

Prezi: A Quickstart Guide

What is it?

- It serves a similar function to PowerPoint, but with more interesting and powerful features.
- Presentations are created on a canvas rather than slides.
- It encourages authors to focus on combining text, images, and multimedia.
- Items can be tilted, dragged, and zoomed to create an engaging look.
- A path can be drawn between the different elements on the stage to create an animation.

Why use it?

- It creates a “Wow” factor.
- The canvas layout helps to not be too “text heavy.”
- It’s easy to incorporate text, images, and media.
- It’s free and user-friendly!

How to Get Started with Prezi



Prezi is a free web based tool that creates a presentation without slides. You create a presentation on one big canvas and move around and zoom into different parts to give a presentation. It is also a great tool to use for mind mapping.

Creating an Account in Prezi

1. Go to the Prezi webpage located at <http://prezi.com>.
2. Under the **Student/Teacher License section, click Go.**
3. Choose the **Edu Enjoy** free account. Fill in all the required information (full name, username, password, email, etc.-make sure your email has a **.edu** at the end.)



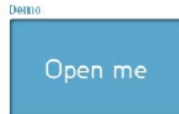
Creating a New Prezi

1. To create a new Prezi, click on the **Create New Prezi** button.
2. Type in a title, description, choose a template and click the **Create** button.
3. **Click on the Prezi** to open it and edit it.

A yellow rounded rectangular button with the text "Create New Prezi" in white.A yellow rounded rectangular button with the text "Create" in white.

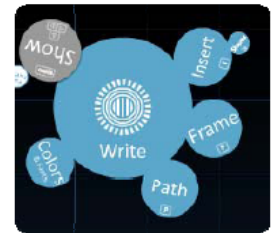
Managing Your Prezi

1. To manage your Prezi, **click on the Prezi**.
2. Under **Manage**, you can choose to **publish the Prezi, download, delete, or save a copy of the Prezi**.
3. Under **Share**, you can add collaborators, create a group, or get the embed code for the Prezi.
4. Under **Present**, you can download a copy of your Prezi to work without an internet connection or open it online.



Editing Your Prezi

1. To edit your Prezi, click to open it.
2. **To add text**, double click on the canvas and type.
2. To add an **image**, go to **Insert, Load File**.
3. To change your **theme**, go to **Colors**, and choose a theme.
4. To add **navigation** to your Prezi, go to **Path** and choose your paths.
5. To add a **video** (must be FLV or F4V), go to **Insert, Load File**.
6. To add a **YouTube video**, **double click to paste the URL in the textbox**. It will automatically become the video.
7. To add **audio** (must be swf or flv format), go to **Insert, Load File**.



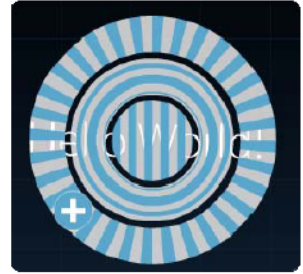
8. To add frames (for design and layout), go to **Frame**, then choose the style frame.
9. To add **shapes** (arrows) or highlight text, go to **Insert, Shapes**, then choose your shape.
10. To add **PDFs, Excel, or PowerPoint** files, go to **Insert, Load File**.

*File size limitation is **50MB per a file**.

Resizing Text, Images, and Video in Perzi

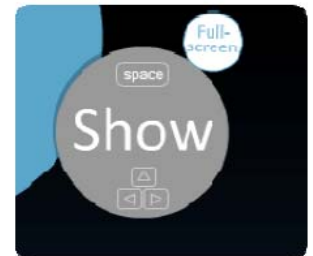
The transformation Zebra is the way you can scale, rotate, and move text and files in a Prezi.

1. To **move an object to another area** of the canvas, use the **inner most (center) circle**. Then click and drag the object to the area you want it to reside.
2. To **scale an item**, use the **middle circle**. Click and drag to resize the object.
3. To **rotate** an item, use the **outermost circle**. Click and drag to rotate the object.
4. To **bring up a side menu** with more options like delete, duplicate, select more, bring forward or send back, click on the **plus sign**.



How to Start Your Presentation

1. To **start your presentation**, click on **Show** (in the top left of the screen).
2. To present in **Full Screen mode**, click **Show, Full-Screen**.
3. To go back into **edit view**, click the **Space bar**.
4. To **navigate with the keyboard**, you can use the **back arrow** (goes back one step), **forward arrow** (goes forward one step) or **top arrow** (zooms in on path stop).



Final Tips

- Don't forget that your keyboard arrows can help you navigate.
- Use paths to create the "flying effect".
- Use the plus and minus symbols to the right of the screen or the scroll wheel on your mouse to zoom in and out.
- When you click on the plus sign on the transformation Zebra, use the object menu. From here you can select such actions as, duplicate, bring forward, or send backward.
- Use frames to group text or images and create focal points.

Great basic tutorials are located at: <http://prezi.com/learn/getting-started/>