

# Keynote



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WESTERN AUSTRALIA  
*Achieve International Excellence*

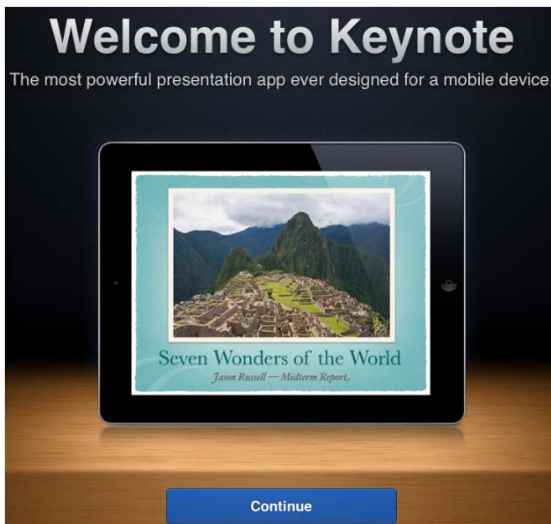
## Step One

Select the "Keynote" icon on the iPad



## Step Two

Select "Continue" on the "Welcome to Keynote" message



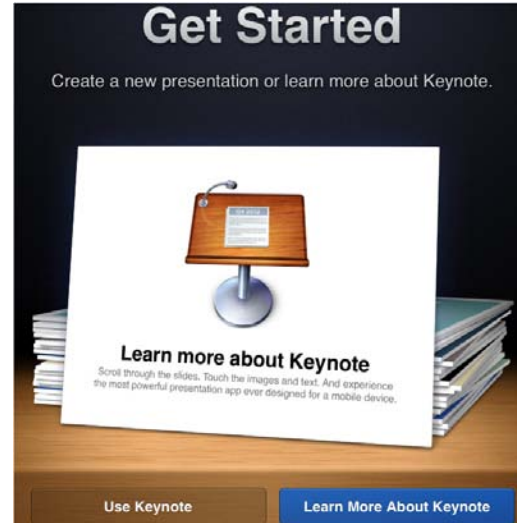
## Step Three

Select "Use iCloud" on the "iCloud for Keynote" message



## Step Four

Select either "Use Keynote" or "Learn More About Keynote" on the "Get Started" message



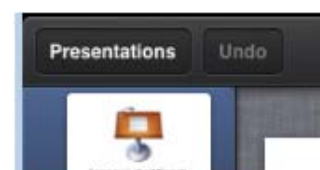
If you select "Learn More About Keynote" a presentation will open with information about Keynote



The "Learn more about Keynote" presentation will be available under "Presentations" for you to view at any time.

## Step Five

To Exit out of the "Learn More About Keynote" presentation, select "Presentations"




To bring up the main Keynote menu, select the



# Keynote



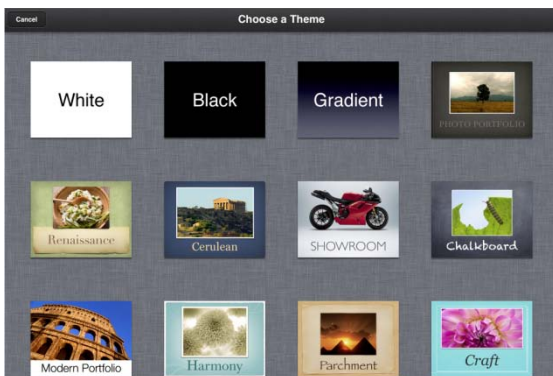
## Create a New Presentation


Select the  to bring up the Keynote menu




Select "Create Presentation"

Select a theme from the "Choose a Theme"




Select the  to add a new slide and select the type of slide from the list that comes up



To edit Objects, select the Object, then select the 


Select the  to insert Media, Tables, Charts, Shapes or Photos

For more options select the 

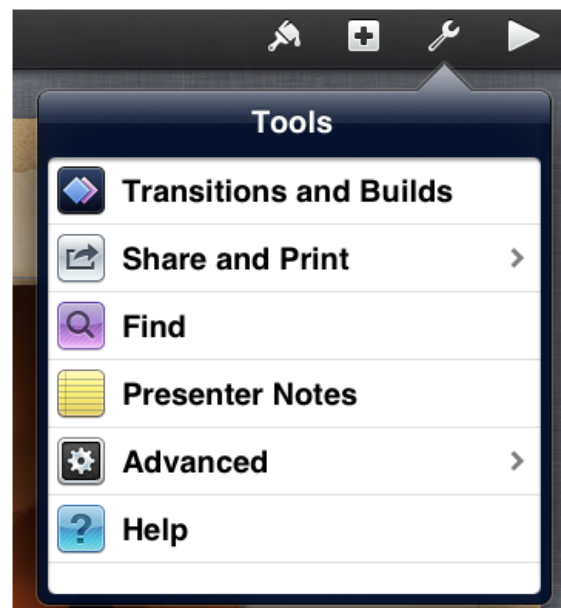
Select the  to change the view to Slideshow view

Tap or pinch the screen to exit out of Slideshow view

## Share and Print Options

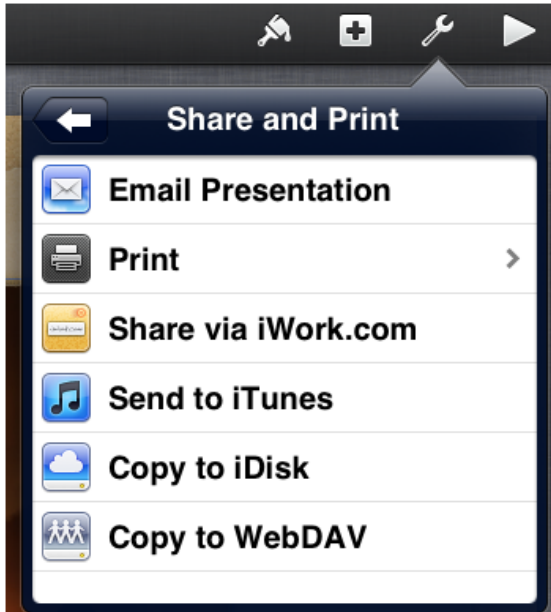
Select the 

Select "Share and Print"



The following options will be available: Email Presentation, Print, Share via iWork.com, Send to iTunes, Copy to iDisk and Copy to WebDAV

# Keynote



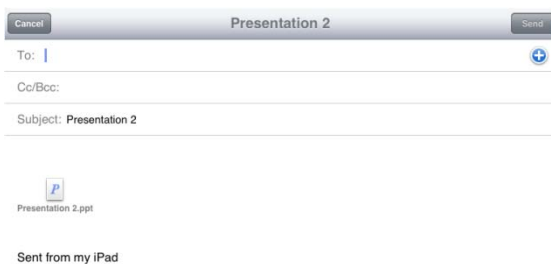
## Email Presentation

From the “Share and Print” menu, select “Email Presentation”

Select either “Keynote”, “PDF” or “PowerPoint” as the file format to send via Mail



Enter the email address to send the presentation to



Select “Send”

## Print

From the “Share and Print” menu, select “Print”

Select “Printer”



This will search for printers, if printers are found, select a printer and select “Print”

If no printers are found a “No AirPrint Printers Found” message will be displayed

## Share via iWork.com

From the “Share and Print” menu, select “Share via iWork.com”

Enter your “Apple ID” and “Password” and select “Sign In”

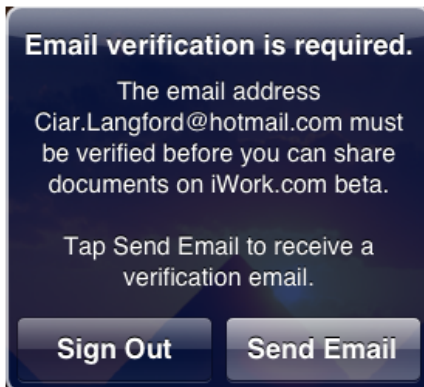


The following steps will need to be completed the first time you use “Share via iWork.com”:

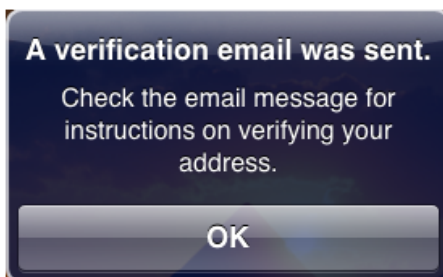
# Keynote



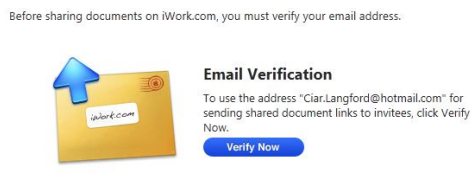
- Select "Send Email" on the "Email verification is required" message



- Select "OK" on the "A verification email was sent" message



- You will need to check your email and select "Verify Now" in the "Verify your email address on iWork.com" email



- In Keynote, from the "Share and Print" menu, select "Share via iWork.com"

Enter the email address of the person you would like to view the presentation and select "Share"



You may need to wait a few minutes for your presentation to be copied to iWork.com

## Send to iTunes

From the "Share and Print" menu, select "Send to iTunes"

Select either "Keynote", "PDF", or "PowerPoint" as the file format to send to iTunes

In iTunes, the presentation will be available when you select "Keynote" under "File Sharing" in "Apps"



## Copy to iDisk

From the "Share and Print" menu, select "Copy to iDisk"

Enter your "Member Name" and "Password" for iDisk and select "Sign In"



## Copy to WebDAV

From the "Share and Print" menu, select "Copy to WebDAV"


Enter the "Server Address", "User Name" and "Password"



# Keynote



## Import a presentation to Keynote

Press the  to bring up the Keynote menu

Under “Copy From:” There are three options: “iTunes”, “iDisk” and “WebDAV”

### Copy From iTunes

On the Keynote menu, under “Copy From”, select “iTunes”

Select the presentation

### Copy From iDisk

On the Keynote menu, under “Copy From”, select “iDisk”

Enter your “Member Name” and “Password” for iDisk and select “Sign In”

Select the presentation

### Copy From WebDAV

On the Keynote menu, under “Copy From”, select “WebDAV”

Enter the “Server Address”, “User Name” and “Password” and select “Sign In”

Select “Sign In”

Select the presentation