



KeynoteTemplate

Help Guide

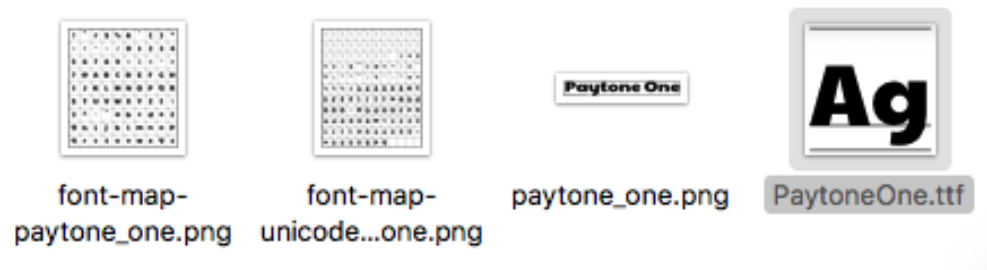
Install font

Note : install all fonts in the font list attachment before opening keynote files

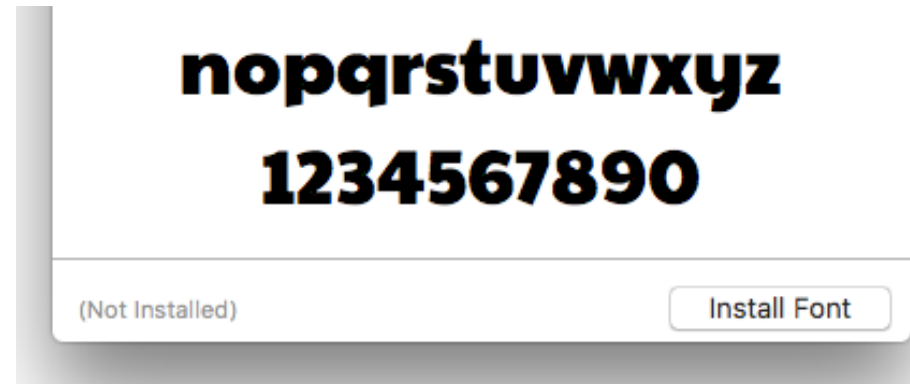
1. Use Finder to locate a folder with a new Mac font.



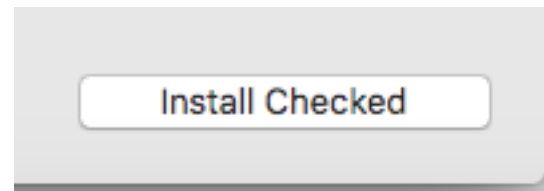
2. In this folder, find a file ending with ".ttf" or ".ttc" or ".otf" and double-click on it.



3. This will automatically run Font Book for you.



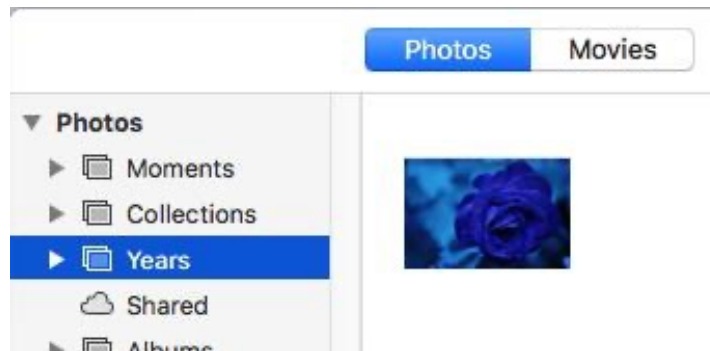
4. Click Install Font and you're done.



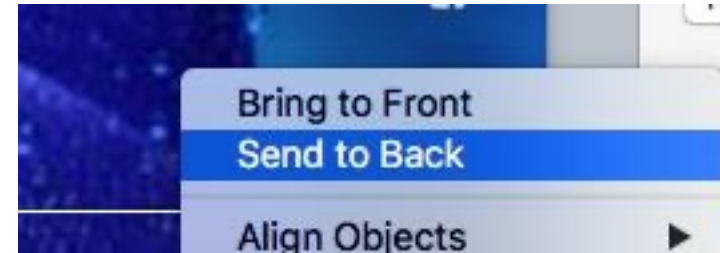
Insert Image

There are two ways to do it :

1. Drag an image from your computer or a webpage to a media placeholder or anywhere else on the slide or the workspace around it.
2. Click the Replace Image button in the bottom-right corner of a media placeholder, then select an image from a photo library.

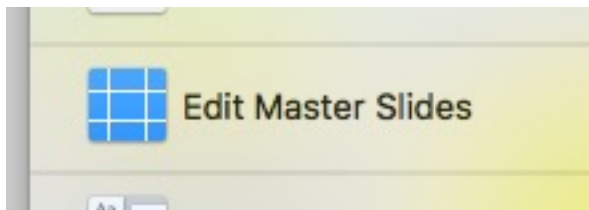


To place your image behind a shape or object, choose send to back



Use Available layout

1. Click the View menu button in upper left corner the toolbar, then choose Edit Master Slides.



2. You can see all available layout you can use



Thank You

For Using Our Template