Information Technology Services
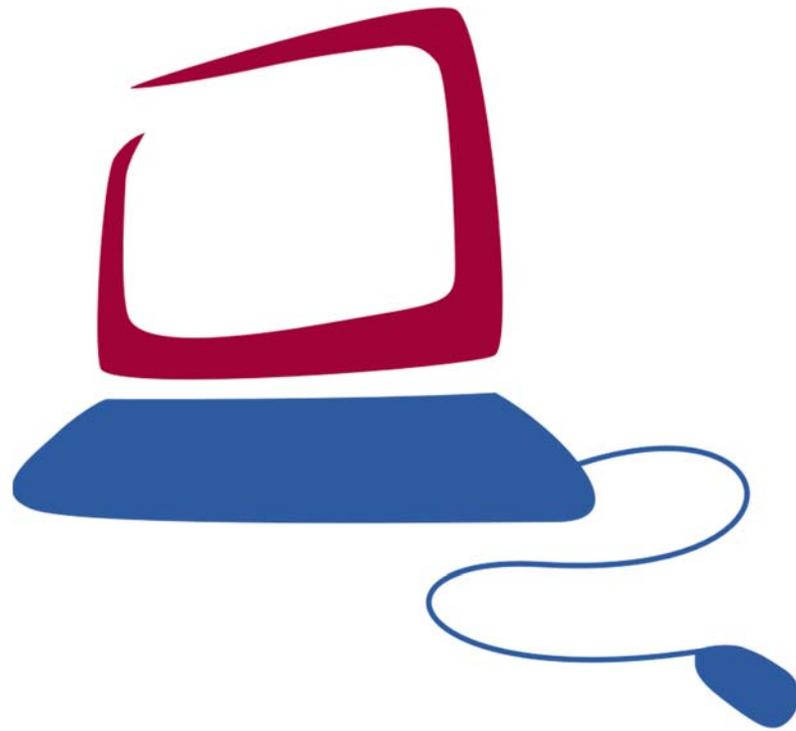
Quick Start Guide for Prezi

Quick Start Guide Sections:

What is 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 signup.
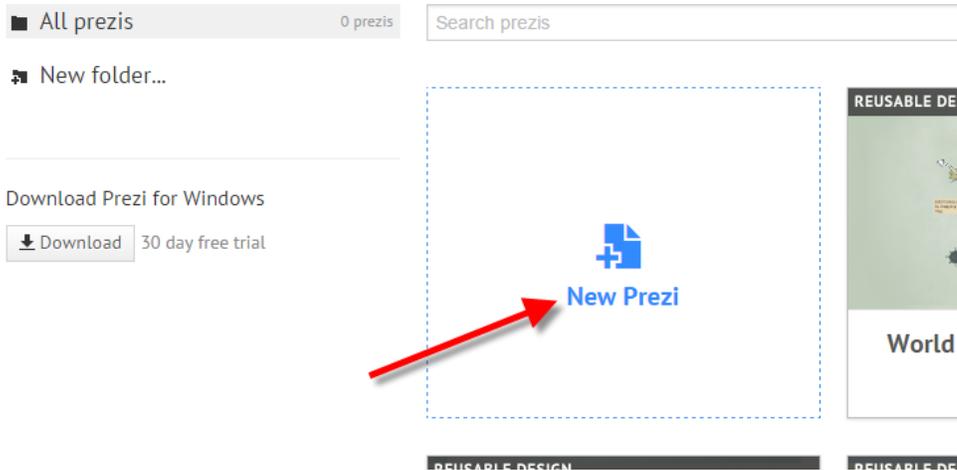
Creating a Presentation

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.
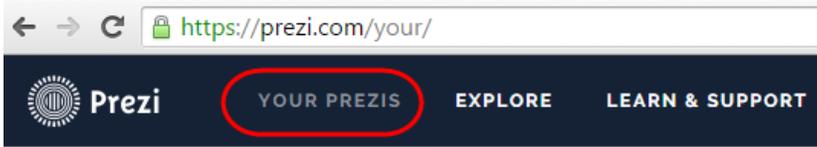
Click **New prezi**.

Select a template and click on the **Use template** button. You may also choose **Start blank prezi**.

Navigation

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.


Making a Presentation Your Own

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.
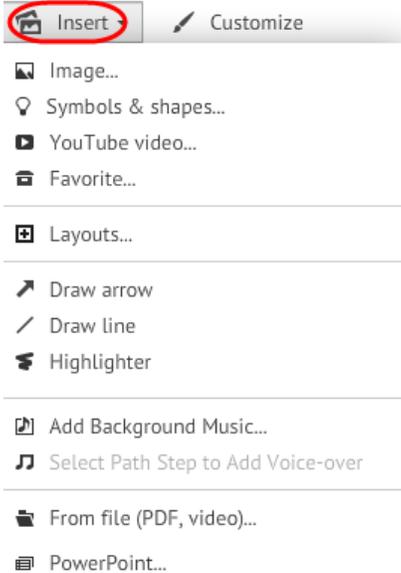
When you click once on the text, will see several options to adjust the textbox, including moving (using the hand icon), changing the size (using the + and -), and rotating (using a small dot at the bottom right corner).
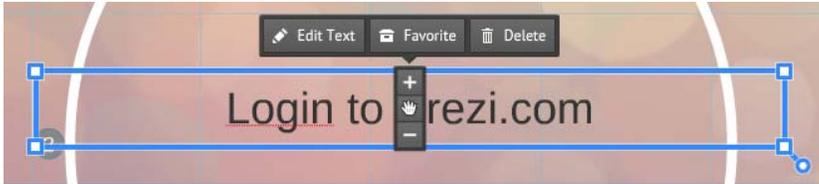

Insert an Image, Video, Shape, Music, etc.

Click **Insert** in the top menu.

Frames

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 (you can also use the dropdown menu below to choose your frame shape) and click and drag to create a frame.
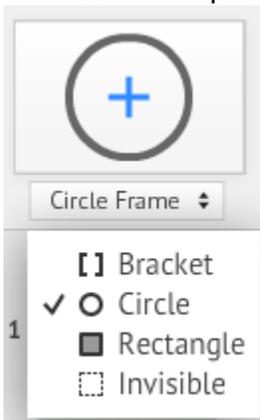
Paths

At the bottom of the left navigation, click on **Edit Path**. Click 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.

Once you have selected the points, you can also change the order by dragging and dropping the frames on the left menu.

When finished, click **Edit Path** to exit the edit mode.

Previewing Your Prezi

To preview your prezi, click on the ▶ **Present** button on the top menu.

Notice the navigational arrows that appear at the bottom of the screen 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. Below your prezi you will see the options **Edit**, **Present remotely**, **Download**, **Save a copy**, **Share**, **Embed**, 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).
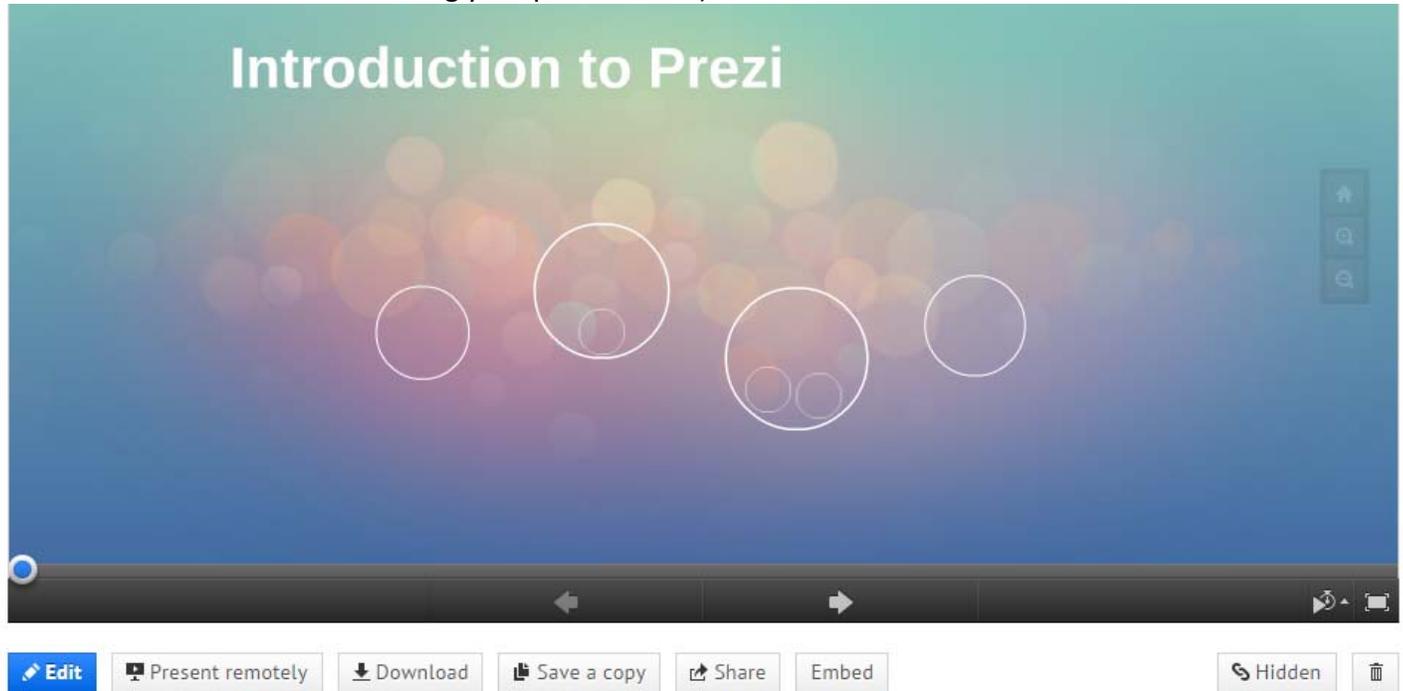
You will see a **Private**, **Hidden**, or **Public** button, indicating the level of privacy for your prezi. Click on this button to **Add people** to edit or view your prezi. This tool will give you the ability to collaborate with multiple users on the same prezi.