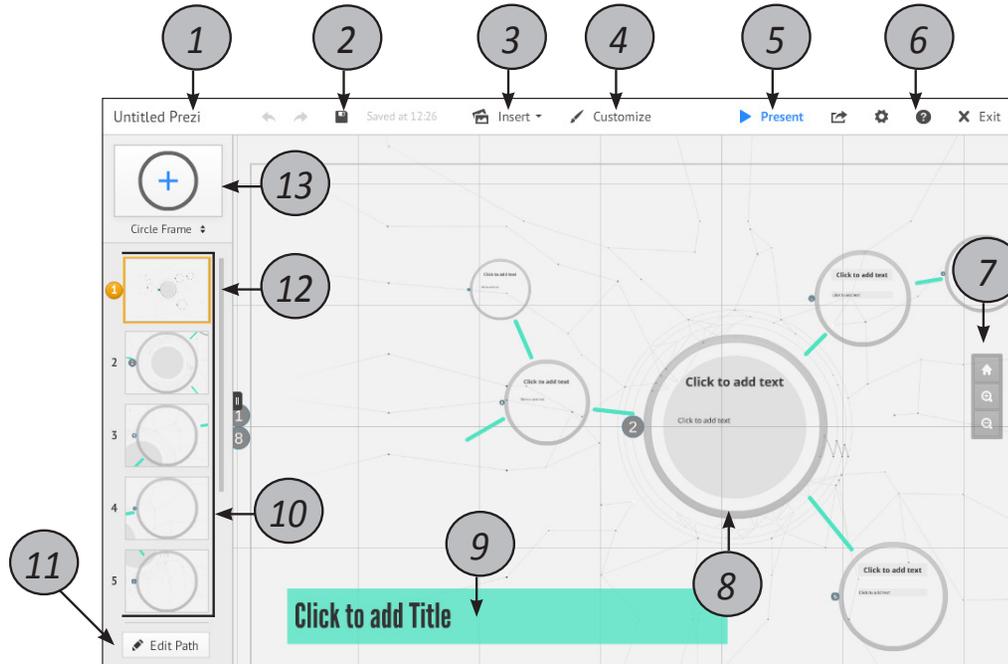


1. Getting Started with Prezi



RECOMMENDED BROWSERS
 Firefox 3.6+
 Chrome 4+
 Safari 4+



- 1 **Prezi title:** Title from title frame appears here
- 2 **Save:** Save your Prezis between automatic saves
- 3 **Insert:** Insert images, text highlighting, and more
- 4 **Customize:** Change the background, color scheme and styles
- 5 **Present:** Start presenting your presentation
- 6 **Added functions:** Share your Prezi, access settings and help
- 7 **Navigation toolbar:** Bring your cursor to the right to make this appear; click Show Overview, Zoom in and Zoom out
- 8 **Frame:** This is an individual frame; the small number to the left indicates its order in the presentation
- 9 **Title text box:** The title added here will appear in the upper left of your Prezi window
- 10 **Left Sidebar:** The motion path; the frames are in order of presentation
- 11 **Edit Path:** Change the order of the frames or remove frames from the path (this will not remove them from the Prezi)
- 12 **Current frame:** The highlighted frame is the current one
- 13 **New Frame:** Drag to add a new frame on your Prezi

CREATING AN ACCOUNT IN PREZI

1. Go to prezi.com and click on **Get Started**
2. Scroll down the page and click on the link for the educational plans
3. Click on **Start with Edu Enjoy** and follow the instructions

CHANGING FROM A PUBLIC ACCOUNT

1. Sign in to your non-Edu account
2. From your account dropdown in the upper right, choose **Upgrade Now**
3. Scroll down the page, click on the link for the educational plans and follow the instructions

CREATING A NEW PREZI

1. On your Prezi dashboard, click on **Create a new prezi**
2. Choose a template or click on **Start blank prezi**
 - If you chose a template, continue with steps below.
 - If you chose a blank Prezi, see *Customizing your Prezi*

BUILDING YOUR PREZI

WORKING WITH TEMPLATES

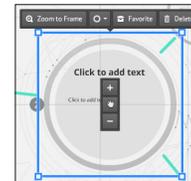
- Click on a frame in the *Left Sidebar* to Zoom in to that frame; click on another to change to another frame
- Add new frames, text and graphics as desired

ADDING NEW FRAMES

1. Choose a frame style from the **New Frame** dropdown
2. Drag the frame graphic onto your Prezi; it will be added to the end of the motion path

WORKING WITH FRAMES

- Click on a frame to select it
- Use the top menu bar to Zoom in, change the frame style, mark it as a Favorite or delete it
- Enlarge or reduce the frame by clicking the + or -
- Use the hand tool to move the frame



ADDING TEXT

- You can add text anywhere by clicking on the Prezi
- You can add text in a layout by clicking on the words there
- From the *Edit Text* box, you can choose a style, set size and color, plus alignment and indentation
- You can reshape the text box using the handles on the right side and bottom right corner



NAVIGATING AROUND YOUR PREZI

Moving the screen:

To move the area of the Prezi visible in your screen, hold the mouse button down and drag

Zooming in on a frame

Click on the frame in the Left Sidebar to zoom in

Zooming in and out

Bring your cursor to the right to make the navigation toolbar appear; click **Show Overview**, **Zoom in** and **Zoom out**

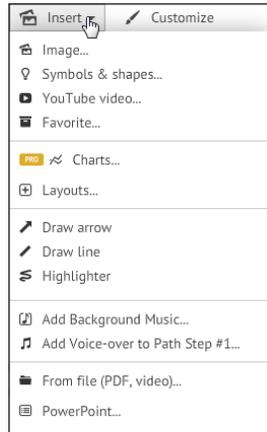


WORKING WITH GRAPHICS

INSERTING IMAGES

Prezi currently supports .jpg, .png, .gif and .swf formats. Images should be no more than 2880x2880 px.

1. Go to **Insert > Image**
2. Select a file on your computer, search for a file on the web or drag one of the recommended images onto the Prezi



WORKING WITH IMAGES

- Resize an image or move it using the tools in the middle or using the handles in the corners
- The menu across the top of the image allows you to **Replace** or **Crop** it, add special effects to it, mark it as a **Favorite** and **Delete** it
- Right-click on an image to **Send it back** or **Bring it forward** or **Add to Path**

INSERTING SYMBOLS & SHAPES

- Go to **Insert > Symbols & shapes** and drag your choice onto the Prezi
- Resize or rotate or mark as a Favorite
- Recolor using the template palette

INSERTING VIDEOS

Prezi currently supports .flv, .mov, .wmv, .f4v, .mpg, .mpeg, .mp4, .m4v, .3gp formats. You can resize, rotate or move these files as you would any graphic file.

INSERTING YOUTUBE VIDEOS:

1. From the **Insert** menu, select **YouTube video...**
2. Paste the video's URL into the window that appears

INSERTING VIDEO FILES:

1. From the **Insert** menu, select **From File (PDF, video)...**
2. Browse to the file you want to upload and click **Open**

INSERTING MY CONTENT

From **Insert > My Content** you can search through the graphics, frames and videos you have marked as Favorites or you can pull content from your other Prezis.

INSERTING ARROWS AND LINES

- **Insert > Draw arrow** or **Draw line**
- You can change the line thickness or choose another color from the *Style* palette from the arrow/line toolbar



WORKING WITH AUDIO

Prezi currently supports .mp3, .m4a, .flac, .wma, .wav, .ogg, .aac, .mp4, .3gp formats.

BACKGROUND MUSIC

1. From the **Insert** menu, choose **Add Background Music...**
 2. Browse to the location of the file and upload it into your Prezi; click **Done** when it is finished uploading
- It will start playing when you enter *Present* mode and will play as long as the Prezi is open in Present mode

Removing the track from your Prezi:

Select the track in the *Left Sidebar*, and click on the **trashcan**

Co-existing with video or specific path audio:

The background track will stop playing to allow the video or audio to play; once you move to the next path step, the background track will resume playing from the beginning

ADDING SOUND TO SPECIFIC PATH STEPS

1. Select the path step to which you wish to add the sound
2. Click **Insert > Add Voice-over to Path Step...**
3. Browse to the location of the file and upload it into your Prezi; click **Done** when it is finished uploading

Removing the track from your Prezi:

Select the track in the *Left Sidebar*, and click on the **trashcan**



WORKING WITH LAYOUTS

INSERTING LAYOUTS

Layouts are frames or groups of frames that include text boxes, graphic placeholders, and/or more frames.

1. From the **Insert** menu, choose **Layouts...**
2. Choose either **Single Frame** layouts or **Multi-frame**
3. Drag the style of your choice onto your Prezi; the frames in it are added to the end of the motion path

CHANGING LAYOUTS

Change the style of the frame:

- Click off the layout and select just the frame itself
- Change the style from the menu dropdown

Change the lines or other elements in a layout:

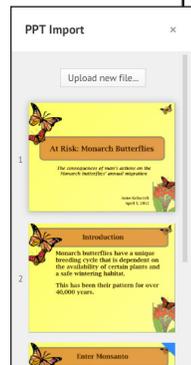
- Click on the element; use the end- or mid-points to adjust
- Change thickness or color using the *Arrow/Line* toolbar

Group or ungroup the elements:

Holding down the **Shift** key, click on each element you want to group, then click on the **Group** or **Ungroup** button

IMPORTING POWERPOINT SLIDES

1. **Insert > PowerPoint...**
2. Locate your PPT presentation, and click open.
 - Drag the slide from the sidebar onto the Prezi
 - The blue tag in the upper right of each slide indicates slides that are not yet in your Prezi
3. Click the **X** at upper left of the right sidebar to close the PPT import.



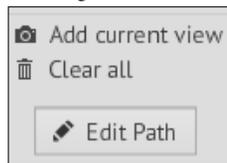
CUSTOMIZING YOUR BACKGROUND

When adding your own file as a background, be aware that vector-based files or PDFs work best and do not get as pixelated when zooming in.

- When creating a new Prezi in which you will use your own background, you can:
 - Select **Start blank prezi** to start with a blank canvas
 - Choose a template that will give you graphics and frames that will remain in your new background
- To change or add a background image:
 - For .jpg, .png, or .gif files, click **Customize > Background > Choose file...**
 - This method will cover the canvas with the photo
 - If you get an error message that file is too large, click **Resize image**
 - For a PDF file, click **Insert > From file (PDF, video)...**
 - This method will place the file on the canvas but not cover it
 - See following section for more details on how to work with this type of background

WORKING WITH AN INSERTED IMAGE AS BACKGROUND

- Enlarge the graphic using the + or by dragging the handles until the area you want fills the screen
Make sure that the background photo is larger than the box Prezi draws around the area
- Click the **Edit Path** button at the bottom of the *Left Sidebar* pane, and then click **Add current view**.
- Insert frames from:
 - The **Frames** dropdown in the upper left
 - Insert > Layouts**
- Add lines or arrows from the *Insert* menu



DELETING YOUR BACKGROUND IMAGE

In the *Customize* pane, under *Background image*, click **Delete**

USING 3-D BACKGROUNDS

Prezi allows you to add multiple backgrounds to your Prezi. Zooming in switches from one background to another.

- Click **Customize**, then **Advanced...** at lower right
- In the *Theme Wizard*, click **Wizard** **Advanced** at lower left, then **Edit** next to **3D Background**
- Upload your pictures in turn and click **Done**.



CHANGING THE THEME

Your Theme is a set of color and font styles. Change it for any of the templates or assign a theme for a personalized Prezi by clicking on the chosen sample in the customization pane.

ADVANCED CUSTOMIZATION

- Click on the **Advanced...** button at the bottom of the *Customize* pane to open the Theme Wizard
- To customize using the wizard:
 - Click on the **Wizard** button
 - Choose your background options and click **Next**.
 - Choose your fonts by clicking on the style dropdowns; clicking on a color changes the color of that text style
 - Click **Next** to change the colors of the frame borders, arrows, lines and markers, then click **Done**
- To customize entering your own values:
 - Click the **Advanced** button at lower left
 - Click the **Edit** buttons to change the background or add a Custom Logo
 - Click on the **Text Style** dropdowns to choose another font for that style
 - Enter new RGB values to change the colors for the text style, the background color, the frame borders, arrows, lines and markers, then click **Done**



- Click on the **Save current theme** button at the bottom of the *Customize* pane to save your changes as a new theme

WORKING WITH THE MOTION PATH

ADDING FRAMES

- At the bottom of the *Left Sidebar*, click **Edit Path**
- To add to your motion path:
 - Hover over an object until you see a +, then double click to add the object to the motion path
 - Or, drag the + that lies on the motion path to the new object and release the mouse button



DELETING FRAMES

In *Edit Path* mode, hover over a thumbnail and click the **red X**

CAPTURING CURRENT IMAGE

In *Edit Path* mode, click **Add current view** to capture the current view on your screen; it's added to the end of the path

CHANGING ORDER

Drag and drop your thumbnails within the sidebar to rearrange the order of your path.

ADDING ANIMATION

- In *Edit Path* mode, click on the star next to the motion path number
- In the *Animation* dialog box, click on the objects in the order you wish them to fade in, then click **Done**



EDITING YOUR PREZI

To return to *Edit* mode from *Prezi.com/your*:

- Click on your Prezi in your Prezi list and, when it opens in *Present* mode, click **Edit**
- Or, hover over your Prezi in your Prezi list and click the **Edit** button



To leave *Edit* mode:

- Click the **Exit** button at upper right





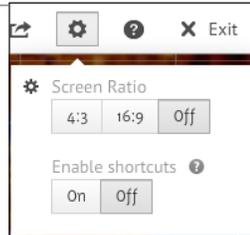
Prezi

4. Finalizing and Presenting your Prezi



GENERAL SETTINGS

The gear icon in the upper right of *Edit* mode allows you to set the Screen Ratio for your presentation and to turn on/off keyboard shortcuts.



SCREEN RATIO

Set the ratio of the projector you will use here.

SHARING YOUR PREZI

SHARING YOUR PREZI

- Click on your Prezi in your Prezi list and, when it opens in *Present* mode, click **Share**
- Hover over your Prezi in your Prezi list and click the **Share** button
- Click the **Share** button in the upper right of *Edit* mode



SHARE SETTINGS

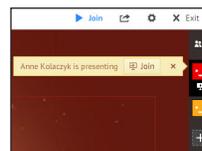
Privacy levels in Prezi for Education

- Private:** only you can see and edit
- Hidden:** you can view and edit; those with the link can view
- Public:** can be seen on Prezi.com and through the link; you can also check the box to allow others to reuse your Prezi (copy the file to change for their purposes)



Adding specific people

In the **Add people** section, you can allow specific people to view or edit your Prezi by entering their email and choosing their level of access.



PRESENTING YOUR PREZI

PRESENT MODE

- Click on the blue **Present** button in *Edit* mode or click on your Prezi on *Your Prezis* page
- Click the **Full Screen** icon in the lower left, if desired
- Advance through the Prezi by using the **Next** and **Back** buttons along the bottom



AUTO-PLAY

- Turn on **Auto-Play** through the **Timer** icon at lower right when in *Present* mode
- Choose the time for each frame to be visible

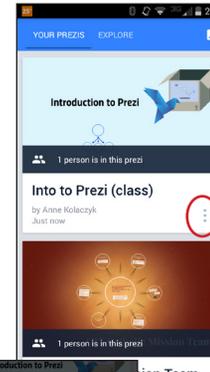


Note: You cannot use Auto-Play if you have added audio to some path steps

Note: Auto-Play is not saved with your Prezi; you must activate it each time

USING YOUR SMART PHONE AS A CLICKER

- On your iPhone or Android phone, download the Prezi app
- Sign into your Prezi account on your phone and locate the Prezi you wish to present
- Tap the three dots in the bottom right corner on the thumbnail
- In the options presented, choose **Use as a Clicker**
- Open the same presentation on your computer and click **Edit**
- You will see the option to **Join** in the upper right
- Click **Join** (in either spot); you can now control the Prezi from your phone



PRESENT REMOTELY

- Click **Present Remotely** in *Present* mode for a link to share
- Send the link to those you wish to present to
- Once your viewers go to that URL in their browsers, you can start the presentation; they will see it with you



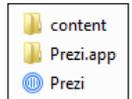
SHARE ON FACEBOOK

- In *Edit* mode, click **Share**, then **Share on Facebook...**
 - Copy the link and send it in an email
 - Or click on the **Facebook**, **Twitter** or **LinkedIn** icons to share it through those outlets



DOWNLOADING YOUR PREZI

- Click **Download** in *Present* mode
- Choose **Presenting** (or **Editing and presenting** if you have a Pro license) and click **Download**
- Unzip the files that are downloaded and click the **Prezi** icon to begin playing the Prezi



SAVING A COPY

This saves a copy of your Prezi to your Prezi home page

EMBEDDING YOUR PREZI ON A WEB PAGE

- Click **Embed** in *Present* mode for a link to embed on your web page
- Copy the HTML and insert it into your web page

DOWNLOADING AS A PDF

- Click **Share** at upper right when in *Edit* mode
- Click **Embed** in *Present* mode for a link to embed
- Copy the HTML and insert it into your web page and then **Save PDF** when it's done

