

# Emailing Keynote Files

## Prerequisites:

- 1 – You must have your keynote presentation complete and ready to be sent

## Instructions To Send A Keynote File:

- 1 – Once you have your Keynote presentation completed and saved, open the location where you saved it. The default is in the “Documents” folder
- 2 – Once you have located your Keynote file, select it by clicking on it once
- 3 – Click on “File”, and then click on “Compress “Your filename here””. This will create a .zip file with the same name as your Keynote file.
- 4 – Once you have created the zip file, you may attach that file to an email and send it

## Instructions To Receive A Keynote File:

- 1 – Find the email which has the .zip file attached to it, and click on the .zip file to select it
- 2 – With the zip file selected, click “File” > “Save Attachment...” , Name it what you wish, and save it.
- 3 – With the file saved to your computer, locate it in finder, and double-click it. This will extract the Keynote file into the same folder
- 4 – Once you have the Keynote file, you can double-click it to open it in Keynote