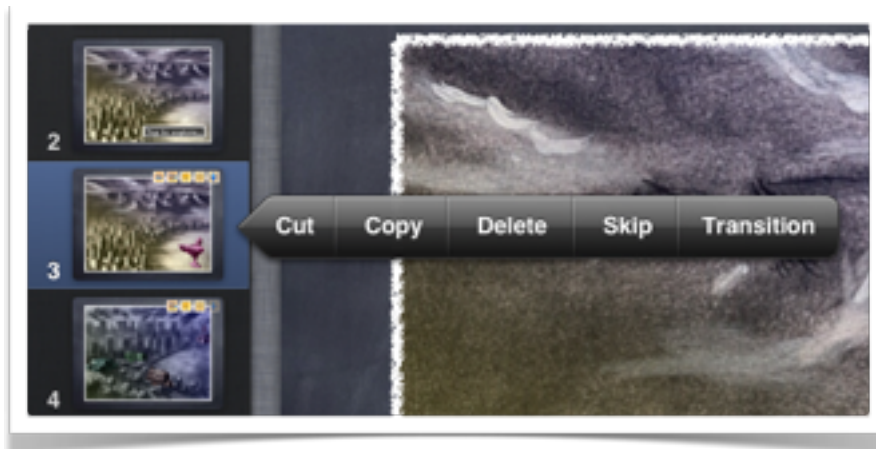
Once you have selected a theme the following window will appear. You can add additional slides by tapping on the “+” icon in the lower left corner of the screen.



Select a slide to add to your presentation.

There are a variety of slide styles from which to choose.

As you develop the presentation you are able to tap and shift the individual slides in the **sidebar** at left in order to change the **sequence** of the slides in your presentation.



If you tap and hold on a slide the **contextual menu** displayed above will appear. This will allow you to cut, copy, delete, skip or apply a transition to the slide.

Transitions. If you select transition you will be provided a variety of effects from which to choose.

It is wise not to employ more than one transition effect in a presentation. Excessive use of transitions can be a distraction and detract from the actual presentation.

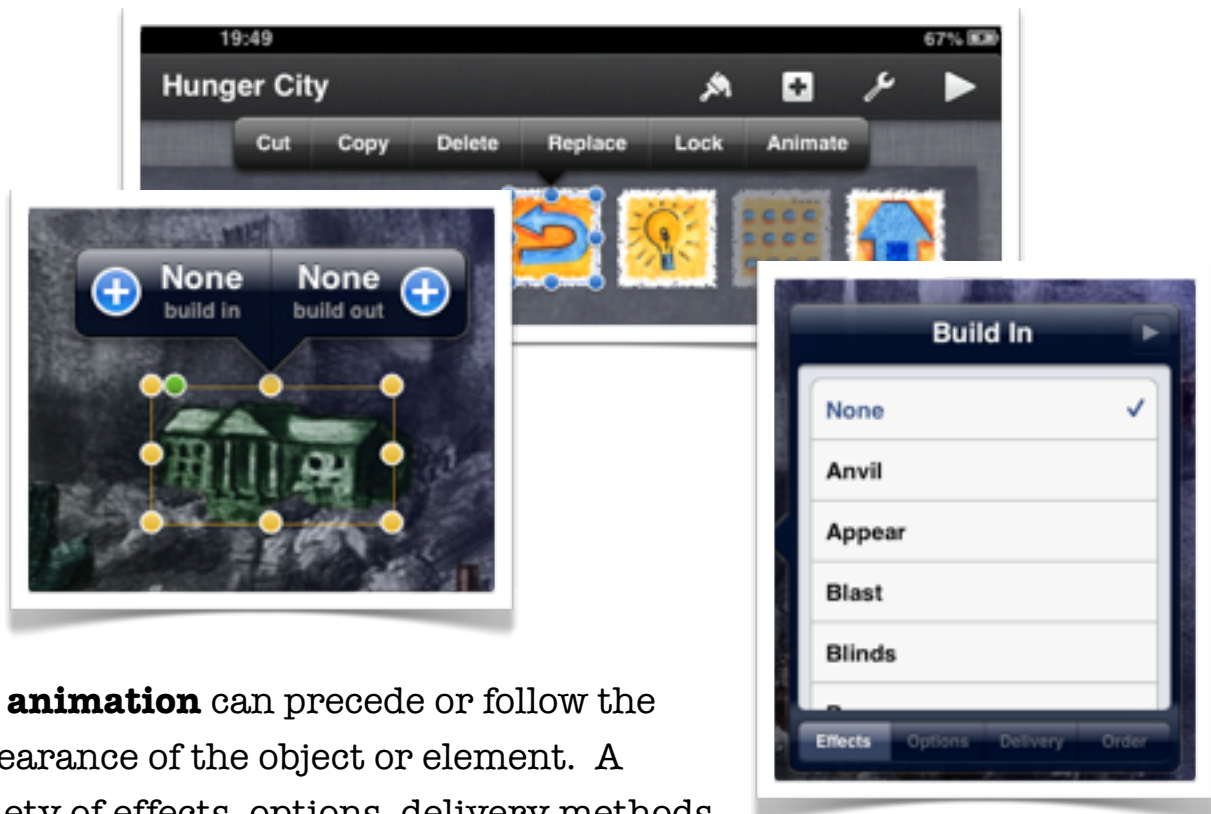


Tapping on the **options** button allows the user to determine the duration of the transition.

The user can also choose whether or not the transition begins with a tap or follows after a previous transition.

Animating objects within the presentation

If you tap and hold on any object or element on a slide you will be able to cut, copy or delete the element. You are also able to replace any media attached or embedded within that element. You can **lock** the element. You are also able to **animate** the element so that it appears or disappears as required by your presentation.

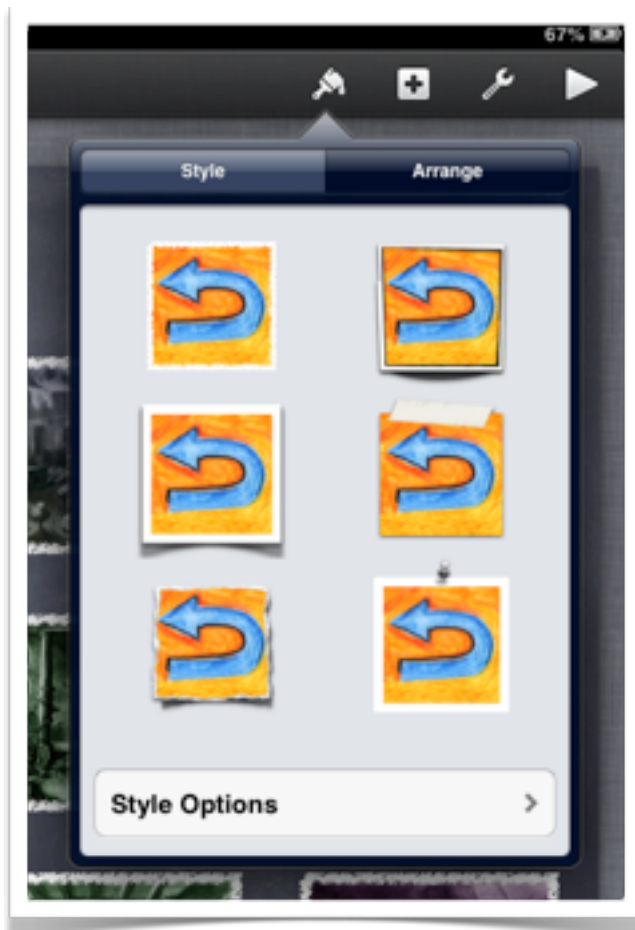


The **animation** can precede or follow the appearance of the object or element. A variety of effects, options, delivery methods and order can be applied to the animation.



Applying styles to objects on the slide

If you tap and hold on any object or element on a slide you will be able to apply a wide array of styles, masks and effects. You can also alter the object's position in relation to other objects on the slide.



Tap on the **Style Options** button to further manipulate the borders applied to the selected object.

You can adjust the colour, width and appearance of the border. You can also switch off the border.

Select the object on the slide and then tap on the Style icon at the top of the screen. The settings window displayed at left will appear.

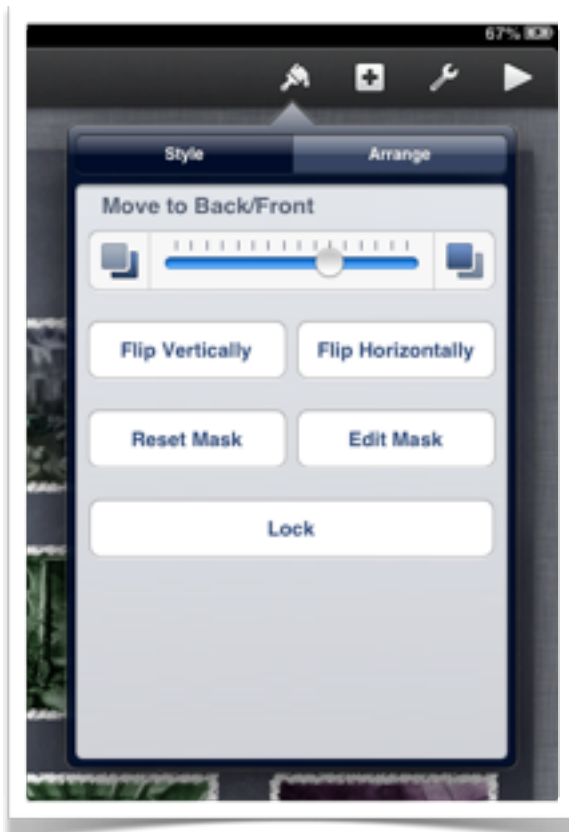
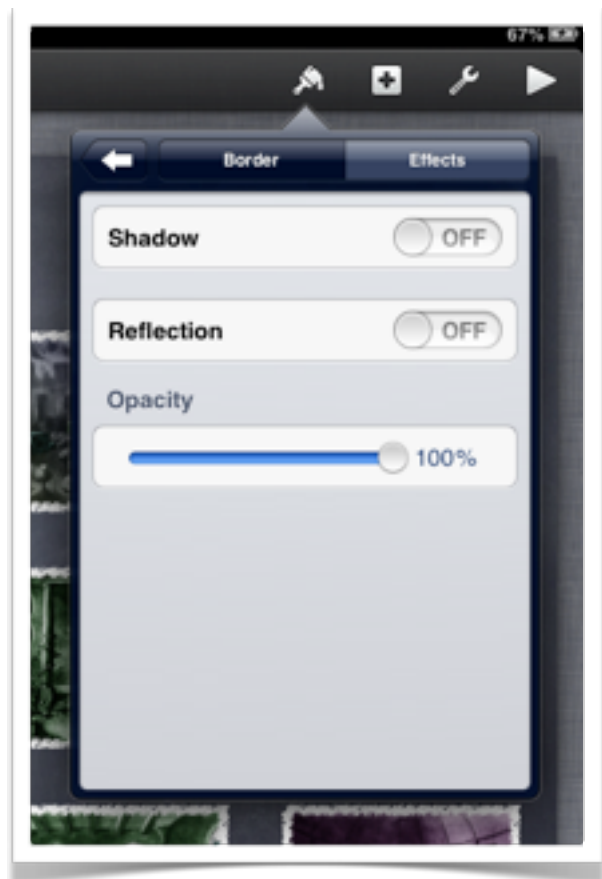
It will enable you to apply a variety of styles to the object including shadows and borders.





Scrolling down the border window will allow you to select from a wide variety of **border** styles.

Tapping on the **Effects** tab will allow you to apply reflections to the object. You can also adjust the opacity of the effect as well as switching the shadow off altogether.



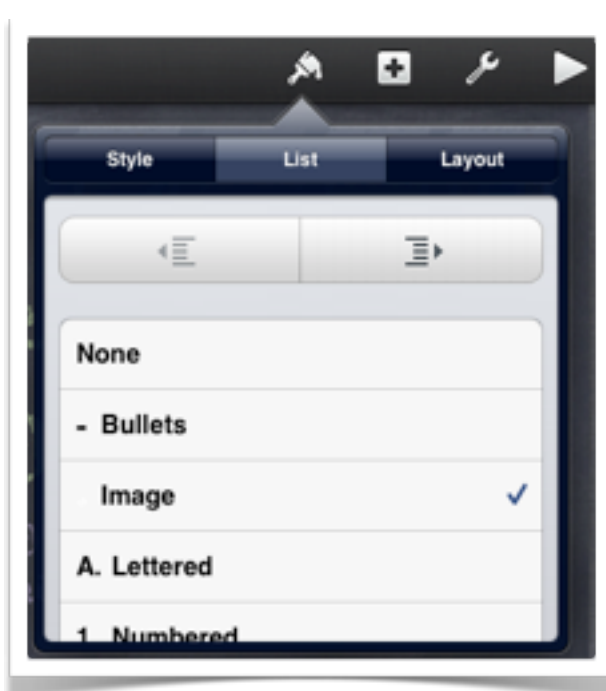
Finally, tapping on the left arrow will bring back to the main style window. Tapping on the **Arrange** tab will allow you to adjust the relative position of the object. You can also flip the object, adjust its **mask** and then “**lock**” it in place.

Applying styles to text

You can also alter the style, formatting and fonts on text on each slide. If you select the text and tap on the style icon at the top right of the Keynote app you will be able to make changes to the appearance of the text.

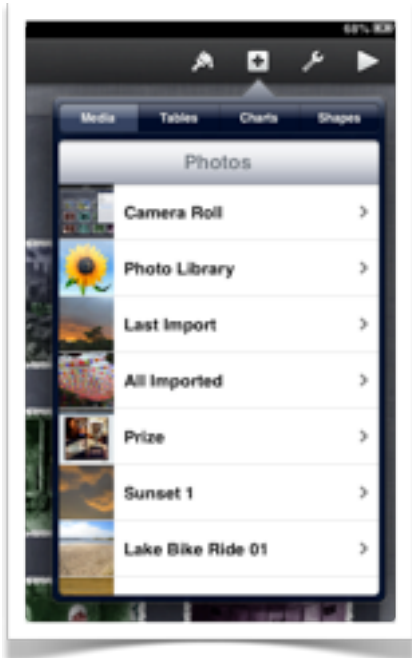


You can also add lists and change the paragraph formatting of the text by selecting those specific tabs.



Adding media, tables, charts and shapes

Tapping on the “+” icon at the top right of the screen will allow you to add media, tables, charts and shapes to the presentation.

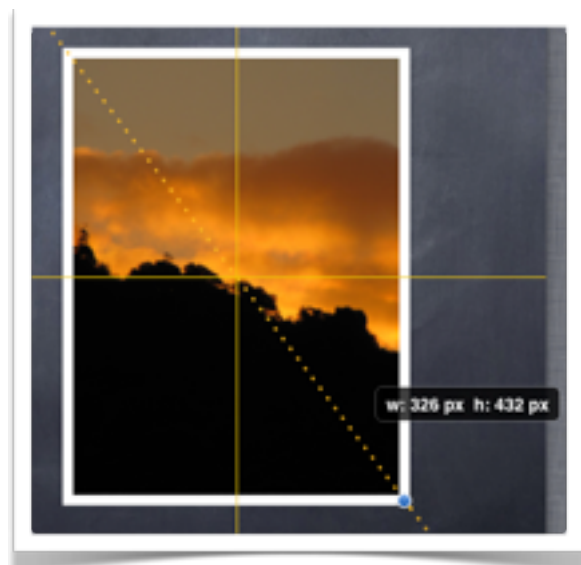
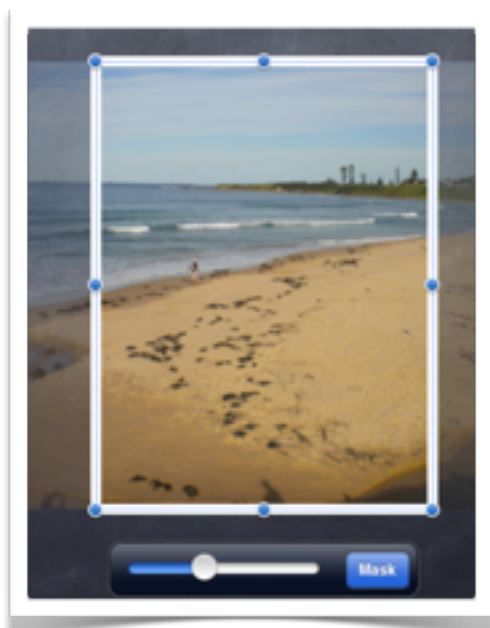


Adding Images

Selecting the media tab will allow you to add images, photographs and video. At this point in time the media window does not give you access to the audio files within the Music app on your iPad. You can import Keynote with audio previously added or simply embed a blank video with an audio soundtrack.

Scroll through the albums and select the image you wish to add to your presentation.

Once the image is embedded on the slide you can **resize** and position the image quite easily. **Guides** are available to precisely **place** the image.

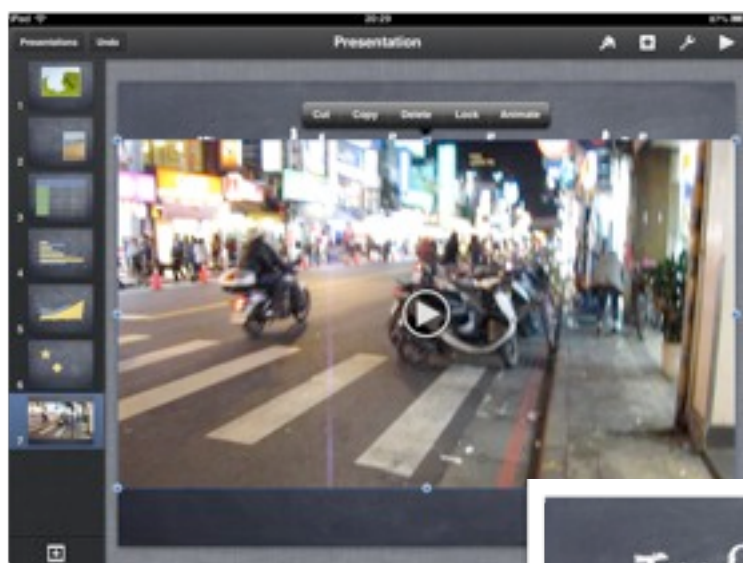


Tap on the image in order to view the **mask** slider. This enables you to “**crop**” the image so that you can emphasize the subject matter and eliminate unwanted areas around the perimeter of the image.

Adding video

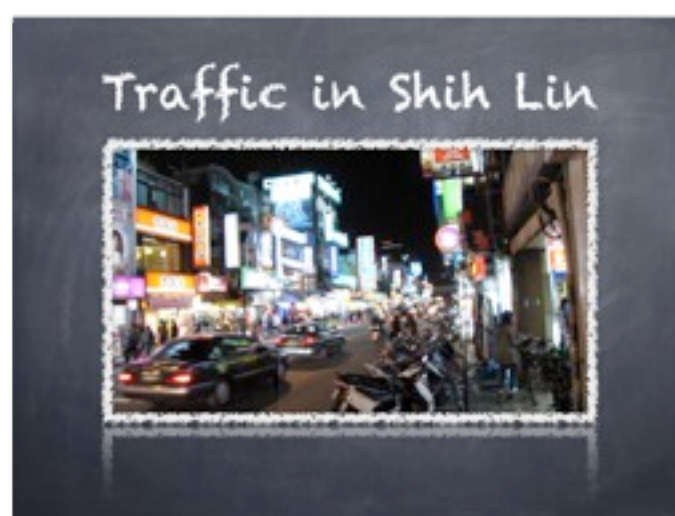
Select the **Media** tab and scroll through the albums and select the video you wish to add to your presentation. The video files can be easily identified by the video icon and duration indicator at the foot of each video thumbnail in the Photo Library viewer.

Once the video is embedded on the slide you can **resize** and position the video quite easily. You can also “animate” the video so that it appears at a particular cue in the presentation.



You can add a “border” to the video by placing a **shape** with no fill around the embedded video file. Effects can be applied to that border.

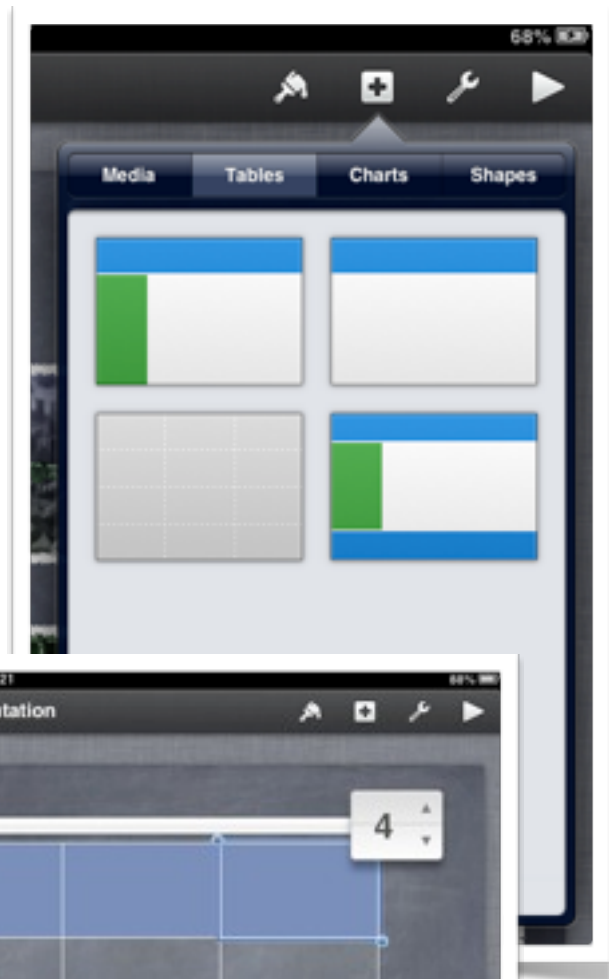
Please keep in mind that only video files in MP4, MOV and M4V **file formats** are supported. Video files in other formats such as AVI will need to be converted beforehand.



Adding Tables

Select the **Tables** tab and review the six screens of table styles and colour schemes.

Select a style that matches the theme for your presentation and meets your needs.



Once you have embedded the table you can easily add the text. You are also able to add and subtract rows and columns from the table by tapping on the top right and bottom left corners of the chart

Adding Charts

Select the **Charts** tab and review the six screens of charts styles and colour schemes.

There are also 3D chart styles that can be manipulated once they are added to the slide.

Select a style that matches the theme for your presentation and meets your needs.



Once you have embedded the chart tap once in order to show the contextual menu and then tap on the “Edit” tab.

While you are in Chart **editing mode** you can enter data using a numeric keyboard.

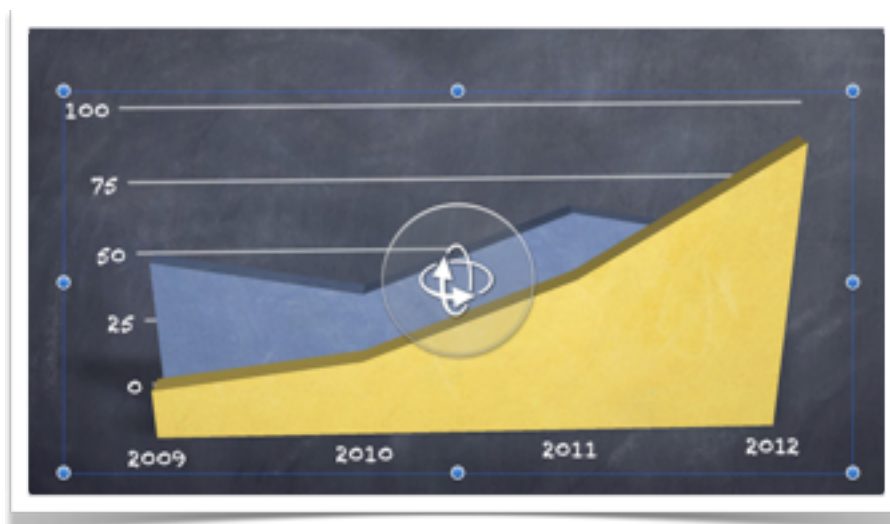


You can also alter the text fields using a character based keyboard. You can also decide whether you plot the rows or columns in series.



Please note that if you inadvertently add a column or row that you do not need it does not seem possible to delete that column or row. You may need to restart with a new chart.

If you add a **3D Chart** you can adjust its position in three dimensions by manipulating the icon in the centre of the chart.



Adding Shapes

Selecting the Shapes tab will allow you to add a variety of shapes to your presentation slide. Explore the six different colour schemes until you locate the scheme that meets your needs.

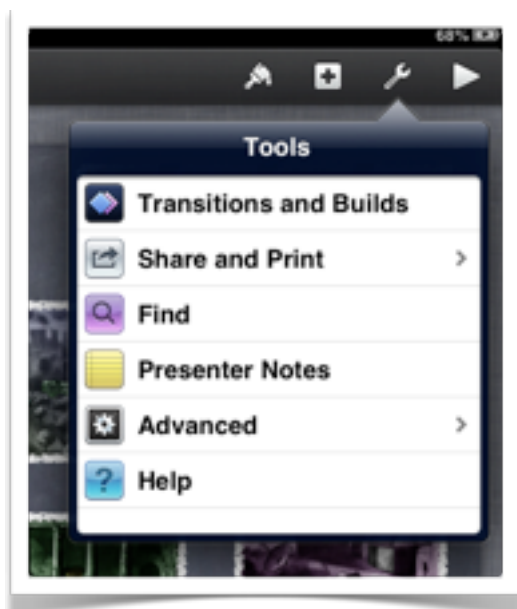
Once a shape is embedded on the slide you can alter its style and add effects.



You can also apply an animation so that it will appear and disappear on cue.

Working with the Tools

Tapping on the “Wrench” icon at the top right of the screen will allow you to work with a number of settings and important functions.



You are able to apply transitions and builds as described earlier.

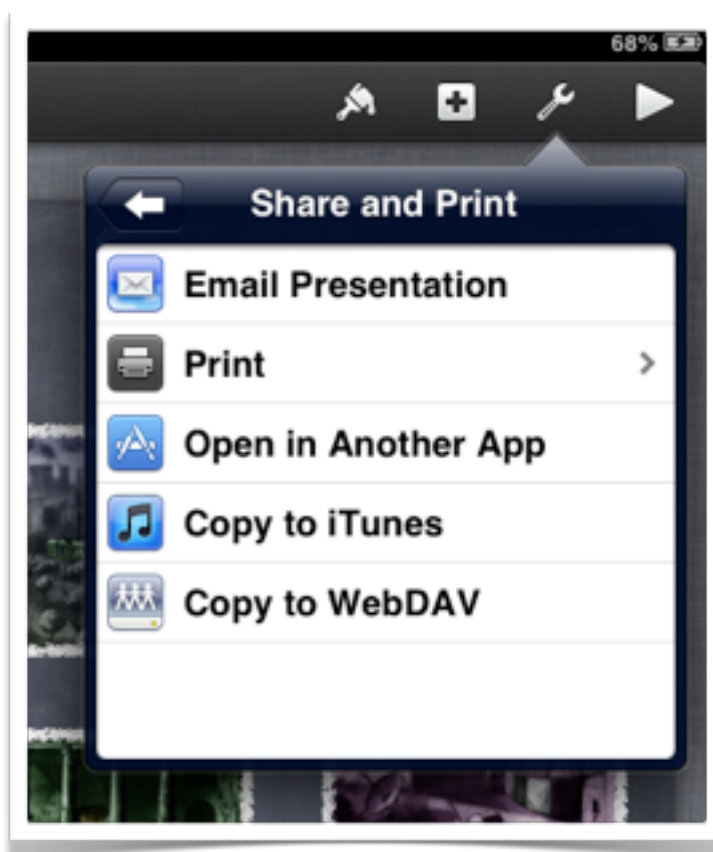
You are also able to print or share your presentation. You can transfer the presentation to iTunes or to a WebDAV server via a wireless network.

You can search for terms, add presenter notes, explore the Help topics and set more advanced options.

Share and Print

If you tap on the Share and Print tab you are able to perform the functions illustrated at right. If you copy the presentation to **iTunes** you will be able to access it the presentation within iTunes the next time you sync your iPad.

If you have access to a **WebDAV** server you are able to transfer your presentation to that server so that it can be accessed by others.



If you decide to open the Keynote in **another app** you will have the chance to convert the Keynote to Powerpoint or PDF format. Once the conversion is complete you will then be able to open that file in another app on your iPad.

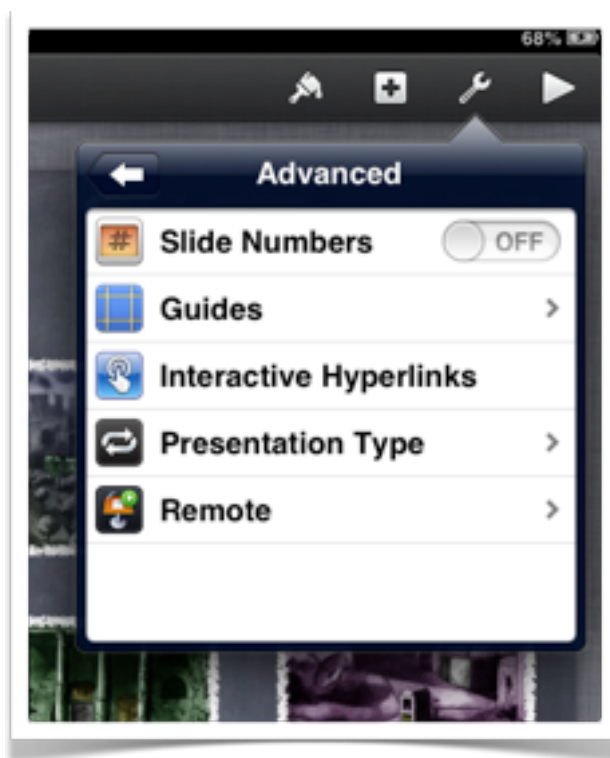
This may not always function as expected and some apps may crash or freeze as they commence to open the converted file.



Advanced Tab

Tapping on the advanced tab enables you to access some very useful features in Keynote.

In particular, you can set up the guides to assist you with the placement of objects on your slides, programme interactive hyperlinks and determine whether your presentation is a straightforward linear presentation or a hyperlinked exploration of ideas.



Interactive Hyperlinks

This is one of the most powerful features of KeyNote yet one of the most least used aspects of the app. Each object on a presentation slide can have an embedded hyperlink to any other page within the presentation. Hyperlinks can also point to a web site or launch an email.

Using hyperlinks allows you to create interactive scenarios and decision making trees within your presentation. In fact your presentation will cease to be a presentation and evolve into an exploratory game. This can be a powerful tool for both teachers and students as they create interactive story-lines with twists & turns.

When you select **Interactive Hyperlinks** each object on that slide will be highlighted with a blue arrow. If you tap on that object you will be able to link to any slide within the presentation. As mentioned above you can also link to a web site or launch an email to a specific address.



Presentation Type

You can set the type of presentation that you desire for your Keynote. If your presentation is designed for a kiosk set up you should switch on the Loop option.

You can also decide whether your presentation is Normal, Hyperlinks Only or Self Playing. If you create an interactive Keynote that relies on Hyperlinked navigation then you should select Hyperlinks only.



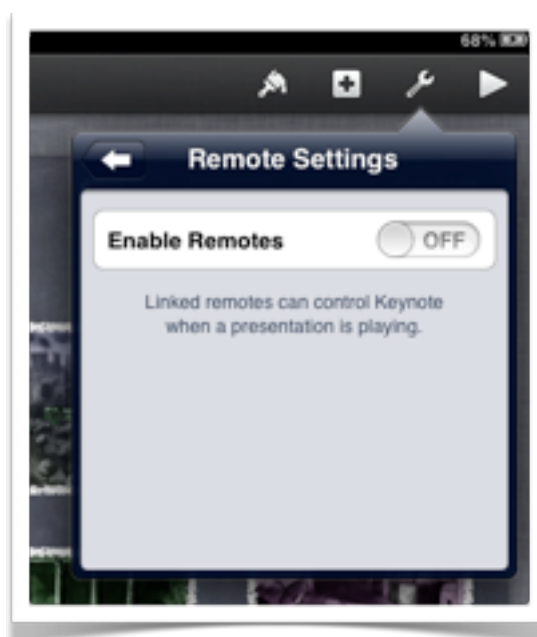
Guides

You should make full use of the Guides feature in Keynote. Simply put the Guides allow you to create a presentation that is neat and tidy.

Elements that are offset or poorly placed can detract from a good presentation.

Remote Settings

This setting allows you to enable the Keynote remote app on other devices so that you can manage your presentation from other points in the room.



Opening presentations from other sources

You can transfer Keynote presentations copied to iTunes on a Mac or PC. You can also download Keynote presentations saved to a WebDAV server.

When you launch Keynote and press the “+” icon in the top left hand corner of the screen you can choose to select a presentation transferred via iTunes or saved on a WebDAV server.



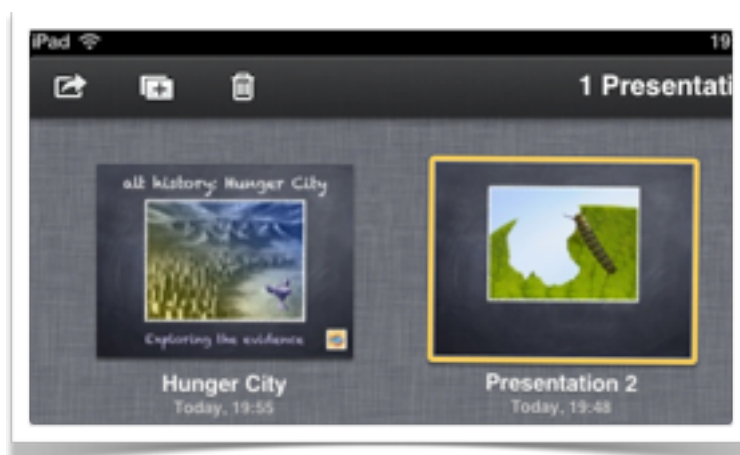
Files copied from iTunes would have previously been transferred to iTunes via the Apps tab and File Sharing Window within the application on the Mac or PC when your iPad is connected to that device.

If your organisation has access to a WebDAV server you will need to know the address of the WebDAV server and you will also need to be allocated a username and password.



Managing presentations and sharing with others

When you launch Keynote or return to the Presentations library you can share, duplicate or trash selected presentations. Tap on any presentation once to select it.



You are able to email the presentation, open in another App, copy it to iTunes or copy it to a WebDAV server.

Notice that the other two icons allow you to duplicate or delete the selected presentation.

You can also organise your presentations into folders by dragging a similar presentation onto another to create the folder in the first instance.

