



## Converting a Keynote Presentation

Christine Clevenger - 2018-02-19 - Software

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.