FAU College of Medicine Support Center

Converting a Keynote Presentation

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Mac:

Step 1. Open your files on keynote for Mac 6.0.

Step 2. Choose "**File**" on the menu bar, then select "**Export To**" on the drop-down menu. Next, you need to choose "**File Forma**t" as PDF.

Step 3. Next, you can choose an image quality. Please note: the higher the image quality, the larger the file size of the exported copy.

iPad:

Step 1. Open the presentation

Step 2. Tap the three dots in the upper right corner

Step 3. Tap "**Send a Copy**"

Step 4. Select PDF or PowerPoint

Step 5. Select a mail app and email to recipient.