1. **Install Font:**

   Note: Be sure to install all fonts in the font list attachment before opening the keynote files.

2. **Insert Image:**

   - Click the Replace Image button in the bottom right corner of a media placeholder, then select an image from a photo library.

3. **Ungroup:**

   - Right click on the object,select group > ungroup.

4. **Add a new slide layout:**

   - Click the View menu button in the toolbar , then choose Edit Slide.
   - Double click the name of the slide layout in the slide navigator and type a new name.
   - Modify the slide however you like by adding text, images, shapes, placeholders, or other objects.
   - 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.

5. **Add text and media placeholders:**

   - Click the View menu button in the toolbar , then choose Edit Slide
   - Click to select the slide layout you want to edit.
   - 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.
   - Change the item s appearance however you like and drag it where you want it on the slide.
   - Click to select the object you added, then in the Format sidebar, click the Style tab.
   - Near the bottom, select Define as Text Placeholder or Define as Media Placeholder.
   - 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.
   - 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.

6. **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.
   - Click the View menu button in the toolbar , then choose Edit Slide
   - Click to select the slide layout you want to edit.
   - In the Format sidebar , select the Object Placeholder
   - 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 size and position
   - 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
   - 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.

7. **Delete a slide layout:**

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

**Thankyou For Using
Our Template**