The Complete

Prezi

Tutorial

Prezi Tutorial

STEP ONE: Registering your account

- Go to www.prezi.com and click "Sign Up" in the upper right hand corner
- Register yourself with Prezi with an e-mail and password you will remember. If you are working in pairs, make sure you BOTH know the username and password information!
- Make sure to do the "Public" option that is free.

STEP TWO: Creating a new Prezi and choosing a template

- From your dashboard once you are logged in, click "New Prezi" on the left hand side.
- A new window will pop up with multiple templates to choose from. Choose a template that's right for you!
- You can start from a blank Prezi too, but only attempt this if you have worked with Prezi before and want to create something unique.

STEP THREE: Creating your Prezi

Basics of Prezi

- You'll want to create your Prezi in three steps:
  1. Lay out your template
  2. Create the pathway in your template
  3. Edit the content

- Laying out your template:
  - Once your template loads in the editor, make sure you have the right amount of text boxes you need. If you need to move from text box to text box, you can click on the "slides" on the left hand side of the screen to see how your presentation will zoom in and out. You can also use the scroll wheel on your mouse as well as dragging the background around to move around in your template.
  - If you need to add more frames, you can click "add frame" on the left hand menu. Or you can use the upper menu. Choose "Frames and Arrows" and then select the frame you would like.
  - Drag the new frame around to where you'd like it to be. Every template is different. To shrink the size of the text box, select it and then drag one of the corners to make it bigger or smaller. You can also click on the circle to tilt it in multiple directions.
  - Repete this for however many text boxes you'd like to have in your Prezi.

- Creating the pathway in your template

- o Click the small pencil in the upper left hand corner by your "slides." Now you are in the mode where you can edit the pathway of your Prezi.
  - o All you have to do is click on one of the brackets or circles around your text to add it to the pathway.
  - o To delete things from the pathway, click on the red box in the upper right hand corner of the slide.
  - o To change the order of your pathway, just drag the slide around to the place you need it to be. The order of the pathway will automatically change.
  - o Once you are done editing the pathway, click "Done" in the upper right hand corner.
- Editing the content
  - o All you have to do is double click inside of the text box to edit the text. A small box pops up above the text box to let you edit the font, color, justification, etc. Press the small arrow pointing right for more options.

Changing Background Colors and Themes

- *Prezi allows you to change the background colors, fonts, etc. quickly and easily to give your presentation the right look.*
- From the upper menu, select "Themes." From here you will see multiple kinds of pre-set themes with different colors and fonts.
- You can create your own unique theme by selecting "Customize Current Theme."
- From the menu that appears, you can change the background color. All changes you make will appear in the preview screen above.
- Click "Next" in the middle of the menu to change the fonts and colors.
- Click "Next" once more to change the colors of the frames, arrows, brackets, and markers.
- Click "Done" once you are finished to apply these changes to your current Prezi.

Changing the format of the Frames

Prezi can quickly and easily help you format your frames for the kind of content you need.

- Select the frame from the path on the left hand side that you would like to add content to.
- From here, you will see a menu below that has many frame styles such as "Text Only," "Image Only," etc. Choose the setup you would like. If you would like to replace the placeholder image, just click "replace image." A menu will pop up they will let you either select a file from your computer or do a google image search.
- If you decide to change the format of the frame, your content will automatically change.
- If you would like to place the image in a different spot, you must first make sure the canvas is unlocked. Then you can drag the image to where you need it.

Fade-In Animation

Prezi can allow for text and pictures within a frame to fade-in. Here's how you do it:

- The first step is to make sure your canvas is unlocked. You can do this by going to the right hand side of you template and clicking the lock icon. Make sure whatever it is you want to animate is within a frame.

- Then click the pencil icon on the left hand side where the path is.

- From here, click the star either on the thumbnail on the left or on the frame itself to animate it's contents.

- You can then click the text and pictures in the order you would like them to appear. You will see a green star with a number will appear, showing you the order in which they text and pictures will fade in.

- You can click the "play" button in the upper right corner to preview the animation.

- If you want to reset all of the animation, you can click the "reset" button in the upper left hand corner to start over.

- If you just want to change the order of a couple of things or eliminate the animation from an object, just hover over the green star until you see a red X. Click the X to remove the animation.

Inserting You Tube Clips into Prezi

Prezi makes inserting videos from You Tube simple and easy.

- First, find the clip you would like to insert on You Tube into your presentation and then copy the URL of the video.

- In your Prezi presentation on the top menu, click Insert and then select You Tube Video. Paste the link and then click Insert.

- You can change the size of your video or rotate it.

- To add the video to your path, right click and then select "Add to Path." When you present your Prezi presentation, the video will automatically play.

Inserting Background Music to your Prezi

Prezi can have background music playing throughout your presentation.

- From the top menu, select "Insert" and then select "Add Background music."

- Find the file you would like to use for your background music and then click "Open." The file will then upload.

- If you would like to preview the music, click the music notes icon and then click play. If you would like to remove the music, click the music notes icon and then click the trash can.

Inserting voice overs and music to the path

Prezi can also insert music and voice overs only to specific frames in a path. If you have both background music AND a music or voice over on a specific frame in a path, the background music will pause when you get to that frame and play only the music or voice over on that frame. The background music will then resume when you move on from that frame.

- First, select the frame from the path on the left where you would like to insert music or a voice over.

- Select "Insert" from the top menu. Then select "Add voice over to path step #___" the number will vary depending on where you are inserting it in. (You use this same process no matter if it's a voice over OR music you would like to add to this frame.)

- Navigate to the file you would like to insert onto that frame. Click Open. The file will begin to upload.

- If you would like to preview the music, click the music notes icon and then click play. If you would like to remove the music, click the music notes icon and then click the trash can.

STEP FOUR: The Presentation of the Prezi

- Once you are done, you can see what your Prezi will look like in a presentation, press the "Present" button in the upper left hand corner and use the arrow keys to see what it will look like.

STEP FIVE: Send your Prezi via e-mail

- Once you are finished, press the save button near the top of the editor. Then click "Exit." This will take you to a new screen where you can only view your Prezi, not edit it.
- Click "Share" on this screen. There is a URL you will need to copy and e-mail your teacher to turn the Prezi in.

OR STEP FIVE: Download your Prezi

- To download your Prezi, find the one you want to download. Under your Prezi, click "Download." Select "Presenting" and then click "Download." It will then begin to download.
- Once it's finished downloading, you can find it down your computer. Most likely, you will find it in "Downloads." From there, rename the zipped folder with your last name. (To do this, right click and then select "Rename.")
- Put this zipped file folder into your teacher's dropbox.