

# How to Create a Multimedia Project Using Keynote





## Pre-Planning


1. Research your topic and create writing notes and resource notes for documentation purposes.
2. Retrieve images off of Microsoft Clipart, Google Images, or other image databases and add them to your iPhoto Library. If you want to use Google Images, use Safari, see the Full Size Images, and click on control on your keyboard and the image and Send the

Image to iPhoto Library.



## Compiling Your Project


1. Create your Keynote Slides..don't forget to include a Title Slide and a Resource Slide...
  - a. When in need of help, go up to Help in the Menu Bar
  - b. Choose your Theme
    - i. Change to different slide layouts through the theme using Masters  (see left side in Menu Bar).
  - c. Save your file: Period #\_Last Name\_Project Name
  - d. Open up your  Inspector (top right in Menu Bar) and  Media Browser (next to Inspector) for use.
  - e. Input your text and images onto your slides remembering that all font should not be less than 16 pt and all images should be clear and not grainy for optimal viewing by your audience.
  - f. Create builds  or actions for your slide components.
  - g. In Menu Bar, go to View>Show Presenter Notes and start compiling your script (for which you will use to record your voice) in the Notes section at the bottom of your slide.

h. Record your script slide by slide through the  Document Inspector.


2. Add music and adjust the volume of both your music and voice in the Document

Inspector under the Audio Tab.



- a.  Don't click on Clear...this will erase your whole recording!
- b. Just click on Record every time and Record and Append...unless you want to start all over.

## Sharing Your Project

1. When you are completely done with your project, go up to Share in the Menu Bar and Send to: iTunes.
2. Your project will automatically be formatted for iTunes and iTunes will open up with your project. 
3. Drag your Project from iTunes onto your Desktop...you should see a Green plus sign and your project will turn into a .mov file.
4. Email your iTunes file from your Desktop to your teacher as an attachment.