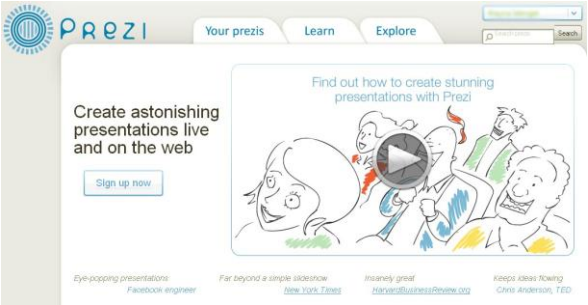
PENNSTATE Berks 1855

Prezi: Creating Presentations

About Prezi

Prezi is an online presentation tool that allows you to design your own distinctive, eye-catching presentations.



Prezi's unique non-linear approach to presentations sets it apart from other tools. Your presentation will not be the same old slide-by-slide format that is commonly used today. Prezi creates non-linear, flowing presentations. You will create your presentation on a simple canvas, arranging your text and images in any way you like. Prezi lets you choose the order and amount in which each element will be zoomed into, creating a unique story-telling experience.

Getting Started

To begin using Prezi, you must create an account on Prezi.com. You will choose between obtaining a free public account, or paying extra to get more privacy, storage, and the ability to work offline. There is also a free student/teacher license, which requires an email address from an educational institution. This account type also grants more flexibility to users. After you have chosen your account type, proceed through the steps in the sign-up.

Creating a Presentation

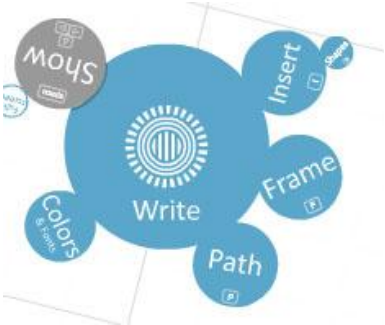
Once you are logged in, you can get started creating your first Prezi. Click on the **Your prezis** tab on the navigation bar at the top of the screen. This will take you to the place where all of your new prezis will be stored.

Click **New prezi**. Add a title and description, and then click **New prezi** again.

Basic Menus

Next you will see the blank canvas on which you will assemble your prezi.

- Click and drag anywhere on the canvas to move around.
- Zoom in and out by using the magnifying glass tools on the right of the canvas, or scroll the wheel on your mouse.
- In the top left corner, you will see the main circular menu. This wheel gives you easy access to all of your main tools.



When you click on any smaller circle on the wheel, it will enlarge and more options will come up. To see the whole wheel again, click on the part of the middle wheel that is still showing.

Another important menu to take note of is located at the very top right of the canvas. Here you will see the option to save (although prezi regularly auto-saves), along with other important tools.

Creating a Presentation

Double-click anywhere to begin typing. You will have a few choices for the style of the text. You can also drag the arrows on the right side of the toolbar to change the width of your text. If you want one long line, drag it out to the right. If you prefer a taller paragraph format, drag to the left. You can double click on the text at any time to edit with these tools.

When you click once on the text, the **transformation zebra** will appear. Click on the center stripes to drag the text anywhere. The middle rings adjust size. The outermost rings can be dragged to rotate your object to any angle.

For more options, click on the little plus sign on the zebra. This will bring up another menu with options such as bring forward or back, delete, or select more.

The same transformation zebra is used to scale and rotate all other objects used in prezi. To insert an image, click **Insert** on the main wheel menu. You can choose to either upload an image, or draw a shape. There are three choices for shapes- creating an arrow, drawing a smooth curve, or using the highlighter tool to create thick smooth lines.

Note: To be able to select anything created with these tools with the transformation zebra, remember to click back to the main wheel menu (so that the **Insert** tab is no longer open). This will allow you to rotate or resize any shapes or and images you have inserted.

Putting a frame around text makes it easier for the audience to see which part of the prezi to focus on. It will also make zooming and choosing a path easier later on. To insert a frame, click on the **Frame** circle of the main wheel menu and click and drag to create a frame. Remember that you can click back to the main wheel menu in order to rotate or resize the frames after you've drawn them.

Paths

To create the order of your presentation, click on **Path** from the circle menu. Begin by clicking on the element you want to zoom into first- most likely the title of your presentation.

Continue clicking on each object in the order that you want them to appear in your presentation. Notice the little numbers that pop up. This shows you the order. If you make a mistake, you can click and drag on any number to place it on the correct object.

Note: The circles that appear on the path between your numbered points can also be moved.

These circles can be dragged onto an element to insert a path point in between ones you have already created.

Previewing Your Prezi

To preview your prezi the way it will appear, click on the **Show** circle from the wheel menu, where you can choose the option to view the prezi in full screen mode. Notice the navigational arrows that appear in the lower right corner when in **Show** mode.

The Next Step

To access any prezi you have already created, click on the **Your prezis** button of the website. Click on the thumbnail of the prezi you want to work with. You will be able to preview your prezi by clicking the arrow buttons. On the right side of your prezi you will see the options **Edit prezi**, **Save a copy**, **Download**, and **Delete**. The **Download** option allows you to download your prezi (recommended in case you will not be able to access internet during your presentation).

Notice the **Get link** and **Embed** links on the left below your prezi. **Get link** allows you to copy your prezi's url, while **Embed** will give you a code to embed your prezi in a webpage. Underneath these links you will see the privacy options for your prezi. Notice the button **Invite Editors**. This tool will give you the ability to collaborate with multiple users on the same prezi.