Keynote Jeopardy

1. Double click the State Report Jeopardy file.

2. Click FILE on the menu bar at the top of the screen and click SAVE AS.

3. Save your file to the desktop, naming it like this: Your last nameJeopardy. For example, SmithJeopardy.

4. Click KEYNOTE on the menu bar at the top of the screen and select QUIT KEYNOTE .

Saving your Work to the Files1 Server.

1. Click anywhere on the desktop so that you see FINDER in the top left menu bar.

2. Click on Go and select CONNECT TO SERVER at the bottom.

3. Click CONNECT.

4. Type in your 4J user name in the Name box.

5. Type in your 4J password in the Password box.

6. Drag your Jeopardy file into your files1 server account.
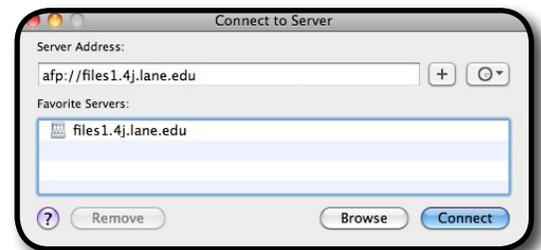
7. Once you see it in your files1 server window, delete the Keynote file that is still on your desktop.

8. Go back to your files1 server window, and double click your Keynote file to open it up. You will work on it in the server from now on.

Keynote Jeopardy

1. Click on Page 1 of the Keynote file -- it is the Jeopardy Board with 4 categories.

2. Double click on the words CATEGORY 1 to select it and then type in the name of this category.

3. Repeat Step 2 for CATEGORY 2-4.

4. Save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.

5. Select Page 2 of your file by clicking on the page below the Jeopardy Board.

6. Select the words CATEGORY 1 in the title and type in the name you have given this category.
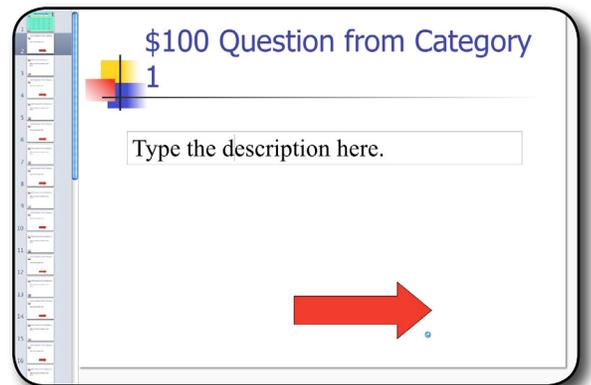
7. Select the words TYPE THE DESCRIPTION HERE and type your $100 question in the space.

8. There are 43 pages to change in all. Repeat steps #6 and #7 for all of them.

9. Save your work by holding down the COMMAND key and pressing the S key OR pull down FILE from the menu and select SAVE.

10. *Do Overs!* If you want to go back to a previous version, hold down the COMMAND key and press the Z key.

11. Click page 1 again -- the one with the Jeopardy board on it.

12. Test your game by clicking on the PLAY button in the top left hand side of the Keynote window.
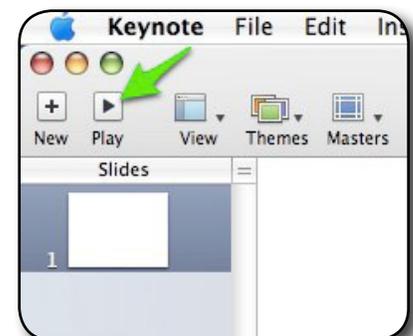
13. Click each of the 5 clues in each of the 4 categories to make sure they all work properly.

14. Check your spelling!

15. You are done!

16. To disconnect from your server file, drag the SERVER ICON with your name on it into the trash.