

How to present with your iPad

“I would like to edit a PowerPoint presentation using Keynote”

- Open the PowerPoint file in Keynote. If this is attached to an email, open the attachment in a preview window by tapping on it, then tap the 'Action' button in the top right corner then tap on 'Open in Keynote'. If you get a warning message, just tap 'Done'.
- Zoom in on a particular area of the slide – pinch together with two fingers. To zoom in again pinch apart with two fingers. Then pan around to get the ideal view.
- Change the title text to *Benefits of Keynote over PowerPoint* by double-tapping on the title text.
- Insert an image into your slide – press the iPad home key. Open Safari and in the Google search box in the top right of the screen, type *Keynote iPad*. Then tap 'Images' at the top of the page. Tap on a picture, which should enlarge it. Tap and hold the image, then tap 'Save Image'. This will save the image to your iPad.
- Now return to Keynote – press the iPad home key and tap the 'Keynote' icon.
- Insert the image – tap the 'Plus' icon in the toolbar, then choose the 'Media' tab. Then tap 'Camera Roll' and select the picture. To resize the image, tap it once then drag the blue dots that appear at each corner.
- Insert a new slide – tap the 'Plus' icon at the bottom of the slide thumbnails in the bottom left corner of the screen and choose a blank slide.
- Enter some text – tap the 'Plus' icon in the toolbar at the top of the screen and choose 'Shapes'. Tap the 'T' box (text box) to insert a text box.
- Move the text box around by dragging it with your finger, then edit the text by double tapping.
- Copy and paste the text box – tap on the text box and tap 'Copy'. Tap on a blank area of the slide then tap 'Paste'.
- Rotate the text and images – tap and hold with two fingers and rotate.
- Keynote will automatically select a text colour that will stand out, but if you would like to change it, select the text by double tapping and dragging the blue dots apart. Tap the 'Paintbrush' icon then tap the font name and size to change the font, colour and size. You can also make text bold or italic, etc.
- Add a list of bullet points – select some text by tapping on it, then tap the 'Paintbrush' icon, choose the 'List' tab then select a bullet point style. Then add some columns – under the 'Layout' tab tap the 'Plus' button.

“I'd like to add charts and animations to my presentation”

- Add a chart – tap the plus icon on the toolbar and choose the 'Charts' tab. Select '3D', then 'Pie Chart'.
- Customise the chart's appearance – tap it, then select the 'Paintbrush' icon and the 'Chart' tab. Select a different style.
- Customise the chart data – tap the chart then select 'Edit Data'. Customise the data as required. Keynote will automatically calculate percentages by just entering numerical data.
- Add the chart legend – tap the chart and then the 'Paintbrush' icon. Tap 'Chart Options' then tap the 'Legend ON/OFF' slider so that it changes to ON.
- Add an animation to the chart as it appears on the slide – tap the chart and select 'Animate' then 'Build In'. Experiment with selecting different animations until you find one you like. Then tap outside of the box. Notice the yellow '1' icon next to the chart. This indicates the order that the animation will occur if you have multiple animations – a yellow icon means it will be 'animated in' to the slide. Black means it will be 'animated out'.

- Animate the chart 'off' the screen – tap the chart and select 'Build Out'. Choose an animation as before. Notice the black '2' which tells you that there is an animation that will make the chart disappear.
- Animate the text you entered previously – select the text by tapping it. Then tap 'Build In'. Select an animation as before and tap on the slide.
- Now preview the slide – tap 'Done' in the top right of the screen, then the 'Play' button in the toolbar. Tap the screen to move through the animations.
- The animations occur in the wrong order – you need the text to animate 'in', then the chart to animate 'in' and finally the chart to animate 'out'.
- To fix this – tap the chart, select 'Animate', then 'Build In', then the 'Order' tab. Tap and hold the three lines next to 'Text' – currently happening 3rd in the sequence. Drag it to the top of the list. The order should now be: text animation, chart animates 'in', chart animates 'out'.
- To check it is correct, tap 'Done', then the 'Play' button in the top right of the Keynote screen.

"I've created a presentation in Keynote and I now I need to rearrange the order, remove a few slides and add in some transitions between slides"

- Reorder some of the slides – tap and hold a slide thumbnail and drag it to a new location.
- Add a transition between two slides – tap the slide thumbnail and tap 'Transition'.
- Experiment with different transitions until you find one that you like. A yellow flap will appear on any slide thumbnails that you have a transition on. Leave transition mode by tapping 'Done'.
- Delete a slide – tap the slide thumbnail and tap 'Delete'.
- Exclude a slide from the projector image without deleting it – tap the slide thumbnail and tap 'Skip'.

"I'd like to know how to organise, manage and email my presentations"

- Tap 'Presentations' from within Keynote to return to your saved files.
- Tap 'Edit'. Your files will start to wobble.
- Duplicate a presentation to use it as a template – tap it and a yellow box should appear around it. Tap the 'Duplicate' button. It will appear as '*Presentation name* copy'.
- If you have wifi access, email the presentation to yourself as a PowerPoint file so you can open it on your PC. Tap and hold it, then tap the 'Action' button and tap 'Email'. Select the option to send it as a Powerpoint file so you can open it on your PC. The presentation will attach to an email ready to send.
- Now delete this duplicate – tap 'Edit', tap the presentation, tap the 'Trash' icon then 'Delete Presentation'.
- Now organise the files by date and then name – swipe downwards on a grey area of the screen and tap 'Date then Name' to rearrange.
- Rename the presentation you sent to the iPad – tap the name of the presentation, type a new name, then tap 'Done'.
- Finally, select multiple presentations – tap and hold one presentation until they wobble then tap each one you want to select.