



## Develop a Keynote Application for Communicating with Others or As a Record of Events

Keynote is Apple's Presentation Software included in *iWork*, although there are other software packages that work with the Mac (e.g., *MediaShout for Mac* or *PulpMotion*)

Keynote provides the capacity to develop professional quality slide shows (or even movies) that can be used in group settings or can be used to document personal events by interspersing pictures, text and videos seamlessly

Keynote is compatible with other Mac applications including iPhotos, iTunes, Garageband, Numbers and others. This allows easy cutting- and-pasting and dragging materials from these applications into Keynote

### Today's Workshop Will Cover the following:

1. The Keynote development process
  - a. A clear statement of the purpose of the Keynote and the audience you are trying to communicate with
  - b. What materials to collect (text, pictures and videos) and how to locate them
  - c. Selecting the right Keynote Format (themes and masters)
2. Assembling a basic presentation or slide show
  - a. Preparing text slides with and without bullets
    - i. Types of bullets (text, image, custom, numbers, etc.)
    - ii. Fine tuning of bullets
  - b. Inserting pictures and combining them with text
  - c. Adding sound
  - d. Use of Instant Alpha, Bring objects forward/sending backward
3. More elaborate presentations
  - a. Adding video
    - i. YouTube or vob videos

- ii. Editing video
  - b. Creating your own video
  - c. Creating audio files
  - d. Making an elaborate title slide that uses text and pictures and even video
- 4. Making a video with *iMovie* or *Quicktime*\*
- 5. Using the Inspector
  - a. Transitions - formatting and timing
  - b. Graphic tweaking
  - c. Using hyperlinks
  - d. Building In and Building Out
- 6. Building Multiple Images and Animation
- 7. Some special tools
  - a. *MacTubes* to convert YouTube files to mp4 files
  - b. *Shiiva* to convert vob (DVD) files to Mp4 files
  - c. *MPEG Streamclip* to convert video file formats for use with iMovie
  - d. *Quicktime 7 Pro* for quick and simple editing of videos
- 8. Transferring Keynote to iMove
- 9. Keynote art
- 10. Tables in Keynote

## Resources

1. Apple's Keynote Tutorial - <https://www.apple.com/iwork/tutorials/#keynote-msoffice>
2. An excellent basic tutorial - <http://www.youtube.com/watch?v=IMddij2HIRo>
3. To install MacTubes go to <http://www.macupdate.com/app/mac/28608/mactubes>)

## Questions

Contact Burt Stephens at [burtstephens@gmail.com](mailto:burtstephens@gmail.com) or use our OMUG Google Discussion Group at <https://groups.google.com/d/forum/ocalamug>

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\* A movie made with Quicktime can be played on both Mac and PC-based computers.