

# Transition process Plan

## Keynote Template

### Package folder contains:

- 1 - **KEY** (Contains 2 Aspect Ratio ( 16:9 ) (4:3) You will find Templates Guide in Key Folder)
- 3 - **Icon Pack** (5000+ Icons! easily change size & color)

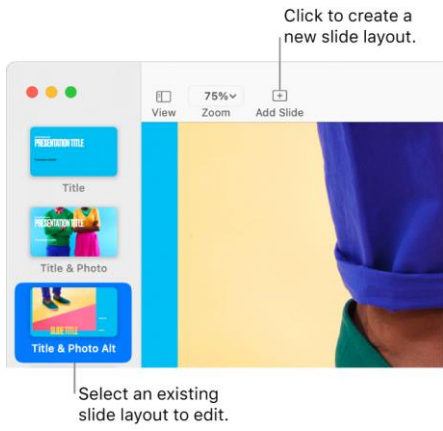
### Download Font

Download and install this font <http://www.fontsquirrel.com/fonts/roboto>

## FAQ

#### Add a new slide layout?

- 1. Click the View menu button in the **toolbar**, then choose Edit Slide Layouts.
- 2. Do any of the following:



- 1. Double-click the name of the slide layout in the slide navigator and type a new name.
- 2. Modify the slide however you like by adding text, images, shapes, placeholders, or other objects.
- 3. When you're done editing, click Done in the blue bar at the bottom of the screen, or click the View menu button in the toolbar, then choose Exit Slide Layouts.

#### Add text and media placeholders?

- 1. Click the View menu button in the **toolbar**, then choose Edit Slide Layouts.
- 2. Click to select the slide layout you want to edit.
- 3. Do one of the following: Create a text placeholder: Add a text box or add a shape. Or Create a media placeholder: Add an image or add a video.
- 4. Change the item's appearance however you like and drag it where you want it on the slide.
- 5. Click to select the object you added, then in the Format sidebar, click the Style tab.
- 6. Near the bottom, select Define as Text Placeholder or Define as Media Placeholder.
- 7. If you want slides based on this layout to allow objects to be layered under slide layout objects, click the background of the slide (so that nothing is selected), then select "Allow layering" in the Format sidebar.
- 8. When you're done editing, click Done in the blue bar at the bottom of the screen, or click the View menu button in the toolbar, then choose Exit Slide Layouts.

#### Change a slide layout's placeholder text?

You can change the placeholder text on a slide layout for the title, subtitle, and more. This is especially useful if you want to create a theme to share with others.

- 1. Click the View menu button in the **toolbar**, then choose Edit Slide Layout.
- 2. Click to select the slide layout you want to edit.
- 3. Click the text you want to change, such as Slide Title or Slide Subtitle, then in the Format **sidebar**, click the Style tab.
- 4. In the text box next to Display, type what you want the display text to say. For example, if you're creating a theme for financial presentations, you might change "Presentation Subtitle" to "Quarter."
- 5. When you're done editing, click Done in the blue bar at the bottom of your screen, or click the View menu button in the toolbar, then choose Exit Slide Layouts. You can also create additional text placeholders with custom display text. See Replace placeholder text.

#### Add an object placeholder for a table, chart, or image gallery?

A placeholder you can add a table, chart, or image gallery to is called an object placeholder. You can add only one object placeholder to a slide layout.

- 1. Click the View menu button in the **toolbar**, then choose Edit Slide Layouts.
- 2. Click to select the slide layout you want to edit.
- 3. In the Format **sidebar**, select the Object Placeholder checkbox.
- 4. Resize the placeholder and position it where you want. The first table, chart, or image gallery you add to any slide based on this slide layout assumes the placeholder's size and position.
- 5. If you want slides based on this layout to allow objects to be layered under slide layout objects, click the background of the slide (so that nothing is selected), then select "Allow layering" in the Format sidebar.
- 6. When you're done editing, click Done at the bottom of the slide canvas, or click the View menu button in the toolbar, then choose Exit Slide Layouts.

#### Delet a slide layout

- 1. Click the View menu button in the **toolbar**, then choose Edit Slide Layouts.
- 2. In the sidebar on the left, **Control-click** the slide layout thumbnail and choose Delete.
- 3. If slides in the presentation use this slide layout, choose a new one for those slides in the dialog that appears, then click Choose.
- 4. Click Done at the bottom of the slide canvas.