

# Producing An Interactive Report in Keynote

## The Project:

Your group has been selected to create an interactive multimedia kiosk promoting Knoxville/Knox County's Arts, Sports, and Leisure opportunities.

## The Tasks:

1. Read these instructions completely. Listen to the iPod tutorials.
2. Select a leader for this team activity. Your team must use Keynote to create this kiosk.
3. Create a storyboard of how you plan to assemble the report.  
For example: What pictures best "tell the story" that your team plans to convey in the report? What information (text) should appear on each screen/page? What will the 'flow' of the project be as the user interacts with the report? (Note: Navigation should be nonlinear.)
4. **Your team must get your teacher's approval of your storyboard before your team can continue this activity.**
5. Determine what position each team member will fill. The team leader should assume the role of Producer (Expert #1).  
(NOTE: If your team has more than five members, then the additional members may share the responsibilities of Editors (Experts #2, #3 or #4). If your team has less than five, then Experts #1 and #5 should share the responsibilities of the Editors (Experts #2, #3, or #4).
6. When you open Keynote to begin the project, you will need to select a Theme. When you are asked for a file name to save your files, use your group name. Be sure to save your final product on the computer's Desktop. Remember to save often!
7. The leader on the team must keep track of the time and encourage other members as they complete the project in the time allotted.

**Remember!** To complete this project your team must burn the final project to a CD.

## Positions Available:

**Producer** — The Producer should have a working knowledge of the software application selected by the team. (QuickTips for are provided). The Producer will serve as the project leader by keeping track of the time and making sure the project stays on schedule. The Producer must be prepared to assist any team member.



**Arts Editor** (Expert #2) — This person will serve as the team’s expert of the Arts in Knoxville/Knox County and is responsible for the content regarding Arts that is included in the final interactive product. The Arts Editor may draw on their personal knowledge or use available Internet resources to research their portion of the final product. The Arts Editor is responsible for using Keynote to add their content to the project.

**Sports Editor** (Expert #3) — This person will serve as the team’s expert of the Sports in Knoxville/Knox County and is responsible for the content regarding Sports that is included in the final interactive product. The Sports Editor may draw on their personal knowledge or use available Internet resources to research their portion of the final product. The Sports Editor is responsible for using the Keynote to add their content to the project.

**Leisure Editor** (Expert #4) — This person will serve as the team’s expert of the available Leisure activities in Knoxville/Knox County and is responsible for the content regarding these opportunities that is included in the final interactive product. The Leisure Editor may draw on their personal knowledge or use available Internet resources to research their portion of the final product. The Leisure Editor is responsible for Keynote to add their content to the project.

**Production Assistant** (Expert #5) — This person will need to study the QuickTips instructions for burning a CD and become the team’s expert on burning a CD of the team’s final product. The Production Assistant will also train the other team members to accomplish this final step of the project so they can accomplish this step with their own projects.

## **Equipment available:**

Computer with Keynote  
CD burning software and drive  
Storyboarding paper  
iPod with tutorials

