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://www.prezi.com/.
2. Click **Sign up**.

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

5. Click **New Prezi**.

6. If you are signing up with an educator or student email (with an .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 Account**.

7. Click **Upgrade**.
8. Click **Student & Teacher Licenses**.

9. Under the **Enjoy Edu** 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,

1. Click **New Prezi** in the upper right corner.

2. Choose a template for your Prezi. After choosing your template, click **Use template.**

3. You will now be directed to your Prezi interface. Prezi is newly updated, with more features and easier accessibility!

4. In the upper right and left corners of the screen, there are two other toolbars. On the left toolbar, you can choose to save your Prezi, undo an action, or begin your presentation. On the right toolbar, invite collaborators to work on your Prezi, print your presentation, download your Prezi, utilize the help features, and exit out of your presentation.
   a. Left:

   b. Right:

5. You can select or customize a **theme** for your presentation. On the top toolbar, click **Themes**.

6. Choose a design for your presentation, and click to preview it.
   a. To create your own design, choose **Customize Current Theme**.

   b. Follow the wizard to choose backgrounds, fonts, and colors of text and objects. Click **Done** when finished.

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 outside the box.

3. After you click outside the box, click back on the text box. A 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 **hand icon** in the center circle, hold down with your mouse, and move your object to a different location.

b. Click the **plus and minus icons** to adjust the size of the object.

c. To rotate the object to change the angle and positioning, roll the mouse over the corner of the box until the rotator icon appears.

d. Click the **Edit text or Delete** to put the object in editing mode or delete it.

4. You are also able to add shapes, pictures, and YouTube videos to your Prezi, or even import your PowerPoint slides! On the top toolbar, select **Insert,** and then select the media you wish to insert.

Frames & Arrows
Insert
Themes
Image...
Symbols & shapes...
Diagram...
YouTube video...
Add Background Music...
Add Voice-over to Path Step #2...
From file (PDF, video)...
From My Collection...
PowerPoint...
Click to

a. Click **Shapes** to insert shapes, symbols, make drawings, or even highlight. Choose a **Style**, then choose from tons of options!

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 images, click **Insert Image**, and then **Select files** to upload your own image, or use the **Google Search bar** to directly find an image with Google!

d. If you want to add slides from a PowerPoint, select **PowerPoint**, and then choose your presentation you wish to upload.

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 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

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, click **Insert**, then choose **YouTube video**.

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

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

6. Some new features of Prezi include Audio! Audio is simple to add, and can be directly added through Prezi. To add the different audio options in Prezi,
   a. From the **Insert tab**, select **Add Background Music**.

   b. Browse through your files to select your audio and click **Open**.
   c. Your audio file will begin uploading.

d. This audio will play in the background during your Prezi.

7. Another option for audio is **voice-over** to a specific path step.
   a. Click on the Path Step from the navigation bar on the left to which you'd like to add voiceover to. From the **Insert tab**, select **Add Voice-over to…**

   b. Follow the same instructions as adding background music, beginning with selecting your audio files from your computer.

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 top toolbar, click **Frames and Arrows**.

    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 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 an **Invisible** frame). Prezi will recognize each frame as a group to zoom to in a presentation. All frames will appear along the **left side of your screen.**

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 left side of the screen, select **Edit Path.**

    b. Your Path will automatically be the order in which you've inserted your frames. To rearrange the order of your path, simply click and drag the frames in the left side of the screen to rearrange them (just like slides in PowerPoint!) or click and drag the numbers in the main screen.

5. After you have created a path for your presentation, you can view the presentation.
   a. In the toolbar on the left side of the screen, click **Present**.

   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.

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 **Share dropdown**, then **Download as PDF**, and then you will be able to print the Prezi from the PDF file.

Accessing your Prezi Later

When finished working on your Prezi,

1. Click **Save** periodically, or **Exit** to exit your Prezi entirely.

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 bottom of your presentation, you will see a toolbar. Click **Edit**.

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 bottom of the screen, click **Download**.

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

5. A link will appear for you to click when your Prezi is ready.

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

7. 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.

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.