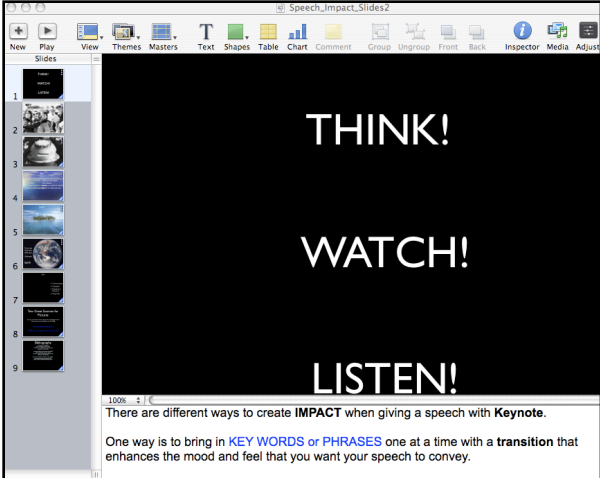
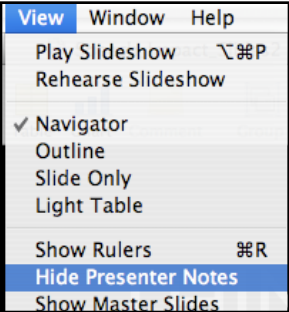


# Using Presenter Notes & Alternate Display In Keynote

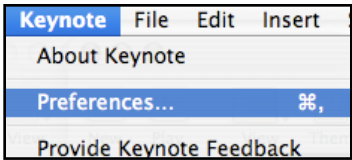
For every slide that you create, you can add **Presenter Notes** to each one and view your notes on your computer while you show the actual slideshow without the notes to your students. In order to do that, you will need to follow the steps below.

First of all, open your **Keynote** slideshow and go to the menu across the top and select **View/Hide Presenter Notes**. This will open the **Presenter Notes** at the bottom of the **Keynote** window. You can place **Presenter Notes** with each slide and you can make the text any size you wish in the presenter notes and format the text any way you wish, just as you would format any text in **Keynote** to make your notes easy to read and follow as you use them during the slideshow.

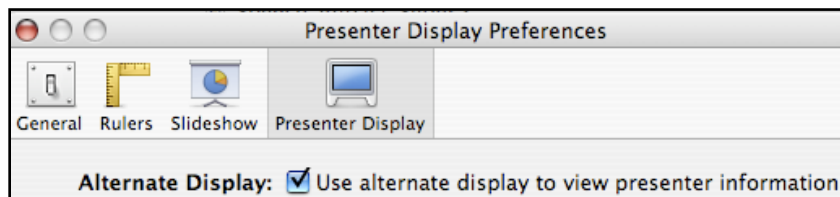





↑  
**Presenter Notes**

Next, you should click on **Keynote/Preferences**.



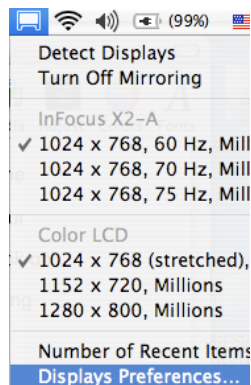
That will open the preferences window where you will click on the **Presenter Display** icon and check the **Alternate Display** checkbox. This will allow **Keynote** to be viewed in two different displays. When that is complete, close the **Presenter Display Preferences** window.



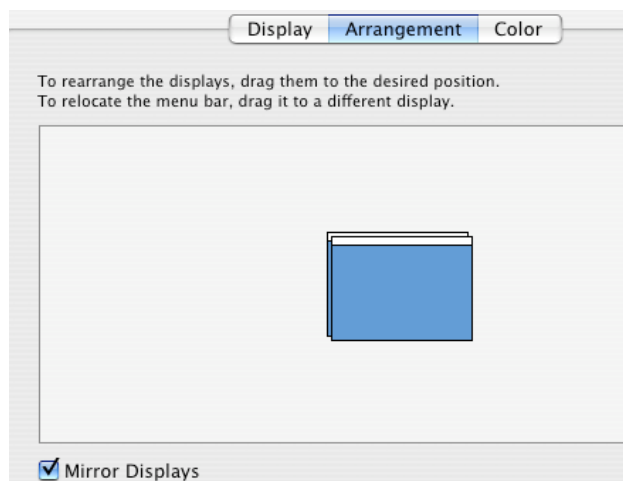
After closing that window, if you don't have the **Display** icon on the right side of the menu bar of your computer , then go to the **blue apple** in the upper left of your screen and click on **System Preferences**. Next click on , and then on the checkbox that says  **Show displays in menu bar** and close that window. After doing that, you will now have the **Display** icon  in your menu bar.

Now that you have the **Display** icon in your menu bar, you can hook up your computer to an **Alternate Display**, such as a projector, and do the rest that you need to do to set up viewing your **Presenter Notes** while the students watch a slideshow without seeing your notes.

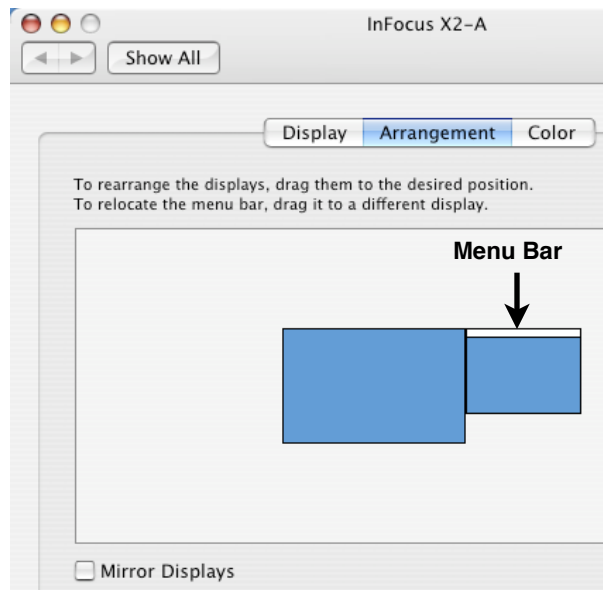
Click on the **Display** icon and select **Display Preferences**.



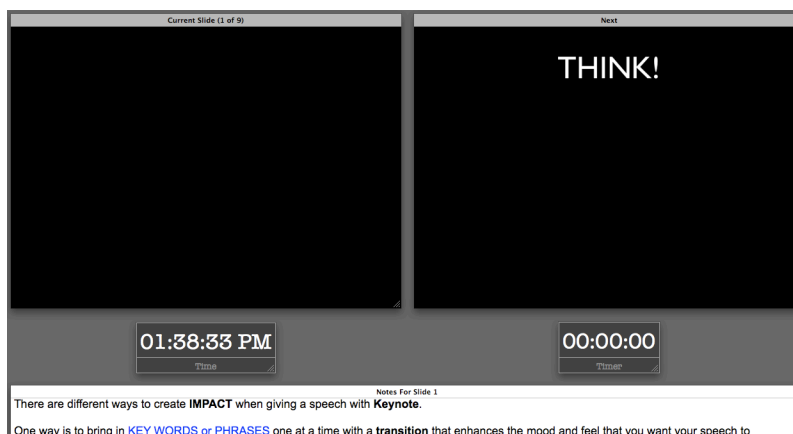
A window will open where you will make your final settings. Click on the **Arrangements** tab between the Display and Color tab, and you will see this window.



Finally, you will do two things in this window. You will first **uncheck** where it says **Mirror Displays** in the lower left-hand corner. This will cause the display to change. You will now see the window you've been working with on the screen in front of you and not on your computer. **Move your mouse to the right** until you see it on the screen on the wall. It will seem a little strange at first until you get used to it. You will also notice that the screen on the wall where you are viewing that display does not have a **menu bar** at the top. When you have moved your mouse to the right, until you see it on the display from the projector on the screen, you will then **move the menu bar**, which is a white bar at the top of the large blue rectangle, to the smaller blue rectangle. You will now see the menu bar at the top of the image projected on the screen. When this is done, the window will look like this and you can move your mouse/pointer back to the window on your computer.



Now you're ready to show your slideshow and look at your **Presenter Notes** as you show the slideshow. When you click on **Play Slideshow**, the students will see the regular slideshow and you will see a screen that looks like this.



On the left is your **Current Slide**. On the right is the **Next Slide**. The **Time** is shown on the left and a **Timer** is on the right. At the bottom of the screen are your notes, which can be scrolled up and down while showing the slideshow by hitting the **U** or **D** key. This **Presenter** window can be changed by going to **Keynote/Preferences** and clicking on the **Display** icon and clicking on the button on that page titled **Edit Presenter Layout...** This will open a window that will allow you to customize the **Presenter Notes** page any

way you like. You can delete certain items and make some parts larger or smaller according to what you want on the window and how you want it displayed.

Currently, this will work on our **MacBooks** only, not on the current teacher computers. There is a simple fix, however, that will allow the teachers to do this as well. To accomplish this, download a small program entitled **Screen Spanning Doctor** for Mac from the Web. Just **Google** it, download it, and go to your **Tech Support** team and they will put a password in to allow it to install. Then the teachers will be able to do this as well.

There is a little easier way to do this with our current **MacBooks**, but I wasn't sure it would work on the teacher computers with Screen Spanning Doctor installed, so I included the slightly longer version here. If I find that the shorter version will work on the teacher computers as well, I will modify this document.

Have fun creating your own **Alternate Keynote Reality!! :)**