

# Basic Help Keynote Template

## **HOW TO CHANGE THE IMAGES**

- Go to **Image Section**.
- After that **Click The Area > Click Image icon** and **choose file from your library**.
- Note: (Also, You can drag and drop your image 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.