

Creating Presentations with Prezi

This document provides an introduction to using Prezi to create presentations. Prezi is a web-based tool that allows users to create a presentation using a map layout. They are able to zoom in and out of different items and show relationships from an interesting point of view. Keep in mind that Prezi is not capable of everything PowerPoint is. You have a very limited selection of themes, there is no clip art gallery, and Prezi presentations do not have the multiple printing options that PowerPoint has available.

Getting Prezi

Prezi offers three different options for users to select when signing up. The first option is free with 100 MB of space, and users are able to create Prezi presentations online, and then download them so they can be presented offline. The other options require users to pay, but offer more space and additional advantages.

To access Prezi,

1. Go to <http://Prezi.com/>.
2. Click **Sign up now**.



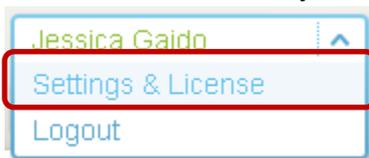
3. Choose your license.
4. Fill out registration details and choose a password. Click **Register and Continue**.



5. Click **Start using Prezi now**.



6. If you are signing up with an educator or student email (with a .edu address), you are able to upgrade to the **Enjoy** subscription at no charge. In the upper right hand corner, click the arrow next to your name, and then click **Settings and License**.



7. Click **Upgrade**.

- Under **Student/Teacher Licenses**, click **Go**.



- Under the **Edu Enjoy** option, click **Upgrade**, and choose your email address. A confirmation email will instantly be sent. Simply click on the link in the email to confirm the address, and your subscription will be changed to the **Enjoy Subscription**, offering more space and additional benefits.

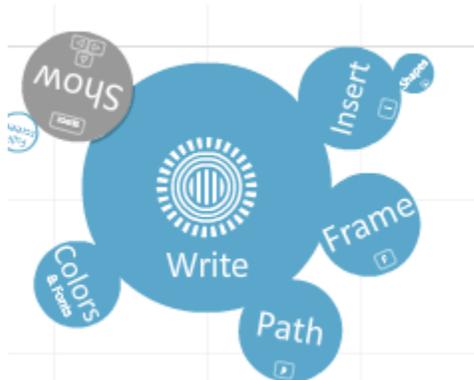
Creating your Prezi

To create your Prezi,

- Click **New Prezi**.



- Give your Prezi a title and description, and click **New Prezi**.
- Your workspace will be created. In the upper left corner, you will notice a wheel of tools.

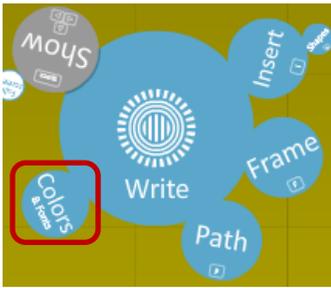


While creating your presentation, click the circles to add or make edits

- In the upper right corner of the screen, there is another toolbar. In this toolbar, you can choose to save your Prezi, undo an action, begin an online presentation, print your presentation, utilize the help feature, and exit out of your presentation.



5. You can select a design for your presentation. On the wheel toolbar, click **Colors and Fonts**.



6. Choose a design for your presentation, and click to preview it.



Adding Information to your Prezi

1. The first step to adding text to your Prezi is to click in the area you wish to use first. Here, a text box will appear.
2. As you type, you will have formatting options. When you are finished editing/ formatting the text, click **OK**.



Choose the font style, paragraph style, and if you would like bullet points

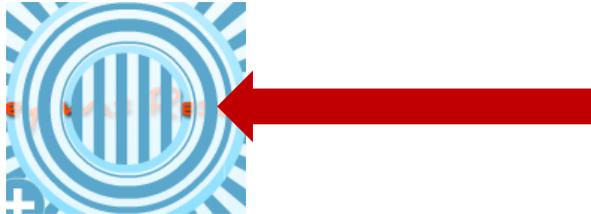
3. After you click **OK**, click back on the text box. A Zebra toolbar will appear. This toolbar is essential to creating Prezi presentations and will be available for every object you add to your presentation.



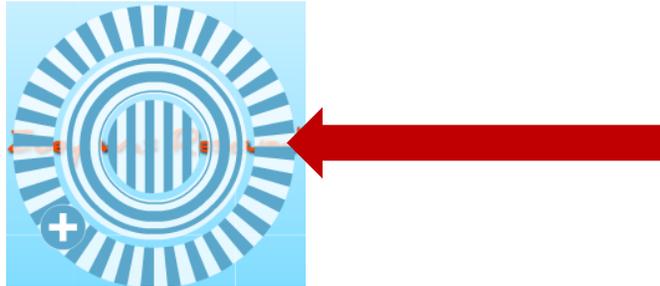
- a. Click the **center circle**, hold down with your mouse, and move your object to a different location.



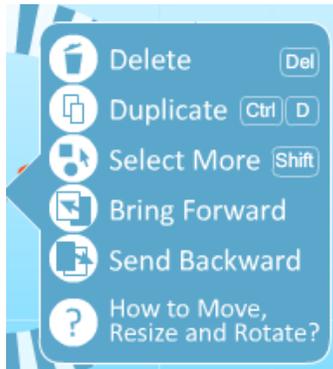
- b. Click the **middle circle**, hold down, and move your mouse to adjust the size of the object.



- c. Click the **outer circle**, hold down, and rotate the object to change the angle and positioning.



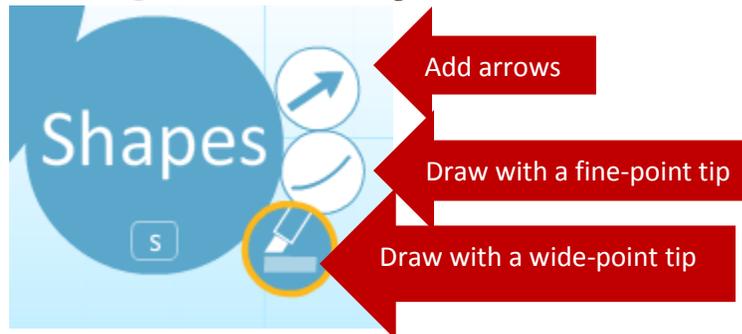
- d. Click the “+” icon to pull up a menu of additional editing options. You can delete or duplicate your object or send it forward or backward.



4. You are also able to add shapes and pictures to your Prezi. On the toolbar wheel, click **Insert**.



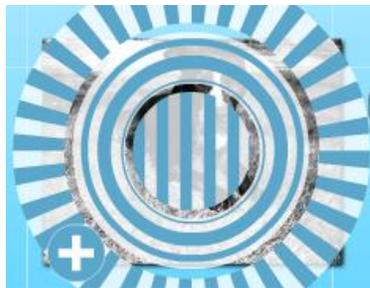
- a. Click **Shapes** to make drawings.



- b. If you make a drawing or insert an arrow you do not want there, click **Undo** in the top toolbar.
- c. If you want to insert files, click **Load File**.



- i. Browse through your files and select the file you wish to upload. After the file is placed in Prezi, click the file to bring up the Zebra toolbar and move/edit it.



- ii. Files that can be inserted into Prezi:
1. **Image** files: JPG, PNG, GIF
 2. **Video** formats: FLV, F4V, AVI, MOV, WMV, MPG, MPEG, MP4, M4V, 3GP
 3. **Sound** files: FLV Flash Video, SWF Flash
 4. **PowerPoint, Excel, Word** documents: Insert as PDF through Prezi.com, not the Desktop Editor

iii. Note: The maximum upload size for files is 50MB per file.

5. Users also have the ability to insert YouTube videos into their Prezi. Note, the embedded YouTube video will only work if there is an Internet connection.
- a. To insert a YouTube video, double click on the presentation where you would like the video to play. A text box will appear.

- b. **Copy** and **paste** the URL of the YouTube video into the text box. Click **OK**.



- c. The YouTube video will appear in the presentation. Click the video to move it as an object.

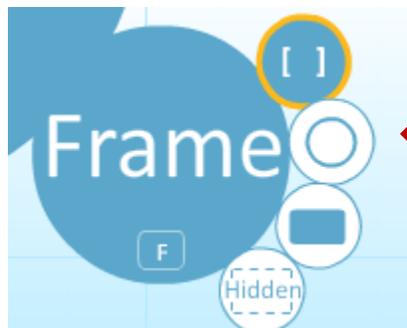


Making It into a Presentation

1. Continue developing your Prezi. For the main ideas being added, make the text larger than the supporting details. Arrange the information under each topic together in groups.



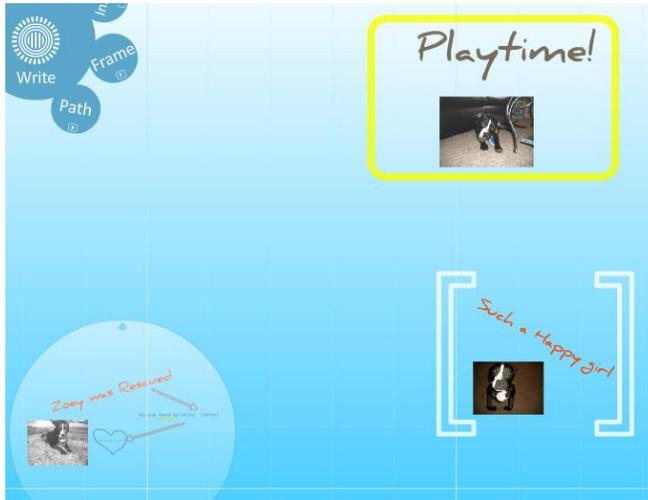
2. After you have finished adding the text and inserting the pictures and shapes you want for the subject you have been working on, you need to group the information together.
 - a. On the wheel toolbar, click **Frame**.



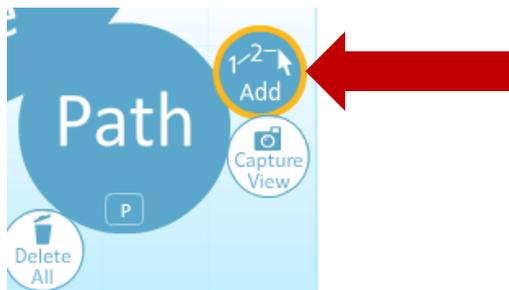
Select the type of frame you would like to add around your information

- b. After selecting the desired frame, hold down your mouse and drag it until it is the appropriate size. Click on the frame so the Zebra toolbar comes up, and you can edit the size and positioning of the frame.

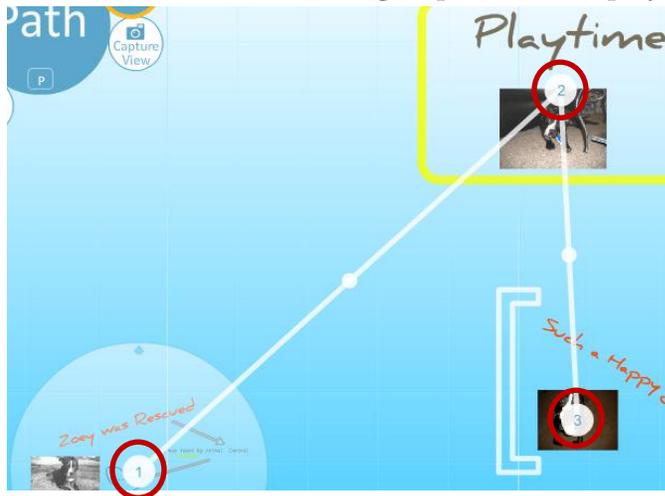
3. Continue adding items to your presentation, and make sure to frame each group of information. (If you don't like the look of a border, select a **hidden** frame). Prezi will recognize each frame as a group to zoom to in a presentation.



4. After you have created the groups of information and framed each group, you are able to create a path for your presentation to follow.
 - a. On the wheel toolbar to the left of the screen, click **Path**. Click **1-2-Add**.



- b. Click the first item you want to look at, then the second and so on. Make sure you click on text or pictures that you want to be individually zoomed on. The links between the items and groups will be displayed and numbered.

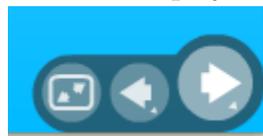


5. After you have created a path for your presentation, you can view the presentation.

- a. In the wheel toolbar, click **Show**.



- b. Click **Full Screen** if you want to see the presentation on your entire screen. Navigate using the arrows at the bottom right or with arrow keys. There is also an Autoplay button to run your presentation automatically.

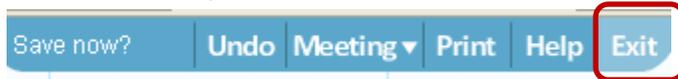


Use these arrows or the arrow keys on the keyboard

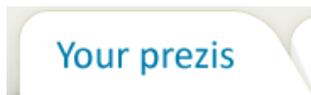
Accessing your Prezi Later

When finished working on your Prezi,

1. Click **Save now**, then click **Exit** on the toolbar in the upper left of the screen.



2. When you choose to come back and work on your presentation, log in to Prezi, and click the **Your Prezis** tab across the top.



3. Click the presentation you wish to work on.



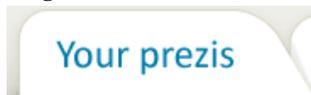
4. Along the right of your presentation, you will see a toolbar. Click **Edit Prezi**.



Downloading your Prezi

Prezis can be downloaded, allowing you to present without an Internet connection.

1. Log in to Prezi, and click **Your Prezis** on the tab across the top.



2. Click the presentation you wish to download.



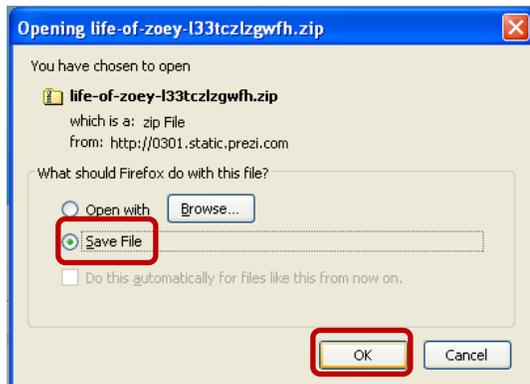
3. Along the right of the screen, click **Download**.



4. Select **Export to Portable Prezi**, and click **Download**.



5. Select to save the file, and click **OK**.



6. Choose to **Extract the data** from the file, and your Prezi will be able to be played via Flash, without an Internet connection being necessary.

Printing your Prezi

Users are able to print their Prezis to share with others. In order to print a Prezi, the user must add a **Path** to the Prezi. The Prezi will be converted to a PDF file, where every path step will be one page and will include an overview page of the entire Prezi.

1. To print a Prezi, click the **Print** button located at the top toolbar.



Prezi Meeting

Prezi Meeting is a new application introduced by Prezi that allows users from different locations to collaborate live with others on the same presentation. Users can edit a presentation together, or a user can simply invite up to 10 people to view the presentation as they present it live. To use Prezi Meeting,

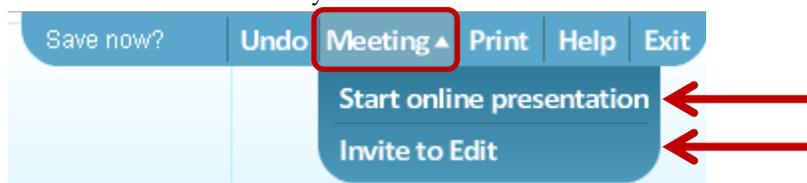
1. Log in and click the presentation you wish to work on.



2. Click **Edit Prezi**.



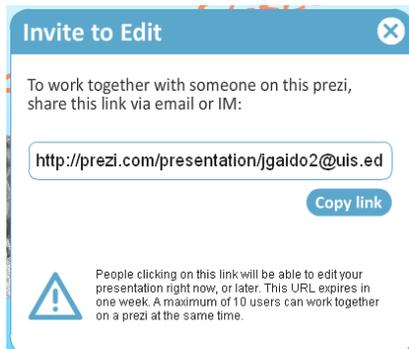
3. On the menu bar along the top right of the screen, click **Meeting**. Choose **Start online presentation** if you wish to invite others to view a live presentation of your Prezi, or choose **Invite to Edit** if you want to invite collaborators to the project to make edits.



- a. If you choose to **Start online presentation**, you will be provided with a link. You can invite up to 10 people to view your presentation live, and the link will expire 10 minutes after the Prezi is closed.



- b. If you choose **Invite to Edit**, you will again be provided with a link to distribute to collaborators. The link will expire after 7 days, and up to ten users can work together on one Prezi at the same time.



For More Help

Prezi offers a variety of videos and tutorials for users based on their level of knowledge about Prezi. Click the **Learn** tab along the top of the screen to view different lessons to learn how to enhance your presentation.

