

Quick Start

Producing a Visual Presentation with Keynote

Keynote, the presentation application in iWork '08, is ideal for creating audio and visual classroom presentations. Like all Apple applications, it integrates well with iLife applications and enables the use of many media formats in your presentations.

In this activity, you'll use Keynote to create a presentation that includes an animated introduction, text, photos, a pie chart, a hyperlink, and a transition.

Keynote in the Classroom

Keynote allows students studying any subject to create great looking presentations that go beyond the bland text-only presentations of the past. With Keynote, you can add pictures, tables and graphs, animations, other compelling visuals, and even music and narration to tell a story.

This activity takes you through the steps that students could take to create a presentation about the global water supply. Students doing this project in the classroom would first gather information about the subject: "Global Clean Water Through Desalination." They could access real-world information sources to explore the clean water problems we are facing and solutions to those problems.

Their mission would be to define the topic's big picture and then gather the facts and pictures needed to create a presentation that substantiates their findings and proposes solutions to the shrinking fresh water supply. Students could then turn their Keynote presentation into a podcast that is posted to a student global water shortage website that they create. Other schools could then be invited to provide information and pictures for the site.

Goals

In this activity, you will:

- Create slides with photos, text, and animations
- Add transitions between slides
- Add a pie chart with the Keynote chart building feature
- Add a hyperlink to a slide

What You Will Need

For this activity, you need to download the files in the Keynote_Assets folder. You then need to import the image files in that folder into iPhoto. The information for what goes on each slide is contained in a Pages document in the Keynote_Assets folder entitled Keynote_Slide_Info.pages. The Keynote_Assets folder also includes the finished Desalination presentation as a reference.

Software needed:

- Keynote
- Pages
- iPhoto

Time

This activity will take approximately 90 minutes to complete.

Opening Keynote

- 1 Open Keynote by clicking its icon in the Dock or double-clicking it in your Applications folder.

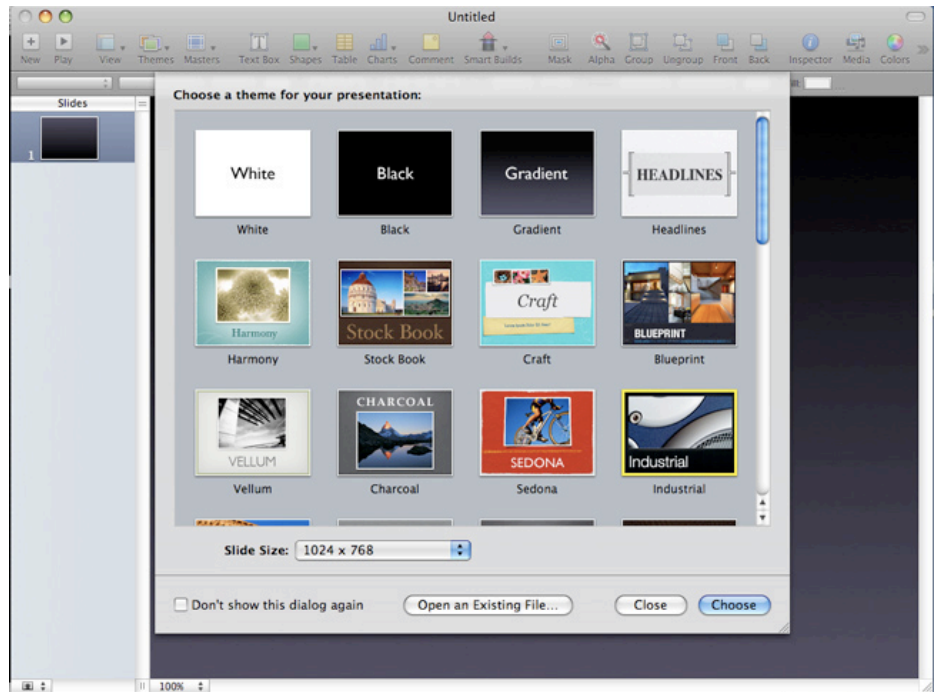


When Keynote opens, it displays all the available themes.

Note: If this is the first time you are opening Keynote, a Keynote '08 window appears. Click OK.

- 2 From the Theme Chooser, select the Industrial theme, which becomes outlined in yellow, and choose 1024 x 768 from the Slide Size pop-up menu. Click Choose.

Note: If Keynote is already open from a previous project, in the Keynote menu bar, choose File > New from Theme Chooser and pick a new theme.



Note: If you are using a 15-inch monitor, you may want to change the zoom level by choosing Fit to Window from the pop-up menu in the bottom-left corner of the Keynote window.

- 3 Choose File > Save to open the Save dialog. Change the name to *Desalination*, choose a save location, then click Save.

The title of the project has changed from "Untitled" to "Desalination."

An Industrial theme slide opens with two text boxes.

- 4 In the Keynote toolbar, click Masters.



- 5 Choose Photo – Horizontal from the pop-up menu.

The background of the slide changes to the Photo – Horizontal layout.

- 6 Click in the middle of the subtitle text box (the smaller text) to select it, which activates the selection handles. Press Delete to remove the text box.

Note: To deselect a text or picture placeholder, click anywhere outside of the selected placeholder that doesn't contain text or a picture.

- 7 Double-click inside the text box and type *Global Clean Water Through*. Place the insertion point just in front of the "T" in the word "Through" and press Return.

Note: The word "Through" is now on a second line hidden from view and you must use the (+) selection handle to lower the bottom edge of the text box to reveal that second line.

- 8 Drag the selection handle (+) downward to reveal the second line. Finish the title by typing *Desalination*.

Note: Dragging the selection handle automatically activates all of the selection handles for that text box. The text box can now be moved since they are active.

- 9 Drag the text box to the middle of the slide template's placeholder picture.

When the text is properly aligned and centered, yellow horizontal and vertical alignment lines are displayed, as seen below.



- 10 In the far right of the Keynote toolbar, click the Format Bar button to display the text formatting options seen below if they are not already displayed.



- 11 Click in the text box and drag to select the text. Choose Impact from the Font pop-up menu and change the font size to 96. Click the B button to make the text bold and the Center button to center the text.

Note: You will have to adjust the height of the text box using the (+) selection handle to accommodate the larger font size.

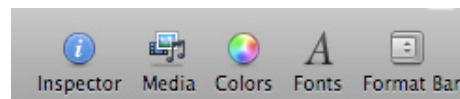
The text now looks like this:



Modifying the Placeholder Picture

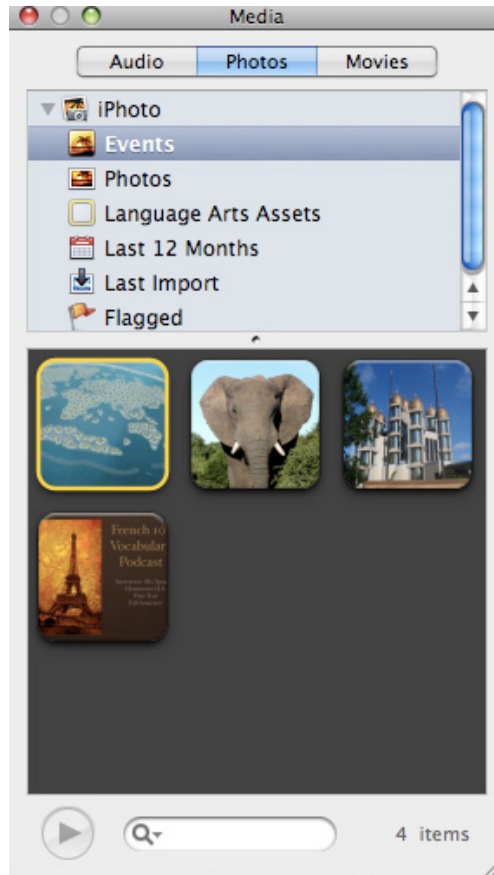
You are now ready to change the slide's background image to something that is more appropriate for your slideshow.

- 1 In the slide, click the slide template's placeholder picture to display the edit mask controls and a dotted line around the edges of the image.
- 2 To insert a new background picture, in the Keynote toolbar, click the Media button.



The Media Browser opens.

- 3 In the Media Browser, click the Photos button and make sure that the Events folder is selected. In your iPhoto library, find the Event outlined in yellow in the following figure. Double-click the Event to view only its pictures.



- 4 Drag the image named world.topo.800x400 into the slide template's picture placeholder area while keeping the mouse button down. Release the mouse button when a blue outline appears around the slide's placeholder image.

The picture automatically is resized to fit perfectly.

- 5 Choose File > Save.

The first slide now looks like this. You are ready to create a simple animated title to start your presentation.



Using the Build Inspector

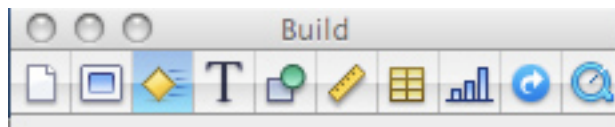
The Build Inspector is a new feature in Keynote '08 that will help create a dazzling opening for your slideshow simply by animating the title's text. Using the Build Inspector, you can animate the attributes (size, color, transparency, and so on) of any Keynote objects, including images, shapes, text boxes, charts, and movies.

- 1 Click in front of the first letter of the title and drag across the title text to select it.
- 2 In the toolbar, click the Inspector button.



The Inspector window opens.

- 3 In the Inspector toolbar, click the Build Inspector button (the yellow diamond).

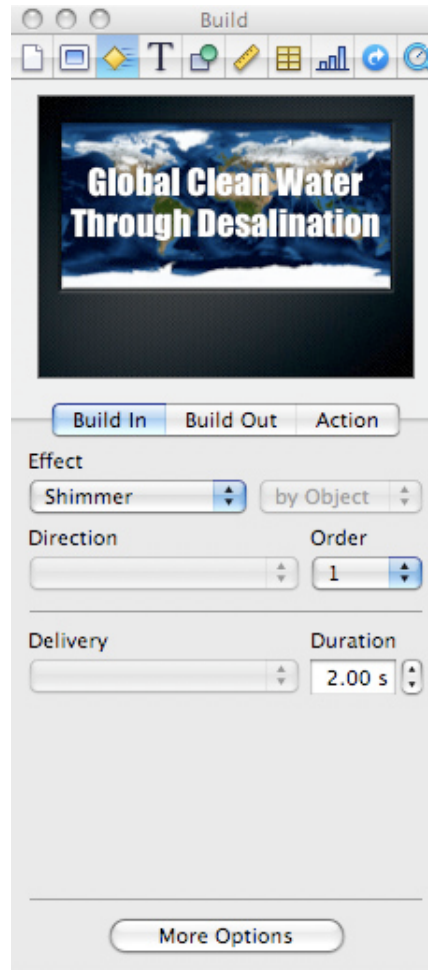


- 4 Click Build In, then choose Shimmer from the Effect pop-up menu.

- 5 Set the delivery duration to 2.00 s.

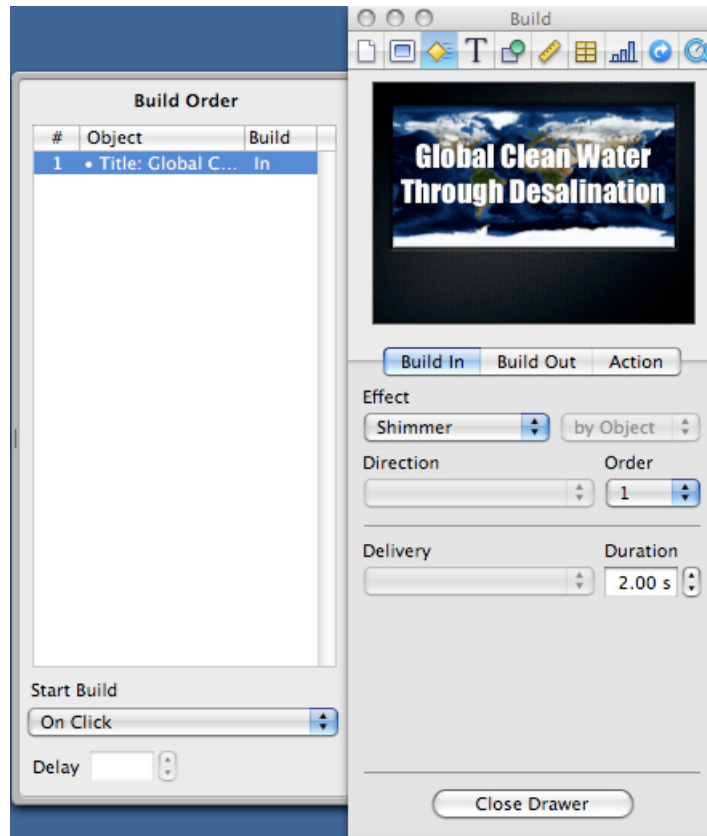
A preview of the effect is automatically displayed in the Build Inspector's preview window. If you missed seeing it, click in the preview window and it will play again.

Note: As with any floating window like the Inspector window, if you click any other open program or your desktop, the Inspector window disappears. To get it back, simply click in the Keynote canvas area and make sure that the item you are working with—in this case, the title text—is still selected.



- 6 Click More Options at the bottom of the Build Inspector to display the object's actions and build order. Verify that the Start Build pop-up menu is set to On Click.

By choosing On Click, the text animation will begin with a mouse click.



- 7 In the Build Inspector, click Build Out, then choose Shimmer from the Effect pop-up menu.
- 8 Set the Delivery duration to 2.00 s.
The effect is previewed in the Build Inspector.
- 9 In the Build Order drawer, choose "Automatically after build 1" from the Start Build pop-up menu and set its duration to 2 seconds. Earlier you set this animation to start playing On Click, so it will now play after you click the screen and stop automatically. Adjust the duration timings to your liking.
- 10 To play the title animation, in the Keynote toolbar, click the Play button. The screen changes to a full-screen view. To start the animation, press the Space bar.



- 11 When the animation has finished playing, Press Escape or the Space bar to return to the Keynote canvas.
- 12 Close the Build Inspector window.

Building the Body of the Slideshow

Now that you have built the slideshow's animated title opening, you can complete the body of the slideshow. You already know how to modify a slide's master template look, its text, and pictures. You will now learn how to add a new slide to the presentation.

There are 10 slides total in this presentation. All of the text, pictures, pie charts, animations, and suggested master templates to use for each slide are listed in a document called `Keynote_Slide_Info.pages` in your `Keynote_Assets` folder.

- 1 In the Finder, navigate to the `Keynote_Assets` folder and open the `Keynote_Slide_Info.pages` document.

All of the information to create the slideshow has been prepared for you in advance. Just copy the information to new slides and add any necessary pictures and charts. Slide 2, the next slide, requires a pie chart.

- 2 In the toolbar, click the New (+) button to add a new slide.



- 3 Click the Masters button and choose Title & Bullets – Left from the pop-up menu.
This is a good layout to use for slide 2 as it has a title area, a column for bullets on the left, and free space on the right where you will add the pie chart for this slide.
- 4 Double-click the slide's title area at the top of the slide and type *Types of Water*.
- 5 From the `Keynote_Slide_Info.pages` document, copy the text headers and bullets for Freshwater, Brackish Water, and Seawater for slide 2 by choosing Edit > Copy (pressing Command-C).
- 6 In the Keynote presentation, double-click in the bullet text box, then choose Edit > Paste and Match Style (or press Option-Shift-Command-V).

Note: The text is too large to fit into the text box and must be fixed. If the Format Bar is no longer open, click the Format Bar button in the Keynote toolbar.

- 7 Double-click in the bullet text box, then choose Edit > Select All (or press Command-A) to select all of the text. Change its size to 18 in the Format Bar.
- 8 Double-click each one of the headers (Freshwater, Brackish Water, and Seawater) and change its size to 36. Change the color of each one from white to cyan using the color chip next to where you changed the size.
- 9 Click in the bulleted text box to activate its selection handles and drag the right center selection handle to the right so that the longest line under the "Freshwater" main bullet is all on one line, as shown in the figure below.

- 13 Double-click 2007 to select that cell, and type *Oceans*.
- 14 In the 2007 column, click 91 to select the cell, and type 97.
- 15 Double-click 2008 to select the cell, and type *Fresh*.
- 16 In the 2008 column, click 76 to select the cell and type 3.
- 17 Reposition the pie chart's title and chart by dragging them to their new locations (for guidance in positioning, refer to the completed slide image above).
- 18 Repeat the steps for creating the remainder of the new slides and adding the provided slide information to finish your slideshow.

Note: Remember that when you copy from the text from the Pages document to paste into the Keynote presentation, you will want to always use Edit > Paste and Match Style, especially if you are using a slide background that is dark.

Use the provided finished Desalination.key presentation as a reference. You will of course have to adjust the text size and position to fit appropriately on each slide. You will also need to adjust the size of pictures or movies as well. The next section explains how to add pictures or QuickTime movies to your slides.

Adding a Picture or Movie to a Slide

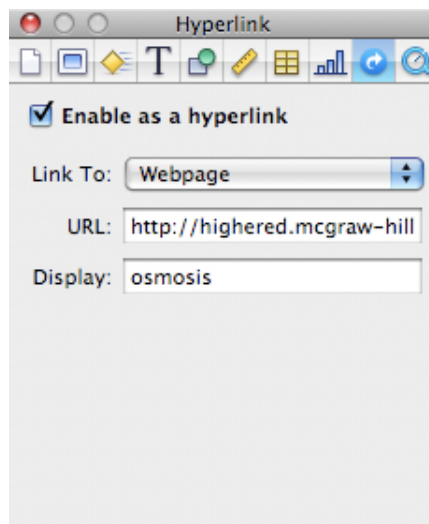
Slides 5 and 7 contain animated QuickTime movies. In this section, you will learn how to insert an animated QuickTime movie onto a slide, which is also how you insert pictures as well.

- 1 From the Keynote menu, choose Insert > Choose.
- 2 In the dialog that appears, navigate to the Keynote_Assets folder.
Refer to the Keynote_Slide_Info.pages document for slides 5 and 7 to determine which movie goes where.
- 3 Click the QuickTime movie file (or picture) to select it, then click the Insert button.
The movie's selection handles will already be activated when it is inserted onto the slide. The movie needs to be resized and repositioned.
- 4 Drag the selection handles to resize the movie and reposition it so that it is balanced in the slide. You may want to refer to the finished Keynote presentation for guidance.

Adding a Hyperlink

With several slides completed, you will add a hyperlink to slide number 7. Hyperlinks are valuable tools for extending a slide presentation's interactivity. In slide 7, you have broached the topic of reverse osmosis, but you would like to play a useful animation on a website to explain the concept.

- 1 In slide 7, double-click the word "osmosis" in the question at the bottom of the slide to select it.
- 2 Choose Insert > Text Hyperlink > Webpage to open the Hyperlink Inspector.
- 3 From Slide 7 of the Keynote_Slide_Info.pages document, copy the website's link and paste it into the URL field of the Hyperlink Inspector. Press Return.

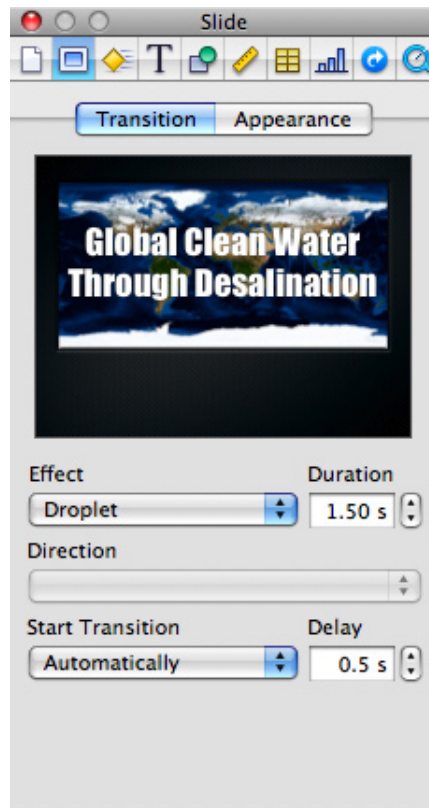


Adding Slide Transitions

Now you'll add a transition between the first two slides. Transitions can be added between all slides; however, you only want to use them where it makes sense to do so.

- 1 In the slide navigator, click slide 1 to select it.
The slide is outlined in yellow.
- 2 In the Keynote toolbar, click the Inspector button to open the Inspector window.

- 3 Click the Slide button (the second button from the left) to view the Slide Inspector. Click the Transition button.



- 4 Choose Droplet from the Effect pop-up menu and set the duration to 1.50 s.
- 5 Choose Automatically from the Start Transition pop-up menu and change the Delay field to 0.5 s.

A small blue triangle appears in the lower-right corner of slide 1 to indicate that a transition has been applied to it.



- 6 To preview the transition, click the preview window of the Slide Inspector.

Playing the Slideshow

Your slideshow is finished and it is time to view your masterpiece.

- 1 Select the first slide in the slide navigator, then click the Play button.

The presentation is played in full-screen mode.

- 2 Press the Space bar to start the animation.

The opening will play through slides 1 and 2. After it finishes playing, you must use the keyboard to advance the slideshow.

- 3 To advance the slideshow, press the Space bar.

Note: The slideshow may also be advanced using the following keys: the left and up arrow keys move backward one slide at a time while the right and down arrow keys move one slide forward at a time.

Next Steps

Now that you've gotten started with Keynote, you're ready to use it with your lessons to enhance teaching and learning. The additional activity ideas that are included here suggest a few more of the ways you can use Keynote with your students. When you want to gain further skills in using the software to implement these and other activities, you can use the resources listed in "Learn More," below.

Learn More

The following are some of the resources you can use to find out more about using Keynote.

Help

When you're working in Keynote, onscreen help is available at any time by choosing Help > Keynote Help.

Video Tutorials

For a collection of tutorials about using Keynote, go to www.apple.com/iwork/tutorials or choose Help > Video Tutorials when Keynote is open.

Apple Media Series

iWork '08 in the Classroom, part of the Apple Media Series, provides how-to videos and step-by-step guides for learning how to use Keynote and the other applications in the iWork suite. iWork '08 in the Classroom, available at an affordable cost to individuals and schools, guides you through what students could produce with each application.

www.apple.com/education/k12/applemediaseries

Additional Activity Ideas

American Politics: Presenting Issues and Candidates—U.S. History, Forensics/Debate, Language Arts (Persuasive Writing)

Students can study important issues, elections, or candidates either from current times or from the past. After conducting related research, they can create a persuasive and informative presentation in Keynote designed to share facts, state their position, and persuade their audience to take a particular position related to their presentation. Students can then use the Keynote slides to guide their oral presentation.

Seeing Poetry—Language Arts

As part of a study of haiku poetry or another genre of poetry, students can write poems, then each find a photo or painting or another image to use with their poem. Students can then create one slide of a master Keynote file on which they type their poem and add their image. The poems can then all be collected in one Keynote presentation file that can easily be shared and published.

Students Teaching Students—All Subjects

When studying a unit in almost any class, rather than the instructor teaching the different concepts in that unit, groups of students can each be assigned one concept they are to teach to their classmates. Each group then can conduct research about the topic, collect relevant photos, and create a Keynote presentation with text, images, and other elements. Each group can then present what they have learned to their classmates. This is a very powerful way for students to learn, and the instructor is still involved to guide them and add to the discussions and learning.

Let's Get It Started—All Subjects

At the beginning of a unit, each student can be assigned one key topic to research. Each student can then make one slide in Keynote that has three facts they learned along with a relevant graphic. If students have MacBook computers, each computer can be open to that slide, with the students taking a “walking tour” of the room to learn from each other's slides. If the students don't each have a laptop, the slides can be combined into one presentation to play for the whole class. This is a great method of providing basic background knowledge at the beginning of a unit.

Honoring Our Veterans—U.S. History, Language Arts

Students can conduct an interview with a veteran, obtain quotes from the veteran, gather photos, and research the war in which the veteran was involved. For Veteran's Day, students can then create Keynote presentations to share information about the veteran they interviewed. Students can share their presentations with their classmates and publish them on a website to honor the veterans students interviewed. More information about this idea can be found on the Apple Learning Interchange at <http://ali.apple.com>.

Math in Our World—Geometry, Math

During a study of geometric shapes and concepts, students can take a digital photography safari in their community to find math in the real world. Students can take photos of places and things that illustrate the math concepts. They can then add those photos to a Keynote presentation with explanations of the relevant math facts. The presentations can be shown to their classmates as part of a discussion about real-world math.