**What is PREZI?**

* It serves a similar function to PowerPoint, but with more powerful and interesting features.
* Presentations are created on a “canvas” rather than on “slides”.
* This encourages presenters to focus on combining text, images and multimedia.
* Items on the canvas can be dragged, tilted, 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 PREZI?**

* Prezi has the “wow” factor which PowerPoint lost many years ago.
* The “canvas” layout deters presenters from using too much text.
* It is easy to incorporate images, sounds and videos into one presentation.
* Most importantly of all: it is very easy to use!!

**How do I use PREZI?**

**To start a new PREZI…**

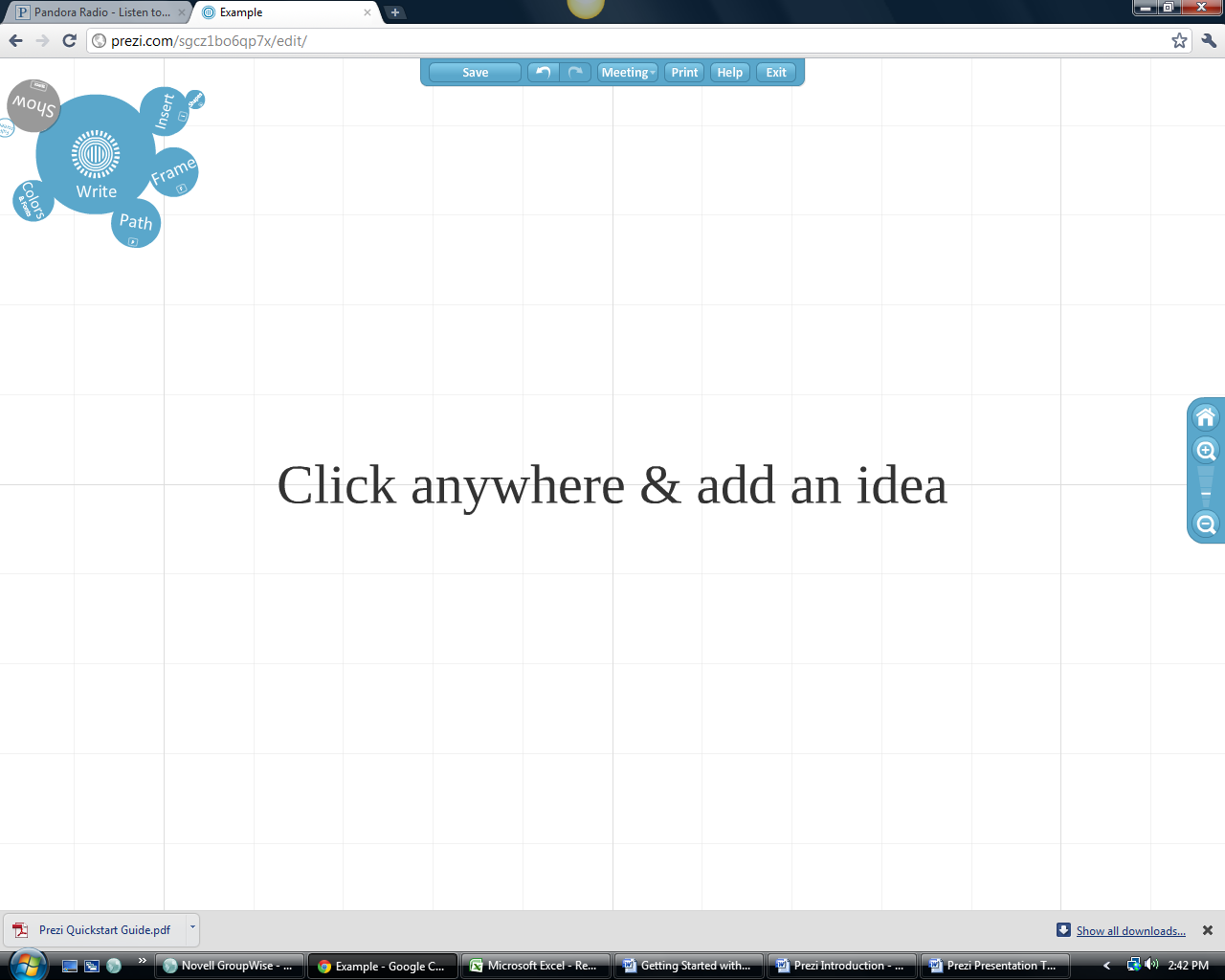
1. Click on the “Your Prezis” tab at the top of the window.
2. Click the “New Prezi” button.



1. Enter a title for your Prezi.
2. Provide a description of your Prezi.
3. Click the “New Prezi” button.

**An overview of the main features.**

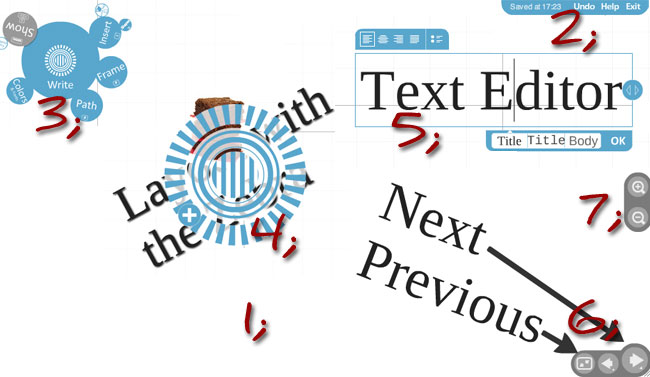
When you first begin a Prezi, you will be presented with a screen that looks similar to this:



**Keyboard Shortcuts**

* You can click-&-drag with your mouse anywhere on the stage to move the canvas around.
* You can press the spacebar on your keyboard to zoom out.
* You can click any item on the stage to zoom out from it.

**The Prezi Editor Interface Elements**



1. **Zoomable Canvas**. Place your texts, images, videos. Make them large or very small, and prezi will help you to navigate among them.
2. **Top Right Menu**. Access Save, Help, Undo, Redo, Exit (takes you to Prezi.com/my)
3. **Bubble Menu**. Find all the tools needed to create prezi presentations.
4. **Transformation Zebra**. This simple unified and intuitive tool lets you easily manipulate objects on the zoomable canvas.
5. **Text Editor.** Write and stylize your texts.
6. **Navigation Menu**. Play back control your presentations.
7. **Zoom buttons**. Zoom in and out.

**The Menu Items**

* The strange bubbly object on the top left is the editing menu.
* This is where the main features of Prezi can be accessed.

**Write** Add textboxes. Position, tilt and zoom items on the stage.

**Insert** Add pictures, sound and video files to your Prezi. Draw arrows/lines on the stage.

**Frame** Place a border around items in your Prezi.

**Path** Specify the animation order of the items in your Prezi.

**Show** Preview your Prezi (the “esc” key brings you back to editing mode).

**Colors & Fonts** Apply themes, modify the colors and/or fonts used in your Prezi.

**Working through the features of Prezi**

|  |  |  |
| --- | --- | --- |
| Feature | Task | Screenshot |
| Write | Click the “Write” menu.  Click a spot on the stage to add some text.  *Note: Experiment with different effects created by the “body”/”strong”/”head” options.*  Click on one of your items on the stage.  Three concentric circles will appear:   * Inner-most circle: Click and drag to POSITION your items. * Middle circle: Click and drag either towards or away from the center point of the circle to ZOOM your items. * Outer-most circle: Click and drag clockwise or counter-clockwise to ROTATE your items.   Double-Click the “Place” menu circle to edit an object.  To DELETE an item, press the delete key on your keyboard. |  |
| Insert | Click the “Insert” menu.  Choose “Load File” to upload an image, sound, video or PDF file.  *Note: The maximum file size for any uploaded file is 50MB.*  Choose “You Tube” to add a YouTube video to your Prezi.  Choose “Shapes” to highlight, use the pen tool, draw lines or arrows. |  |
| Frame | Click the “Frame” menu.  Choose one of the four types of frames to add a frame around any key detail in your Prezi or use frames in Prezi to organize information in groups.  To add a frame:   1. Choose **Frame**in the Bubble Menu (top left) 2. Choose a Frame type 3. Start drawing a Frame around your objects 4. Hold down SHIFT while drawing to create 4:3, projector-friendly aspect ratios   You can choose 'Capture View' in the Path menu, to generate a frame that fills your actual view. This will add a path step as well. |  |
| Path | Click the “Path” menu.  A path is used to set the navigation through the information on the Prezi stage. Once a path is created you can navigate through the presentation by pressing the next arrow.  To create a path:   1. Zoom out until you can see multiple objects you want to show 2. Choose Path on the Bubble Menu 3. Click on your objects in the order you want to present them 4. Drag path numbered circles off to the background remove them 5. Drag the small path circles between two steps to insert an object 6. Drag the large numbered circle onto other objects to swap them into the Path 7. Choose Capture View to capture current view and add it to the path |  |
| Show | Click the “Show” menu.  The Show Mode is designed for presenting and for fast navigation to small / huge things. There is no grid, you get a clean look, and all the menus will auto-hide. You can click on objects to zoom to them, and click the background to zoom out. |  |
| Colors & Fonts | Click the “Colors & Fonts” menu.  You can quickly apply a design theme by clicking on one of the preset themes shown. OR You can create your own theme: specifying fonts, colors, etc. for text, backgrounds & graphics by clicking the “Theme Wizard”. |  |

**Options once Prezi is complete**

