

A Guide to Using Prezi

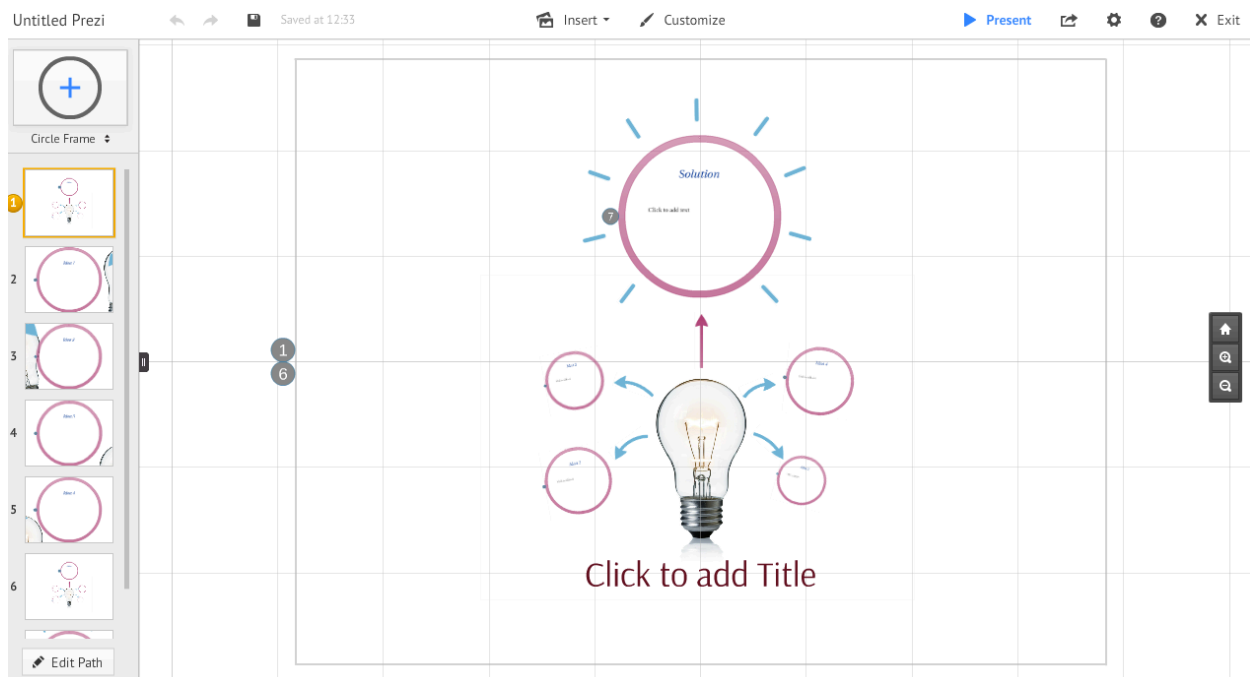
Prezi is an online presentation tool, similar to PowerPoint. It requires no software download, making it more portable and universally accessible. Use this guide to get started making your first Prezi!

Step One: Creating an Account

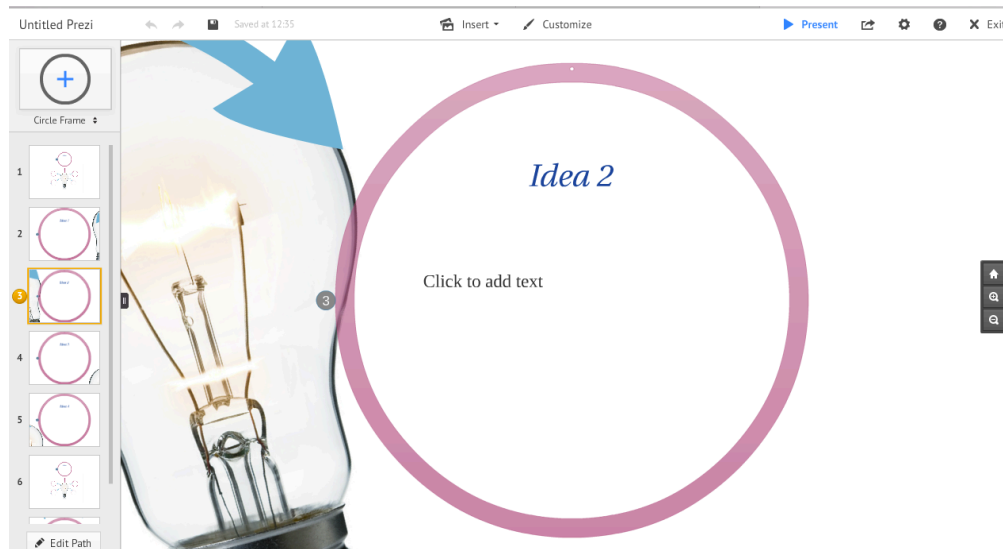
- To start your Prezi account, visit **www.prezi.com**. You should see a welcome screen and an option reading “**get started**.” Once you select this, you will be taken to a new screen where you will see your options for what type of account you would like. There are paid subscriptions to Prezi, but you can also create a standard, public account for free. **If you are a teacher**, lucky you! Prezi offers education discounts.
- Once you have created an account, you will be ready to move forward with creating your first Prezi.

Step Two: Your First Prezi

- Prezi acts primarily to create visual presentations similar to PowerPoint. Unlike PowerPoint, Prezi offers a variety of **visually interesting templates**. Some are even three-dimensional!
- You will first want to select “**New Prezi**.”
- In the new window, you will be given the option to **select a template**. You can always start with a blank Prezi, but the templates offer a bit more structure (all of your “slides” will already be laid out for you).
- Once you select a template, you will be taken to the editing bay and will be ready to start adding content. Depending on the template, this will look different every time, but ultimately the screen will look something like this:



To the left, you will see all of your “slides” lined up. You can select individual slides and they will be magnified in the center slide for you to add your content. For instance, if we select slide three, we will see a screen like this:



By clicking on the prewritten text (i.e. “Idea 2), we can edit the content. You will be given a formatting box so you can change the text size, color, style, etc. It should look something like this:



You can do the same for each slide until you have added all of your content.

Step Three: Extra Tips and Tricks

- Suppose you want to add a photo or graphic to your Prezi. Select the menu at the top of the page reading “insert.” You will be given a drop-down menu of options. Select the option that best fits your needs (i.e. “image,” “symbol,” etc.) and follow the instructions.
- Many of Prezi’s pre-made templates only come with a certain number of “slides.” But what if you need more? It’s easy to use the insert option to add new slides. You can also use the “insert frame” option on the left hand side of the page, above the “path” (the group of boxes on the left side that show each

slide individually). Simply select which type of frame/slide you would like, press the plus button, and it will appear on the Prezi. However, you should note that **you will be responsible for inserting it into the path**. This is easily done by right clicking any of the frames in the path on the left side of the page. In the drop down menu, select “**edit path**.” A web of lines will appear, showing you the order of the frames as determined by the template. You can easily drag and drop the frames into the order you would like them. Notice how the numbers change when you change the frame position.

- Prezi automatically saves every so often, but if you are running on a slow connection, it's a good idea to manually save every once in a while. Simply click the **black floppy disc icon in the upper left hand corner**. The clock next to the icon will update with the time of the most recent save. It should look something like this:



Step Four: All

Finished!

- Now that you are done with your Prezi, you'll likely want to present it. Make sure you select the **first frame in the path** (the one labeled number 1 on the left side of the page). Then look for the bright blue “Present!” icon in the top right hand corner.
- Just like with a PowerPoint, you can either click through your slides or use the space bar to move forward.

Congratulations! You now know the basics of Prezi. Feel like you need more info? Check out this handy guide:

<http://www.wikihow.com/Use-Prezi>