1. Open Keynote:

Go to **Finder** (bottom left) / type **Keynote** in search box to open the program.

  

2. Choose your **Theme** for the presentation. (I chose White)



3. Go to **Masters** icon at the top left (in blue). You may want to set as blank.



4. Now you are ready to insert your text and pictures.

INSERT TEXT: Go to **Insert** and click **Text Box**. Copy and Paste your text from your Word Document.



INSERT PICTURE: Go to **Insert** and **Choose**. Look for the file on your usb. Then **choose** the file.



5. To add the other slides, just repeat the process. In order to add more slides: Go to **New** (top left) and click it for each new slide necessary.



6. Last Step: Record your story. If in partners, make sure that each person has an equal amount of recording (ie. 5 slides each)

Steps: Go to **Play** and click **Record Slideshow**.



A box will appear with a red button. Now you can start speaking. When you are ready to move to the next slide – hit **RETURN** on the keyboard.

**Note**: If you need to record again – click **Clear Recording** and simply follow the directions again to record.

**IMPORTANT**: REMEMBER TO NOT READ TOO FAST – Speak Slowly –

At the end, you may listen and view your slideshow by going to **Play** and then **Play Slideshow**.

Be sure to save your Slideshow on your USB.