

How to Print Apple Keynote Slides / Notes

Apple Keynote is an effective tool for delivering lectures and presentations. However, many instructors or speakers may feel the need to print out their slides and notes for their audience's convenience.

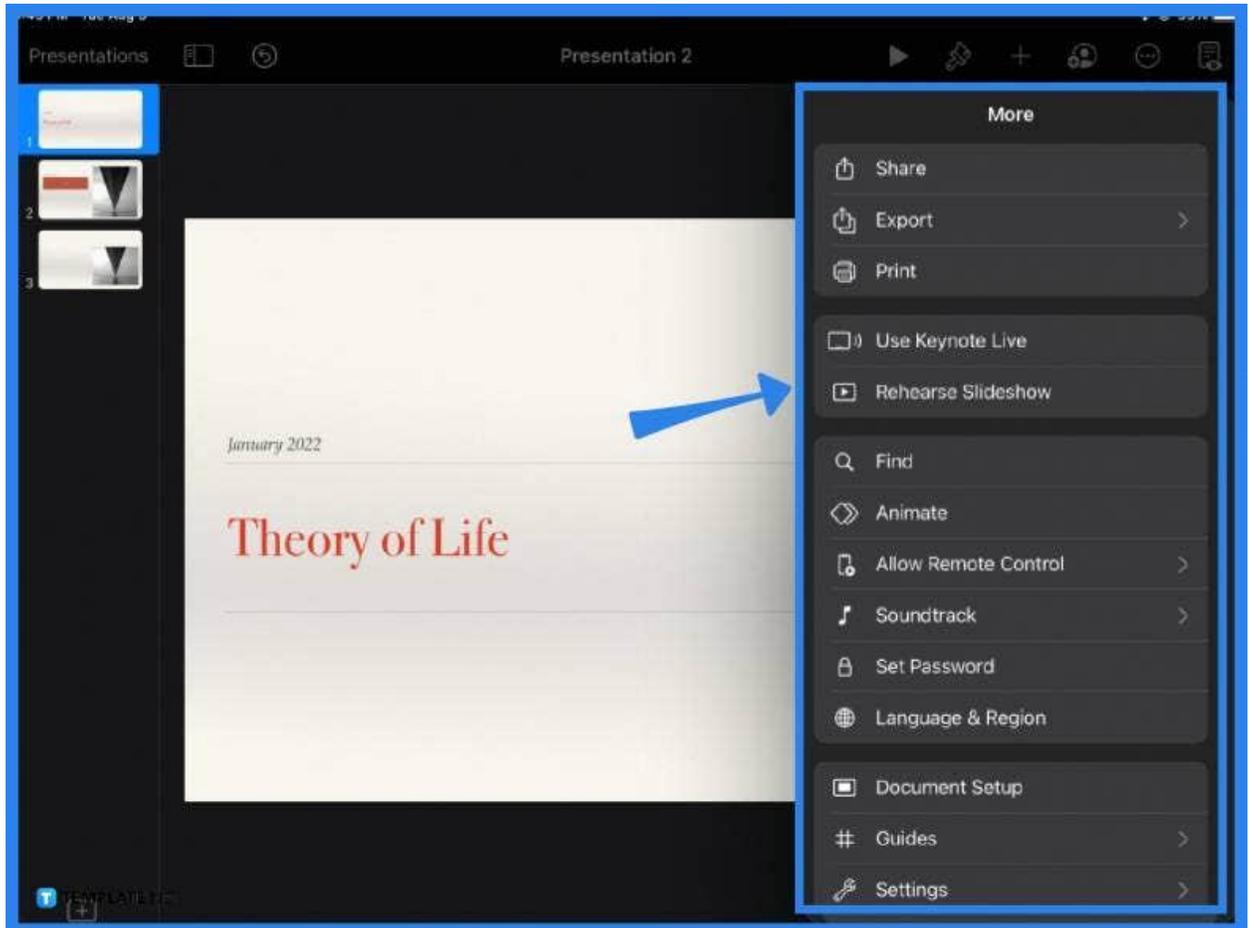


How to Print Apple Keynote Slides / Notes

Printing an Apple Keynote slideshow presentation is fast and easy; like any document, you can simply adjust the document settings and print it out. The step-by-step guide below offers more detailed instructions on how to do so.

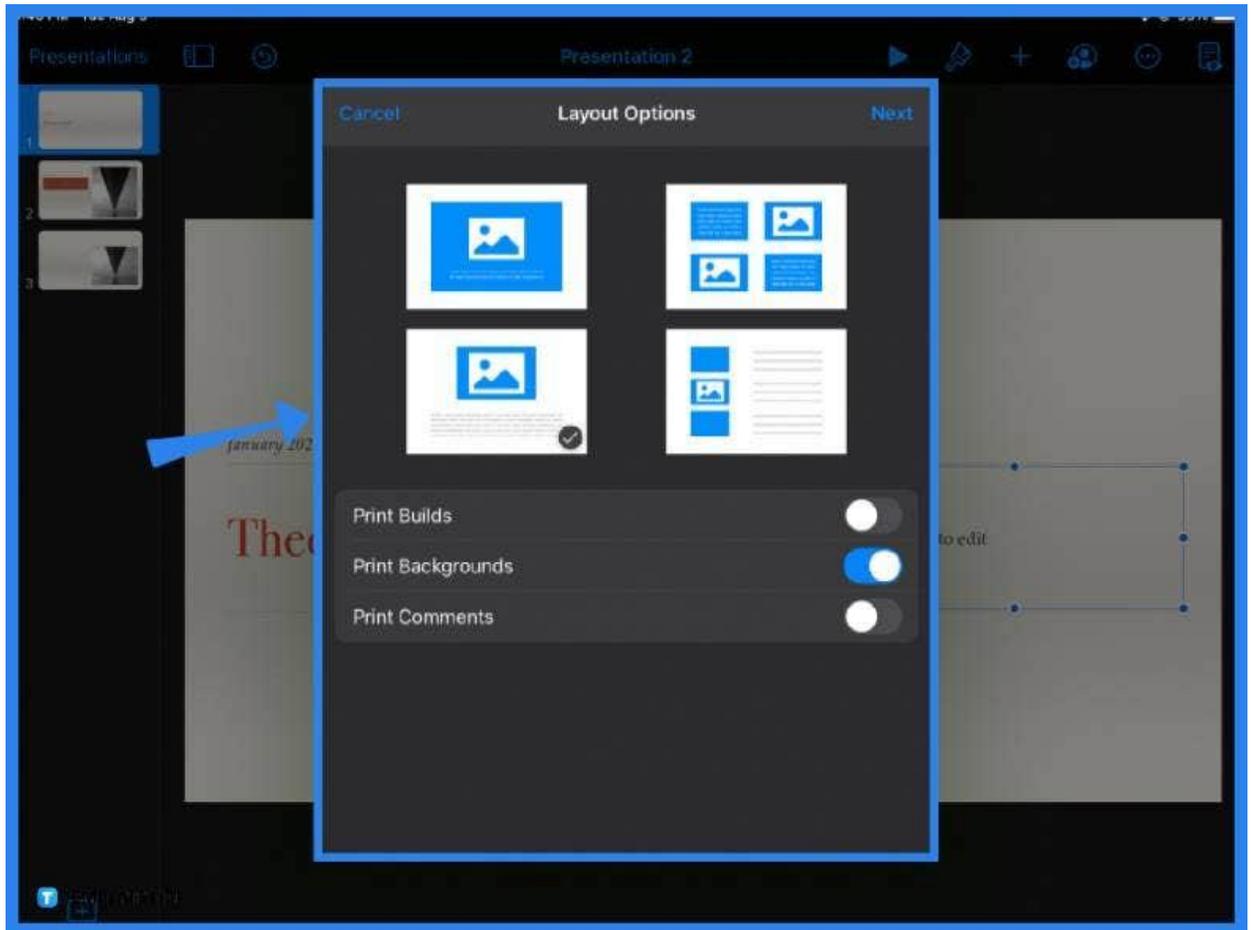
- **Step 1: Click the More Icon**

Once you are done working on your presentation, select the More option located on the main toolbar at the top of the page. It is the button that contains three dots that are encircled. From the dropdown menu, tap Print and it will immediately open a pop-up window.



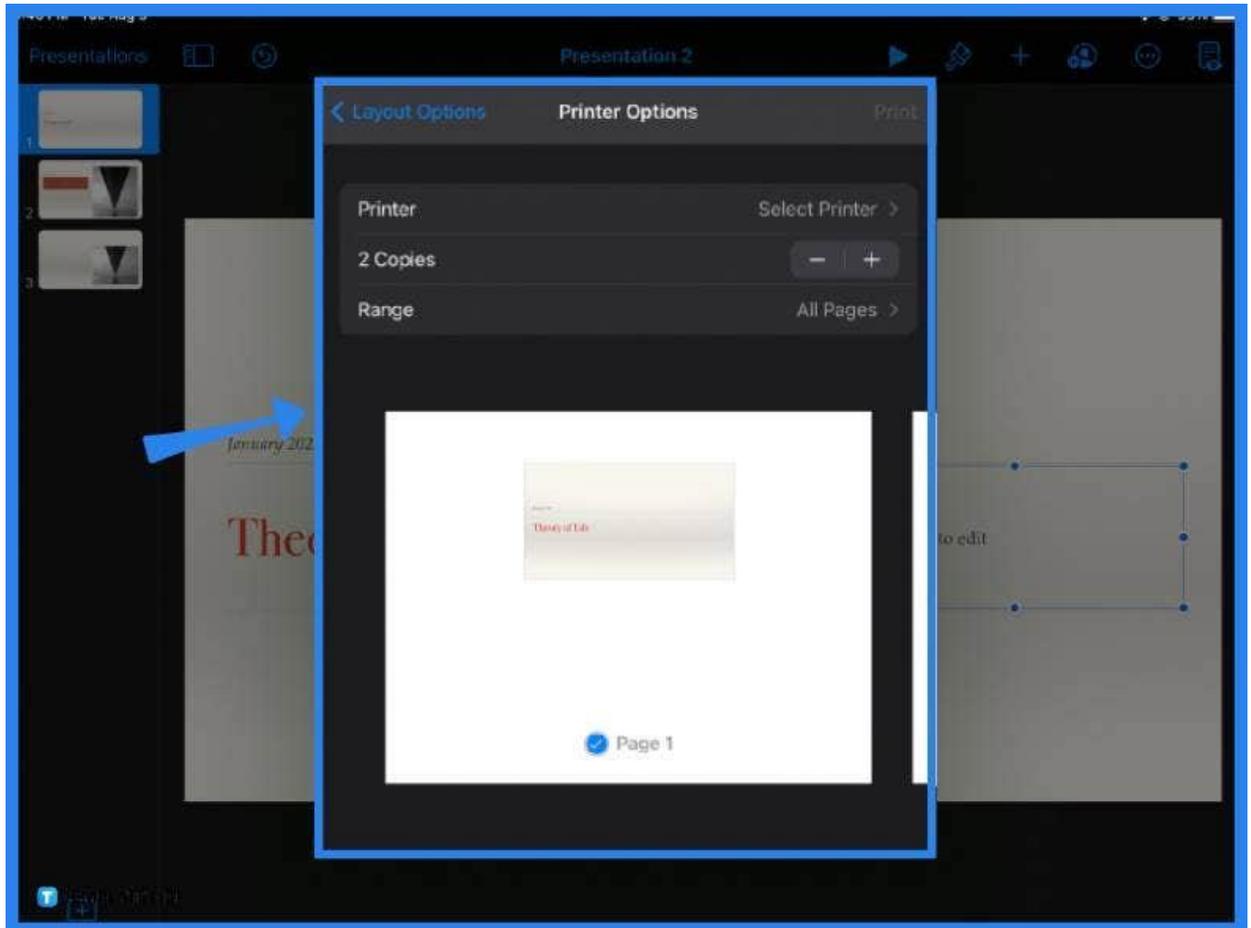
- **Step 2: Choose a Layout Option**

The next step is to select a layout from the printer settings pop-up window. Apple Keynote offers a number of different options to choose from. You can choose to print the slides individually, a grid layout, a handout, or an outline version of the presentation. Apple Keynote also allows you to choose whether to include the slideshow comments, backgrounds, and builds. Once you are done customizing, click Next.



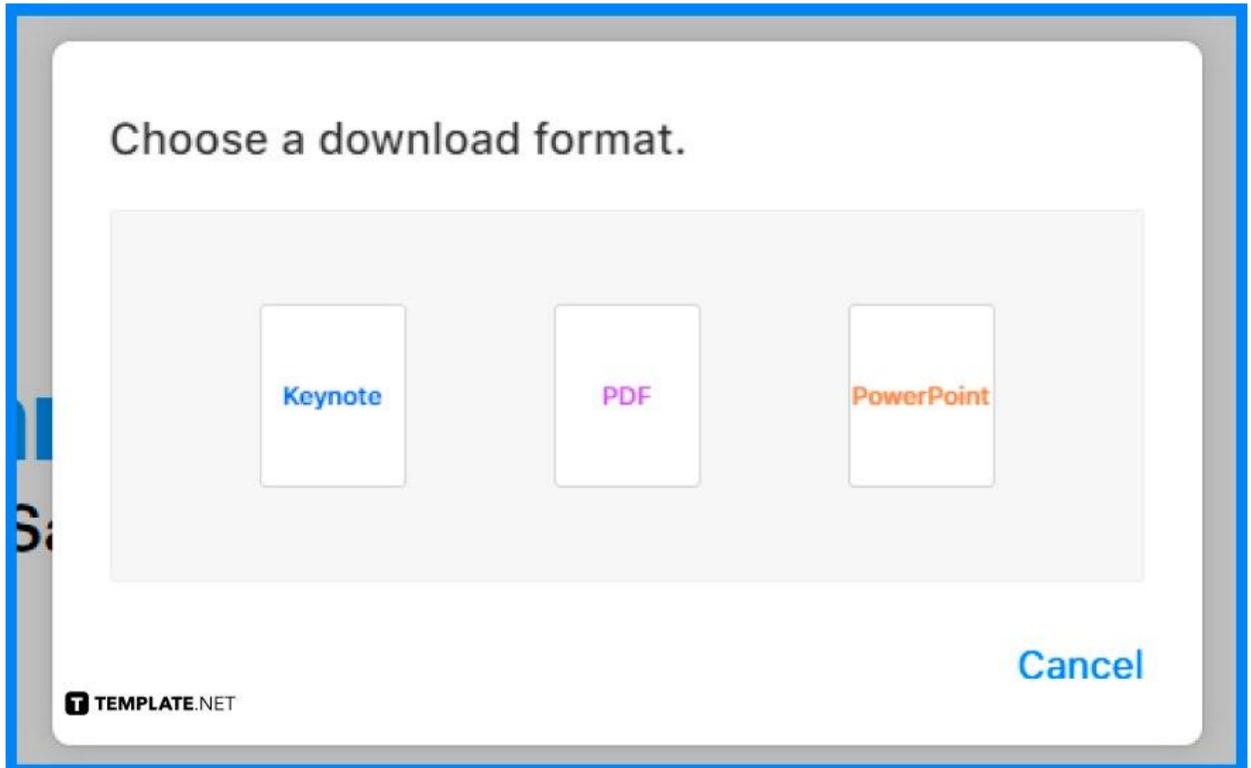
- **Step 3: Adjust the Printer Options**

Make sure to have the right size paper before printing your file. Choose the destination printer accordingly and set the number of copies you want to print. You can also decide which slides to print or omit. A print preview can be seen beforehand so make sure to double-check your document before finally tapping the Print button.



- **Step 4: Keep or Share a Digital Copy**

The last step is optional but if you want to send out digital copies in addition to your printed handouts, you can export the Keynote file in your preferred file format and email it to your students or participants. For academic handouts and notes, it is recommended to save the presentation as a PDF. Alternatively, you can also simply save it to iCloud or a local folder on your device.



FAQs

How do I print an Apple Keynote presentation with notes?

To print an Apple Keynote presentation, simply click More, then Print, and adjust the layout and printer settings to include the comments and notes in your presentation.

How do I print presenter notes from Apple Keynote on iPad?

Open your presentation on Apple Keynote and click Print, but make sure to customize the printer settings by choosing the layout that includes the slideshow comments and notes.

How do I print selected slides in Apple Keynote?

To print selected slides in Apple Keynote, go to Print, then under Printer Options, customize the range of slides to print.

How do I print a PDF from Apple Keynote?

Open the Apple Keynote presentation, click on the More icon, tap Export, select PDF from the menu options, then click Print.

Can I convert Apple Keynote to Microsoft PowerPoint?

Yes, you can convert a Keynote file to PPT format by clicking Export and selecting PowerPoint from the list of options.