

# **KEYNOTE TEMPLATE HELP FILE**

## **HOW TO CHANGE THE IMAGES**

- Go to Image Section.
- After that Click The Area > Go to Tab Image > Change Picture.

## **HOW TO CHANGE ANIMATIONS**

- Step 1, To change Animation, click section text or images.
- Step 2, Go to tab menu.
- Step 3, Click Animations > Choose transition.
- If you want to re-order animation or change duration animation, you can change it on side options.

## **HOW TO CHANGE THE BACKGROUND**

- Step 1, To change background click on background area.
- Step 2, Choose menu Designs > Go to menu list and click Format Background.
- Step 3, Choose what you want solid, Gradient or picture background type.

## **THE SECTION AREA IS MISSING? (MISSING SOME PART OF DESIGN)**

- IF you're found the missing section after **ADDING AN IMAGE PLACEHOLDER**
- Please "**SEND TO BACK THE IMAGE**". It will be put placeholder image at very bottom layer, and the missing section will showing up.