

Keynote Kids

Creating a Presentation

- Click on the Keynote icon on your Dock.
- Select a theme for your presentation and click the Choose button.

Adding a Slide

Click the NEW button on your Toolbar.

Keynote automatically inserts a new slide with a Title and Bulleted List format.

Changing Slide Appearance

- Click the Inspector icon located on the toolbar.
- Select the Slide Inspector option.
- Click on the Appearance button.
- Click on the Master & Layout button. A menu of layout options will appear.
- Click the appropriate slide layout.

Formatting Text

- Add your text.
- Click on the corner of your text box so the white handles appear. The white handles indicate the selection of this object.
- Select the Inspector, Text option. The text inspector gives you the option to change font color and alignment, as well as text spacing.

Formatting Fonts

Fonts are not formatted through the Text Inspector, but through the Font Panel. Be sure to have the text box selected (check for white handles) so all selections are applied to the correct object.

Transitions

Transitions are the effects that take place during the advancement of one slide to the next. They can happen automatically or with the control of a mouse click.

- Click on the Inspector. Select the Slide Inspector and click the Transition button.
- Click on the Effect button for a pop up list of transition effects. When you select an Effect a preview of it will appear in the window above the Effect menu. The speed of the transition can be set using the Duration option. The direction can also be adjusted as desired for some Effect options.
- Using the Start Transition option, select whether the transition from one slide to another will be automatic or on (mouse/keyboard) click. Most of the time you will want it to be on click.

Notes