BASIC HELP KEYNOTE TEMPLATE

HOW TO CHANGE THE IMAGES

- Go to the **image section**

- Next, **click the image icon** > **select a file from your library**

- Note: (You can also drag and drop to the image placeholder))

HOW TO CHANGE THE BACKGROUND

- Step 1, To change the 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 IS MISSING?

- 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.