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Creating an effective presentation using Prezi

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Introduction to this guide

This guide has been designed to allow you to learn how to use several key features within Prezi to create your very own presentation. These basic Prezi editing skills can be applied and adapted any time you create a presentation.

In working through the short exercises within this workbook, you will create your very own presentation, learning how to:

- Create a new educational Prezi account
- Apply and edit text
- Create and manage custom themes
- Insert and edit images
- Apply symbols and shapes
- Add and edit frames
- Link your presentation together using path points
- Insert video files and active YouTube video links
- Animate content within a frame
- Add title and description
- Manage the privacy settings
- Present your presentation online
- Download your presentation for offline playback

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Exercise 1 - Create a new Prezi account

The first thing you must do before you can create your own presentations using Prezi is create an account.

As a University staff member or student, you can sign up for an educational account (Enjoy Edu). This gives you access to a wide range of features usually reserved for paying customers.

To create a new educational Prezi account:

1. Go to ***www.Prezi.com***.

2. Click on the ***Get Started*** button GET STARTED at the top right-hand side of the window.

3. Click on ***Educational plans >***, located under the ***Students & Teachers*** section.

4. Click on the ***Start with Edu Enjoy*** button Start with Edu Enjoy to select the education licence type.

5. When prompted, enter your academic email address (this will become your username), and click ***Verify***.

   A verification email will now be sent to the email address you entered.

6. Open the email and click on the URL hyperlink to verify you have access to the email account you entered. If the email doesn't appear, check your junk mail folder.

7. Complete the form the link takes you to, agree to the terms of use and click on the ***Sign up*** button Sign up.

Exercise 2 – Create a cover slide

The first part of your presentation should be a single cover slide. This slide will introduce your presentation to the viewer, and will be the first thing they see when the presentation is loaded.

For this exercise, try creating a basic cover slide using text. Any text added can be edited, allowing you to change the style, size, colour and alignment.

To insert text onto the canvas:

1. Navigate to the location on the canvas you wish to add the text. You can do so by scrolling using the mouse roller wheel or by clicking and dragging.

2. Single click on the canvas and type your text into the text entry box.

3. Single click anywhere on the canvas to apply your text.

To change text colour:

1. Double click on the text you just added.

2. Click and drag to highlight the text.

3. Click on the ***Colour Selection*** button and choose a colour for the selected text.

4. Click anywhere on the canvas to apply your changes.

To move text around the canvas:

1. Single click on the text.

2. The selected text will be surrounded by a box, known as the Transformation Tool.

3. Click and hold the ***Grab*** button in the centre of the box and move the text around the canvas. When you're happy with its new location, click anywhere on the canvas to set the text.

To resize text:

1. Click on the text to display the Transformation Tool.

2. Use the ***Increase*** or ***Decrease*** buttons to alter the size of the text.

3. Alternatively, you can use the ***Resize*** option to change text size. Click and drag any corner of the Transformation Tool to resize your text more precisely.

4. Click anywhere on the canvas to set the text in this position.

To rotate text:

1. Click on the piece of text to display the Transformation Tool.

2. Move the cursor close to the corner of the Transformation Tool, and when the ***Rotate*** option appears, click and drag to rotate the text.

3. Click anywhere on the canvas to set the text in this position.

Exercise 3 – Create a new theme

To help make your presentation a little more interesting, you can change the theme. The theme is pre set, and allows you to set font and colour styles which can then be applied to text. Building a theme also allows you to change the background, frame, and shape colour, as well as other options. You can also add a custom logo and a 3D background.

Before you add more content to your presentation, you are going create and save your own custom theme using the ***Theme Wizard***.

There are two types of theme creation wizards: the ***Basic Theme Wizard*** and the ***Advanced Theme Wizard***. For the following exercise, you will create your theme using the **Basic Theme Wizard**.

To customise the current theme using the Basic Theme Wizard:

1. Click the ***Customize*** button Customize.

   The ***Customize*** panel will now open on the right-hand side of the screen. This panel allows you to select a theme from the list of presets, create your own, or make use of a theme you created previously.

2. Scroll down to the bottom of the panel and click on the ***Advanced…*** button to open the ***Theme Wizard*** dialog.

3. Click on the ***Wizard*** button, located at the bottom left-hand corner to change to the ***Basic Theme Wizard***.

4. Select a colour from the ***Background*** colour palette. You will see the background colour change in the ***Preview*** window above the options as you make your selections.

   Any changes you make will also be applied to the content on the canvas.

   You can also upload your own background image or logo using the other options displayed.

5. Click the ***Next*** button to view further options.

6. Use the drop-down menu options and colour palettes within the ***Fonts & Colors*** section to set a font and colour for each of the three text styles. As before, these changes will be applied to content (text) on the canvas, as well as the preview area.

7. Click the ***Next*** button to view the ***Shapes*** section.

8. Select a colour for each of the four properties using the colour palettes. Any frames, arrows, lines, and markers drawn on the canvas will be coloured based on the colours selected, but can be changed once one the canvas.

9. Once you have made your changes, click ***Done***. Leave the Customize panel open on screen.

> **Tip:** The ***Advanced Theme Wizard*** can be used to enter specific RGB values for colours rather than selecting them from the colour palette.

To save a custom theme:

To save a custom theme, click on the ***Save current theme*** button from the bottom of the ***Customize*** panel.

You can save as many themes as you wish, and apply them to any presentations you create. This is especially useful if you wish to create several presentations using the same colour scheme or font styles.

A small thumbnail of your presentation will appear under the ***Your themes*** section of the Customize panel.

To delete a custom theme:

To delete one of your custom created themes, hover over it (within the ***Your themes*** section) and click on the red cross when it appears in the top-right corner.

Deleting a theme will not change the content on the canvas (if this theme is currently in use) until the theme is changed. Once you make any changes, you cannot reapply the theme you have deleted without recreating it.

To apply a Prezi preset theme:

If you don't wish to create your own theme, you can select one of the pre-set themes. Once selected, it will be applied to the content on the canvas.

There are 25 presets to choose from.

If you don't like it, you can choose another or click on ***Revert to original***.

Exercise 4 – Create an 'About Me' section

In this exercise, you will create an 'About Me' section with two or three facts about yourself. This will allow you to learn how to add images from your computer and directly from within Prezi. You will also learn how to add shapes and symbols to your presentation.

As a starting point, try adding the following content to your presentation (instructions on how to do so are outlined on the following pages):

- An image file from your computer
- An image using the Google Image search option
- A variety of symbols and shapes

Inserting images

There are two ways to insert an image into your presentation. You can either upload an image from your computer or you can search Google Images from within the Prezi editor.

To upload an image from your computer:

1. Click the ***Insert*** button

, and from the drop-down menu, select ***Image…***.

   The ***Insert Image*** panel will now open on the right-hand side of the screen.

2. Click on the ***Select files…*** button and when the explorer window opens, browse for the image you wish to insert.

3. Click on the image to select it and click ***Open***.

   The image will now be processed and will appear on the canvas.

To insert an image directly from Google Images:

1. Click the ***Insert*** button , and from the drop-down menu, select ***Image…***.

2. Type your search term in the box on the right-hand side of the screen under ***Search images on the web***.

   For copyright reasons, it is advised you tick the checkbox to ***Show only for images licensed for commercial use*** before searching. This checkbox can be viewed by clicking the down pointing arrow beside the ***Search*** button.

3. Click the ***Search*** button to display the image results.

   Thumbnails for images matching your search term and criteria will appear under the search box.

4. To add one of these images to your presentation, click and drag it from the panel onto the canvas. The image will be processed before becoming visible. The length of time it takes to process depends on the size of the image.

Editing images

Images can be moved, rotated, re-sized and cropped once they have been placed on the canvas.

To crop an image:

1. Single click on the image to display the Transformation Tool.

2. Click the ***Crop Image*** button

.

3. The ***Crop Tool*** will be displayed at each of the four corners of the image. Click and drag the corners one at a time to crop the image.

4. Once you have cropped your image, click anywhere on the canvas to set your new image.

Note: You can re-crop the same image by clicking on it and selecting ***Crop Image***. The section of the image you crop remains attached, but is just hidden.

Inserting symbols and shapes

To help enahnce your presentation, you can add symbols, arrows, lines and shapes. These can be moved, resized and rotated like images and videos. Shapes, arrows and lines can also have their colour properties altered.

To add a symbol or shape:

1. Click ***Insert*** and from the drop-down menu, select ***Symbols & shapes…***.

   The ***Styles*** panel will open on the right-hand side of the screen. This menu will give you a choice of eight submenus from which you can choose a symbol or shape.

2. Click on any submenu to show the symbols or shapes contained within it.

3. Drag your chosen symbol onto the canvas to add it to your presentation.

Once your symbol or shape is on the canvas you can move, rotate, or resize it by clicking on it and using the options on the Transformation Tool.

> **Note:** You can also add basic shapes to your presentation from the ***Shapes*** submenu. These shapes can be edited using the options found on the ***Transformation Tool*** when the shape is selected.

Exercise 5 – Working with frames

Now that you have added some content to your presentation, it is time to start adding frames. Frames have two main uses in Prezi - to link path points together for playback, and to allow animation to be added. As you will be working with path points and animation later, it is worth adding some frames to your presentation now.

You can add four types of frames to your presentation: three visible and one invisible. Each frame can be moved, rotated, and resized just like images and text. Any content contained within a frame will be displayed when presented, providing a path point has been added to that frame. In the images below, an invisible frame has been drawn around the text on the cover slide. When presented, all of the text within the frame will be displayed on screen.

When the frame is reduced in size only the content within it will be displayed.

Now try adding some frames to your presentation.

To insert a frame:

1. Before adding a frame, ensure the content is properly arranged on the canvas.

2. From the ***Path*** panel on the left-hand side of the screen, click on the ***Frame*** option.

3. Click and drag the ***Insert Frame*** option from the ***Path*** panel onto the object you wish to frame on the canvas.

You can also click on this option to add a frame to the canvas, although it will be randomly positioned.

The frame will now appear on the canvas ready to be resized.

> **Tip:** Invisible frames are particularly useful if you need to show lots of objects at once, but don't want to see the frame.

To resize a frame:

1. Click on the frame to select and display the Transformation Tool.

2. Click and drag the frame using the ***Grab Tool*** to reposition it over the content you wish to frame.

3. Hover over one of the sides of the frame to display the ***Resize Tool***.

4. Click and drag to resize the frame from this point. You may need to resize the frame from various sides to make it fit properly.

5. Once satisfied, click on the canvas to set the frame.

Frames can also be resized and rotated using the corner options, just like text or images.

Beware using this method if there is content within the frame, as often resizing both the frame and its content will be resized proportionally.

To change an existing frame:

1. Click on the frame to display the Transformation Tool.

2. Click on the ***Frame options*** button .

3. From the list, select the frame type you wish to change to. A tick will be positioned next to the frame currently in use.

   Once selected, the frame will change from one type to another, in this case, from a circle to a rectangle. You may need to resize it at this point.

To remove a frame:

1. Click on the frame you wish to remove to display the Transformation Tool.

2. Click on the ***Frame options*** button , and from the drop-down list, choose ***Remove frame*** .

Tip: Always use the above method if you wish to remove the frame only, and not any content contained within. If you select the frame and press the Delete/Del key, or choose the Delete option, both the frame and its content will be removed.

Exercise 6 – Adding path points to your presentation

Once your content has been added and arranged on the canvas, the next step is to link it together, creating what is known as a path. Each individual section of the path is known as a path point (effectively a slide in MS PowerPoint).

A path point can be added to any item on the canvas (text, images, videos, frames etc.), but only when in edit path mode.

To add a path point to an item:

1. From the ***Path*** panel, click on the ***Edit Path*** button [Edit Path].

   Prezi will now enter an edit mode to allow you link your content together. At this point, a black bar will appear at the top of the canvas. Anything on the canvas which is clicked on will become a path point.

2. Hover over the content you wish to add to the path. A number will appear as well as a small **+** sign, informing you that this object will be added to the path. You will also be notified as to which path point it will be added as.

   A path point can be added to any single item on the canvas; such as a frame, line of text, image, or shape.

3. Click on the object (or frame) to add the path point.

4. A thumbnail image of the object you have added the path point to will be placed in the ***Path*** panel.

To insert a path point between two existing path points:

1. Click on the ***Edit Path*** button at the bottom of the ***Path*** panel.

2. Locate the two items on the canvas you wish to insert a path point between. You will notice the ***Insert Path point*** button appear between them.

3. Click and drag the button onto the object or frame you wish to insert.

As the path point is inserted between the two existing path points, the numbers displayed next to the linked objects will be updated.

A new thumbnail will also be added to the Path panel between those already displayed.

To remove a path point using linking steps:

1. Click the ***Edit Path*** button on the ***Path*** panel.

2. Locate the object you wish to remove from the path on the canvas. Carefully click and drag the path point away from the object, and release the cursor button. Be careful not to hover over any other objects when doing so as you may end up linking these by mistake.

The path point will now be removed from the object on the canvas and the Path panel. The numbers for the other path points will update to reflect the changes made.

As well as using this method, you can also remove a path point from an object using the Path panel.

To remove a path point using the Path panel:

1. Click on the ***Edit Path*** button to enter edit path mode.

2. Hover over the thumbnail for the path point you wish to remove. When the remove option appears, click on it. The path point will be removed from the object. All other path points and thumbnails will be updated.

You can also use the thumbnails within the Path panel to reorder path points. This is the quickest and easiest way to reorder path points.

Re-ordering path points using the Path panel:

1. Enter edit path mode by clicking on the ***Edit Path*** button.

2. Click and hold the cursor on the thumbnail of the path point you wish to move. As you do so, the selected thumbnail will budge to the right.

   Drag the thumbnail up or down to the new point where you would like it to be positioned. You can move it any number of points up or down.

   When it's in position, release the cursor button. The thumbnails and object numbers will update to reflect the changes made.

Exercise 7 – Create a 'Hobbies and Interests' section

In this exercise you will add a 'Hobbies and Interests' section to your presentation. Try adding up to three hobbies or interests you have, making use of text, images, symbols, shapes, lines and arrows. Perhaps try adding a 'Hobbies and Interests' title section, followed by each hobby or interest within their own sections. These can then be linked together using path points.

Videos are a great way of enhancing presentations and making them more engaging for viewers. Prezi allows you to upload videos from your computer/storage device, or directly from YouTube.

To add a YouTube video to your presentation:

1. Open a new web browser tab or window and visit ***www.youtube.com***.

2. Search the website for a video to add to your presentation.

3. Once your video has loaded, click on the ***Share*** button

located below the video information.

4. When the ***Share*** menu appears, highlight the URL for the video and use ***Edit > Copy*** from the menu bar, or **Ctrl+C** to copy the link.

5. Switch back to the Prezi tab and navigate to the location on the canvas where you wish to place the video.

6. Click on ***Insert***, followed by ***YouTube video…***.

7. Click inside the box and press **Ctrl+V,** or right click and select ***Paste*** from the pop-up menu.

Note, the Paste option within the menu bar will be disabled.

Your video will now appear on the canvas, and can be moved, rotated and resized like other objects.

8. You can play any video on the canvas using the ***Play*** button .

Note: You will require a live internet connection to play YouTube videos added to your presentation. This is not the case for videos you upload and embed form your computer/storage device.

Exercise 8 – Add a section about a place or country you would like to visit

In this exercise you are going to add a section about a place or country you would like to visit.

Animation can be applied to items within a frame to add a fade-in effect. Items which have had animation applied to them will not be displayed until their specific path point has been reached during the presentation.

Once you have added some content to this section, try adding some animation.

To add animation to your presentation:

1. Draw a frame around the content you wish to animate. This can be single or multiple objects on the canvas.

2. From the ***Path*** panel, click on the ***Edit Path*** button.

3. Click on the newly added frame to add a path point. The animation option (highlighted below) will only be displayed for frames which have had a path point added to them.

4. Click on the ***Animate frame content*** option .

   The interface will become greyed out and will display only items which can have animation applied to them.

5. Hover over objects within the frame and as they become highlighted, click to add a fade to the selected object. As you do so, a small green star containing a number will appear next to the object.

   This shows the order in which the items will fade in during the presentation. The Animate frame content icon will also turn from blue to orange to show animation has been added.

6. Click the ***Play*** button at the top right of the box to watch a preview of the faded items.

7. Click the blue ***Done*** button to finish.

> **Note:** Fade-in animation can only be applied to single objects within a frame. If you wish to add a fade-in to two items simultaneously, you must draw another frame around these items. Instead of applying the fade-in effect to the single items, apply the fade-in effect to the newly drawn frame.

You can remove fade-in effects one at a time, or all at once.

To remove animation from your presentation:

1. Click on the ***Edit Path*** button from within the ***Path*** panel.

2. Click on the ***Animate frame content*** option on the frame containing the animation you wish to remove.

3. Hover over the green star next to the item you wish to remove the fade-in from. When this changes to a red cross , click on it remove the animation.

4. Click ***Done*** when you are finished to close the Animation box.

You can also remove all animation from a frame using the ***Reset*** button Reset at the top left of the Animation box.

Exercise 9 – Add a section with a funny story/interesting fact about yourself

In this exercise you will add a small section containing a funny story or interesting fact about yourself to your presentation. This is a good opportunity to make use of the features you have already used so far, such as frames, animation, text, images and videos. Don't forget to link your content together using path points.

Exercise 10 – Add an ending slide to your presentation

Now add a simple single slide ending to your presentation. This can be some text thanking viewers for watching your presentation, or maybe a video/image.

Exercise 11 – Link the rest of your presentation together

Now that you have added the last of the content to your presentation, it is time to make sure that it has all been linked up together using path points. Some of the sections may already be connected together, so you will have to either insert path points between sections, or re-arrange the order using the Path panel.

Exercise 12 – Updating your Prezi details

Once you have finished creating your presentation, you can add some basic information about it, such as a title and description.

In this exercise you are going to add a title, description and change the privacy settings for your presentation.

How change the title and description of your presentation:

1. Click the ***Exit*** button

at the top right-hand corner of the interface.

   You will be taken back to the ***Your Prezis*** section of the website. Here you can alter the title, description and privacy settings for your presentation.

2. To edit the title, click on the text ***Untitled Prezi***.

3. Highlight and delete the text inside the box ('Untitled Prezi'), and type a title for your presentation.

4. Click the ***Save*** button

to save your title entry.

5. Now follow the same process to add a description.

   You should now have a title and description below your presentation.

As an educational licence user, presentations you create will be hidden by default, but you may wish to change this.

To change the privacy settings of your presentation:

1. Click on the ***Privacy Settings*** button

below your presentation.

2. The ***Share prezi*** window will now open with privacy and sharing options.

3. The slider under ***Set privacy level*** can be used to change the privacy settings for your presentation. A brief description will be provided for each as you move the slider.

You will be informed that your privacy changes have been saved.

4. Close the ***Share Prezi*** window using the ***Close*** button .

Exercise 13 – Presenting online

Presenting remotely allows an audience of up to 30 users to follow your presentation simultaneously as you present. Users can also move around the canvas to any area they wish, and re-join the presentation at any time.

In this exercise, you will use the remote presentation function to generate a link you can share with others from within Prezi.

To present your presentation online:

1. Click on the ***Present remotely*** button Present remotely located below the presentation.

   The screen will move down as the ***Present Remotely*** option menu opens. Here you can copy a link to your presentation to share with others. You can also find additional information about presenting remotely below the ***Start remote presentation*** button.

2. Click the ***Copy*** button Copy and send the link to your audience.

3. Now click on the ***Start remote presentation*** button Start remote presentation to launch your presentation.

Your presentation will now enter ***Presentation mode***. Once recipients of your link load the presentation, you will both be informed of the status.

The viewers will be informed that the presentation has not yet started.

The presenter will be informed as to how many viewers have followed the link and are waiting to view the presentation.

4. Click the ***Start Online Presentation*** button

to begin presenting.

You will be informed that you are now presenting, and the viewers will be informed that the presentation has started.

Exercise 14 – Downloading your presentation

You can download your presentation to allow you to view it offline - perfect if you are presenting somewhere without internet access.

Your presentation will be downloaded as a compressed file (.ZIP) containing all of the files necessary for playback.

In this exercise, you will download a copy of your presentation, extract the files from the compressed folder, and use the accompanying flash player to view your presentation.

To download and extract your presentation file:

1. From below your presentation click on the ***Download*** button

.

2. When the ***Download*** window appears, click on the ***Presenting*** option, followed by the ***Download*** button.

Your presentation will now be prepared for download.

3. Once the presentation has been prepared, a pop-up box will appear on screen to allow you to either open or save your compressed folder. Choose ***Save File*** and click the ***OK*** button.

Your download will be saved to the location set in your web browser. This is often the ***Downloads*** folder by default.

4. Right click on your downloaded file and look for the extract/unzip options. Look for an option to extract all or extract here (this may vary depending on the software installed on your computer to unzip the file).

Once you've downloaded and unzipped your presentation, it's time to play it using the Prezi application file.

To play your downloaded presentation:

1. Double click on the newly unzipped folder to open it.

2. Double click on the ***content*** folder, and when it opens, double click on the ***Prezi Application*** file

. If the security warning appears, click ***Run***.

Your presentation will now load and open in its own window with playback buttons.

Note: Do not remove any files from the extracted folder. If you are transferring your presentation to a storage device or sharing online, you must transfer the entire extracted folder. If any files are removed, the presentation will not play.

The only file which can be used to run the presentation is the **Prezi Application** file.