Sharing Keynote Slideshows

mini

the missing manual®

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Josh Clark

Sharing Keynote Slideshows: The Mini Missing Manual
by Josh Clark

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Introduction

Keynote's visual effects and elegant themes make creating a slideshow feel like more fun than work. But making a slideshow isn't reason enough to use Keynote. The whole goal of a Keynote slideshow is to *share it* with others, screening it on a computer monitor or projection screen—for an audience of one or a teeming multitude. This e-book plumbs every detail of running your slideshow for a live audience, as well as setting it up to play on its own in full, automated glory.

Keynote provides several other ways of getting the word out, too, including printing and exporting your presentation in various file formats that can be opened by other programs or posted on the Web. Fire up the projector, warm up that printer, and ready your Internet connection—this chapter gives you the lowdown on sharing your gorgeous slides onscreen, on paper, and on the Web.

Note: This e-book assumes that you know the basics of creating a slideshow in Keynote and you're ready to learn all the different ways you can share it. For the full story on making slideshows, check out *Creating Keynote Slideshows: The Mini Missing Manual*.

Get Ready, Get Set to Present

Your moment has arrived—the Big Day. You've polished your slideshow to a high shine, and you're ready to roll. Giving a successful talk, though, involves more than just standing up and holding forth. You need to be able to focus on your message and your audience: the last thing you need is to be distracted by glitches in either your equipment or your presentation itself. "Be prepared" is more than just a motto—when it comes to presentations, preparation spells the difference between fab and flop. Give yourself plenty of time—a day at least—to prepare your presentation and gear for primetime.

Note: This e-book assumes that you know the basics of creating a Keynote slideshow and that you have a slideshow ready to share with the world. If you need the full story on creating slideshows, check out *Creating Keynote Slideshows: The Mini Missing Manual* or *iWork: The Missing Manual*.

Presentation Setting and Gear

If you're lucky, you have complete control over every aspect of your presentation—including the choice of room, computer, projector, and all the other technical bits and pieces required. More often, though, you'll be stuck using others' equipment; plugging your laptop into a video projector at a conference; or just showing up with your presentation on a CD and running it on someone else's computer. When the equipment isn't your own, you have to be more flexible—and often improvise.

Get a Room

Environment matters, and *where* you speak affects not only your audience's experience that day but also the lasting image that they have of you going forward.

If you're in charge of choosing the venue, think classy. Hotels and conference centers might seem like the most natural choices, but before you go there, look around for less obvious options. Libraries, museums, and universities often have stunning lecture halls available on the cheap.

Wherever you wind up, do your best to find a room for your presentation that's exactly the right size. If you're not sure, err on the side of too small. If the room is too large, the place will feel empty, sapping energy from your show and giving the presentation a slack feeling. Given the choice, it's much better to pack 'em in, standing room only.

If you're presenting to more than 10 or 15 people, aim for a room with a high ceiling so there's plenty of room for a big screen hanging well above everyone's heads. Otherwise, you can't guarantee that everyone will have a clear view of your slides.

Finally, find out if your room comes with audio gear and a projector, if you need them. When you're speaking to more than a handful of people, you'll want speakers and a microphone to make sure they can hear all your perfectly selected pearls.

The Mighty Dongle

When you're giving a presentation from your own laptop, be sure that *someone* has the right *dongle*, the cable that connects your Mac to the projector (see Figure 1-1). There's nothing worse than discovering that your presentation is locked inside your computer with no way of getting onto the big screen. The dongle is your slideshow's only means of escape.

Figure 1-1: *Make sure you have the right dongle for the job. This crucial cable connects your Mac to the projector.*

This can get confusing, because there are several possible combinations of plugs—you need just the right one to fit both your Mac and the projector. Even if you bring a dongle with you, in other words, there's no guarantee that it'll fit the projector. If you give talks frequently, your best protection is to buy and carry three types of dongles (about $30 each), one for each of these projector inputs: