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Converting a Keynote Presentation

Jeff Clark - 2018-04-02 - [iPad Support](#)

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.