



Alberta Family Wellness Initiative

Core Story Keynote Presentation Guide

Apple User

Version 1.0 | July 9, 2014

OVERVIEW

Thank you for presenting the Core Story via Keynote. Perhaps you are well versed in making slide presentations, but if not, this guide should help you run it smoothly. It is always wise to rehearse several times before you try it in front of an audience, and be sure to double check all the equipment is working the way it should well in advance of your presentation.

PRESENTER'S VIEW

Even while rehearsing, you will be looking at what is known as “presenter’s view.” When two displays are connected, yours will show a control panel and the audience will see only a full slide view. It looks something like this:



OK. The presentation is open on my computer. How do I get to presenter’s view?

Click on “Play” in top tool bar of your computer, or in top tool bar of the actual PowerPoint.

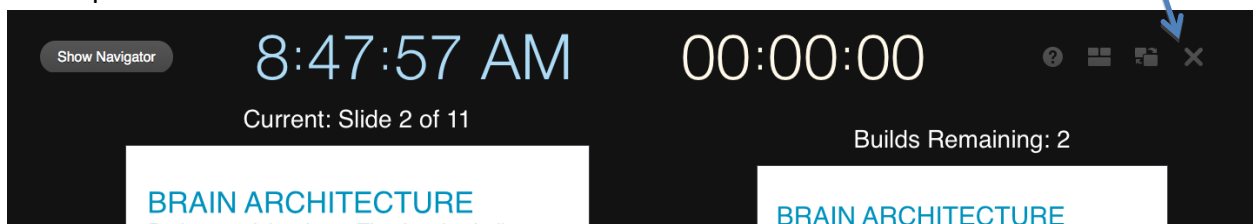
Or

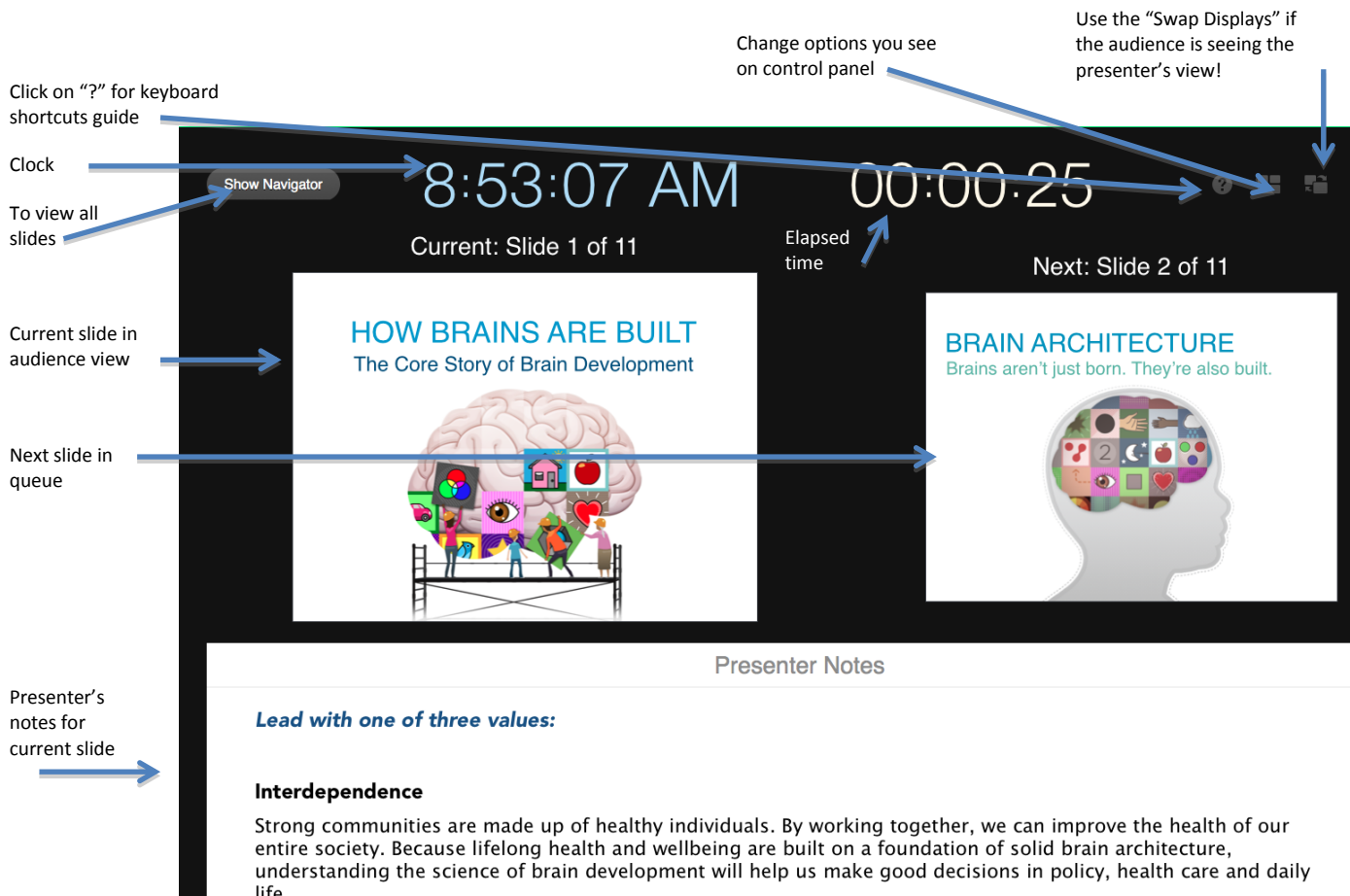
Hold down Option and Command simultaneously, and press “P.”

All of these methods work, so choose one and practice it a few times.

How do I escape presenter’s view?

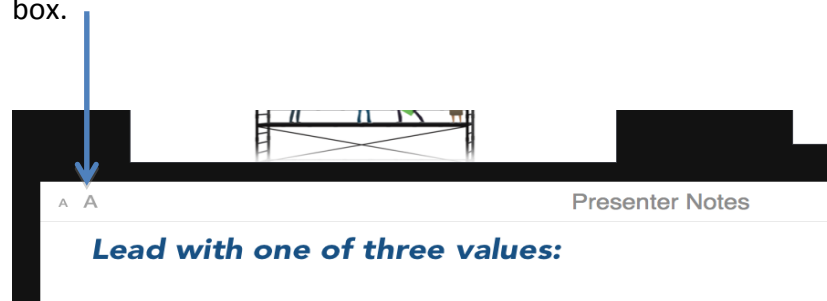
You can press the “esc” button at the top left of your keyboard, or click the “x” at the top right of the presenter’s view.





Presenter's notes

You can adjust the size of the presenter's notes font by using the "A" at the top left of notes box.

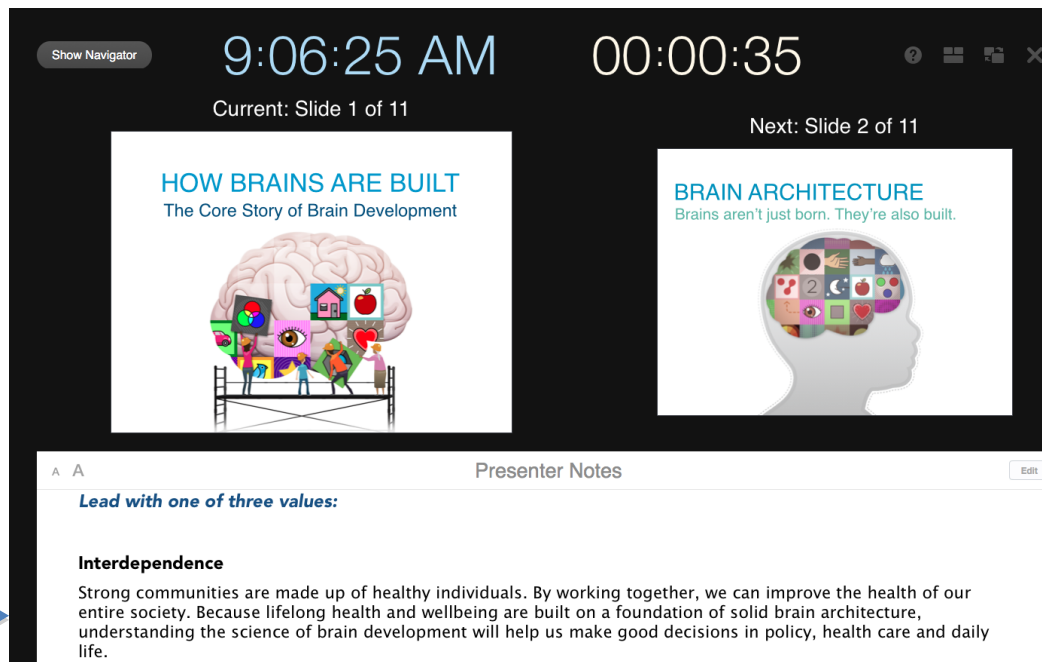


You can also scroll through the presenter's notes the same way do you through any document on your computer.

Values

Research shows that framing a presentation in terms of a cultural value that is important to the audience increases the resonance and persuasiveness of the message.

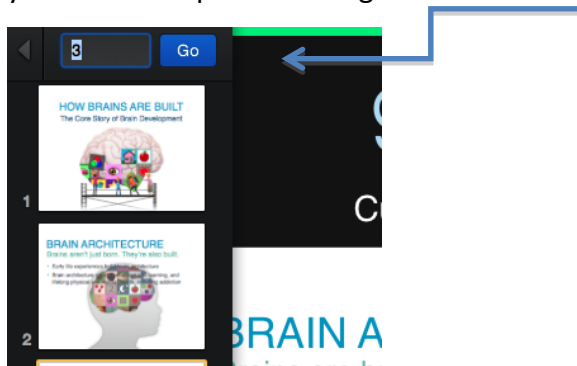
The AFWI has conducted research in Alberta and determined that the values of prevention, interdependence, and ingenuity are most salient to our audience. At the beginning of the presenter's notes, you will find three different introductions, each framed by one of the values. Each time you present, choose one (and only one) value that you think is most relevant to your audience and introduce the presentation accordingly.



How can I see all the slides?

Slide navigator

You can easily view all the slides at the same time by clicking "Show Navigator" at top left of your screen. If you need to jump to a different slide, out of order, this is one way to do that. Simply click on the slide you wish to be visible to the audience, or type the number of the slide you want at top left of navigator and click "Go."



MOVING THROUGH SLIDES

How do I make my cursor disappear in the audience view?

It is distracting to your audience to see the little arrow darting around.

To hide it, simply press “c.” To un-hide it, repeat the same process.

Advancing

To get to the next slide or animation, you can perform any of the following:

- Click the mouse
- Press spacebar or enter
- Click the forward arrow
- Press Shift and down arrow

Reverse to previous slide

To get back to the previously viewed slide, you can perform any of the following:

- Press backspace
- Click the back arrow
- Press Shift and up arrow

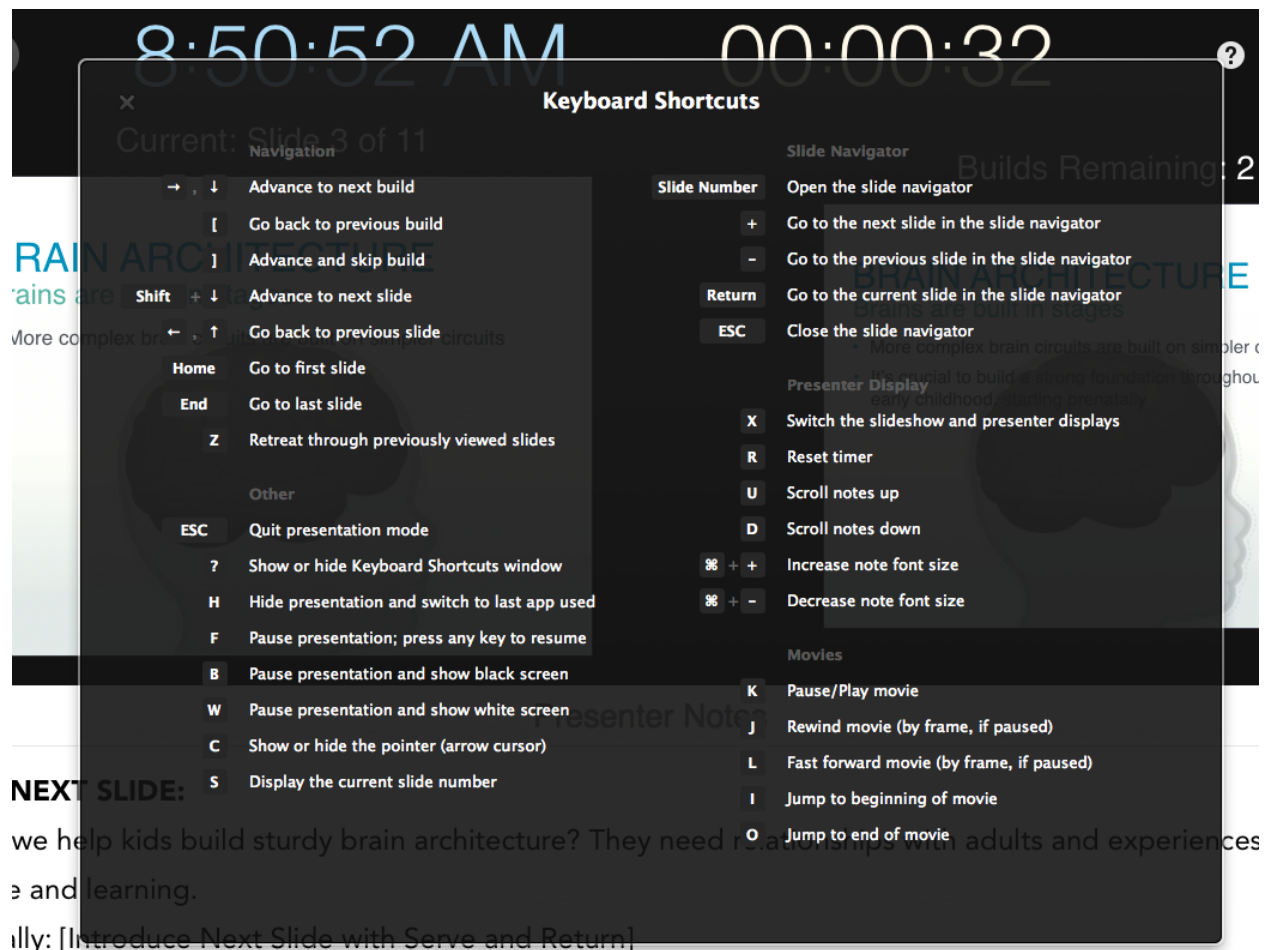
Jump to specific slide

You can use the slide navigator, as mentioned above. Or, without clicking on “Show Navigator” first, just type the slide number and press return.

How do I hide slides altogether?

To make the current slide, and therefore the audience view, disappear you can press “b” or the period key for a black screen, and the “w” or the comma key for a white screen.

There is an entire menu of these and more **keyboard shortcuts** available to you while in presenter's view. Click on the "?" in top right corner and you will see this:



RESOURCES

There is a lot of information available on the web to help you learn more about PowerPoint. Here is one resource to get you started:

[Keynote presenter's view video](#)

Good luck!