



[Knowledgebase](#) > [iPad Support](#) > [Converting a Keynote Presentation](#)

## 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 Format**” 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.