



Prezi Website <http://prezi.com>

Create your account and login.

Prezi is completely web based so be sure to save your work regularly.

Prezi Canvas

The screenshot shows the Prezi Canvas interface with various toolbars and icons. Annotations include:

- Undo/Redo [CTRL+Z]**: Points to the Undo and Redo icons in the top toolbar.
- Click for Import a PPT or PPTx File View**: Points to the PowerPoint icon in the top toolbar.
- Invite group members to collaborate on the Prezi canvas.**: Points to the user icon in the top toolbar.
- Prints Prezi and zoomed-in view of each stop on the path.**: Points to the print icon in the top toolbar.
- Click to save (Prezi will also auto-save)**: Points to the save icon in the top toolbar.
- Home View**: Points to the home icon in the bottom right toolbar.
- Zoom In**: Points to the magnifying glass icon in the bottom right toolbar.
- Zoom Out**: Points to the magnifying glass icon in the bottom right toolbar.

TIP: Zoom in and out using the mouse scroll wheel!

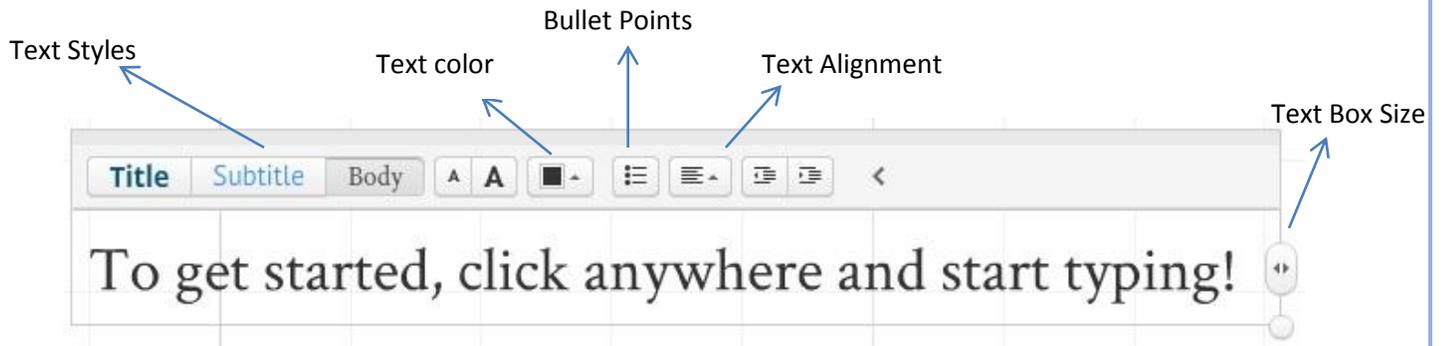
TIP: Speed up your work by enabling keyboard shortcuts!

The settings menu is shown with the following options:

- Screen Ratio: 4:3, 16:9, off
- Enable shortcuts: On, Off
- Back to Classic Look

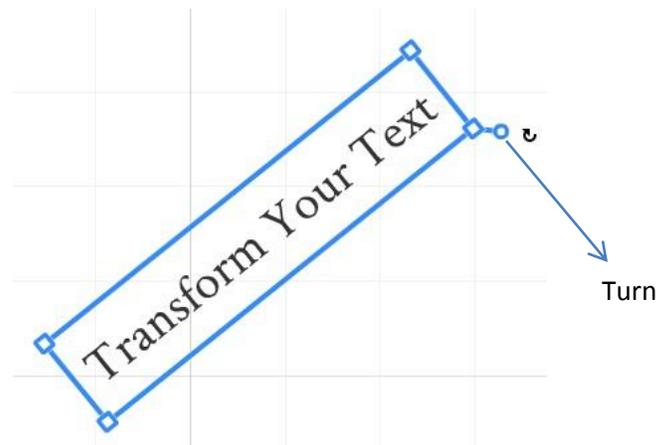
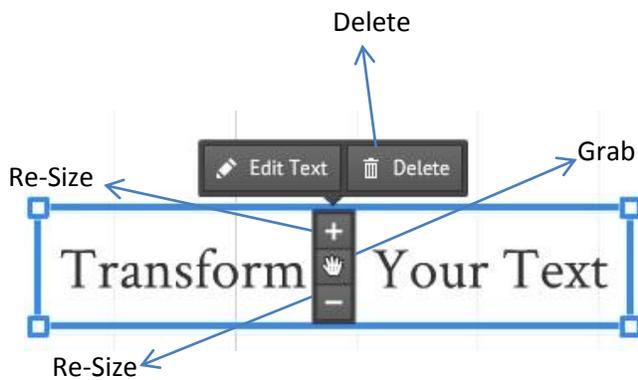
- I - Zoom in
- 2 - Zoom out
- L - Load Files
- S - Shapes
- F - Frames
- P - Path

Toolbar



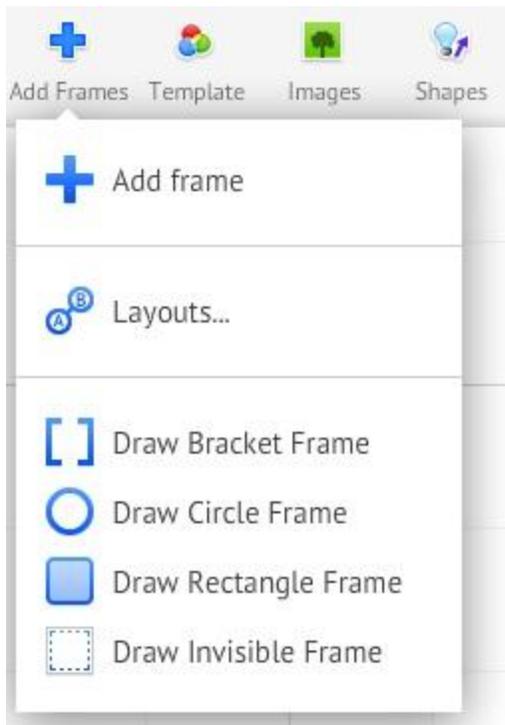
Text can be flipped and changed using the TRANSFORMATION TOOL

The Transformation Tool can be used to modify all objects in the Prezi - text boxes, images, drawings, and multimedia.



Tip: Click the object once, the Transformation Tool will show up. Click twice to edit.

Getting Organized



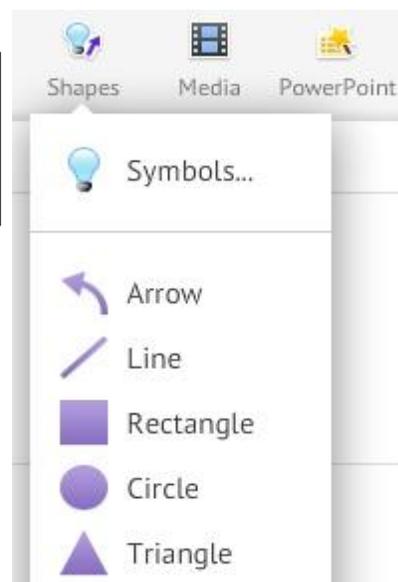
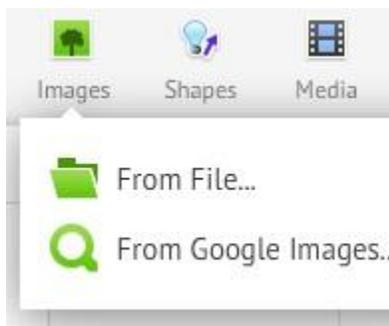
Frames allow you to group items on your canvas for easier movement or transformations. Frames can also serve as a visual guide for your audience.

Start your Prezi by articulating your main ideas, then supporting ideas.

Then use frames to group these ideas

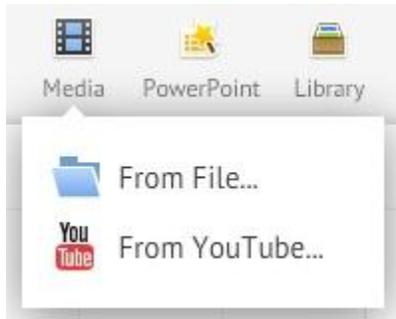
Adding Images & Shapes

Add images from File or search Google directly from the Prezi canvas

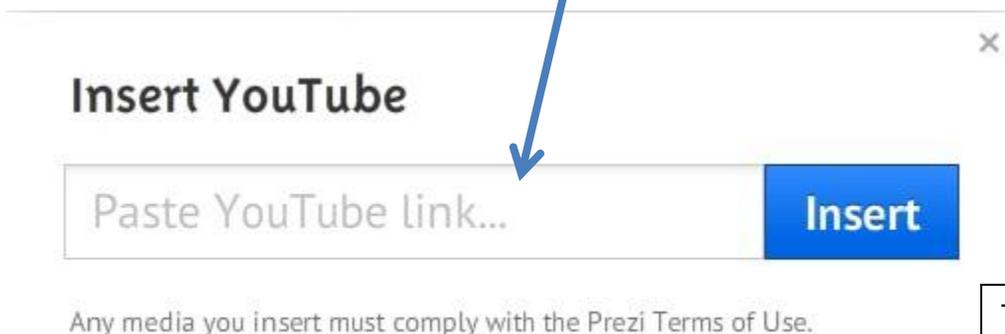
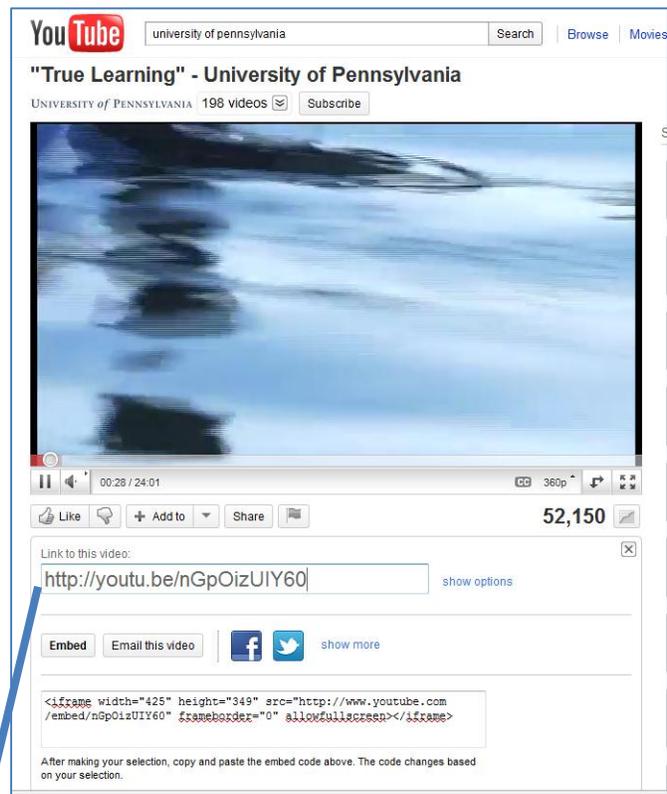


Shapes like arrows and lines can be used to emphasize movement, divide space, or convey relationships

Adding Multimedia



You can also insert a YouTube video by copying the embed link into a text box and pushing OK.



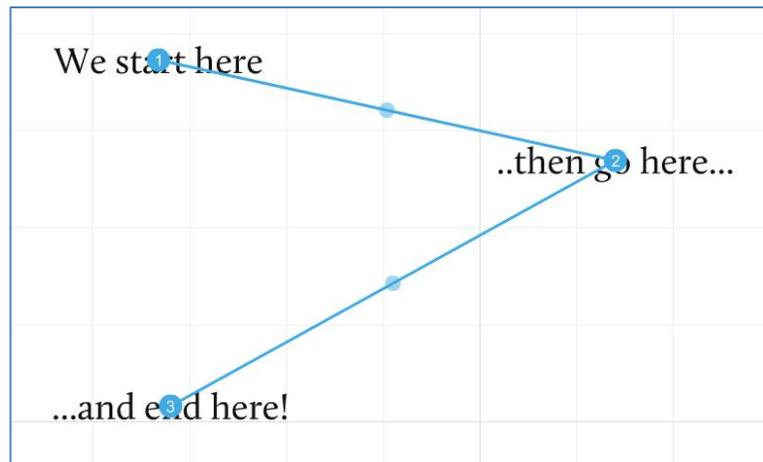
Tip: YouTube videos that have had embedding disabled by the owner will not play in Prezi. Check permissions before you embed!

Tip: Go to the "Learn" tab on the Prezi website to get inspired by others' Prezis. Prezis licensed for re-use can be used as a template or a starting off point for your own Prezi!

Create Your Path



Trace a path through your presentation by clicking on each object you'd like to include.



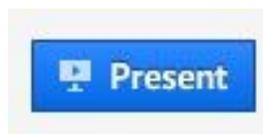
Tip: You can use Capture View to add a view of your Prezi to the path!

Tip: You can drag numbers to change the order of your path, and drag the dots in between points to add points on your path!

Prezi will pan and zoom so that all of your text and multimedia are shown right-side-up. Keep this in mind—panning and zooming add pizzazz, but too much can make people motion-sick!

Show Your Prezi

You can show your Prezi by pressing the Present button.



Tip: You can play through your Prezi and go from point to point by using the arrow keys, or use autoplay

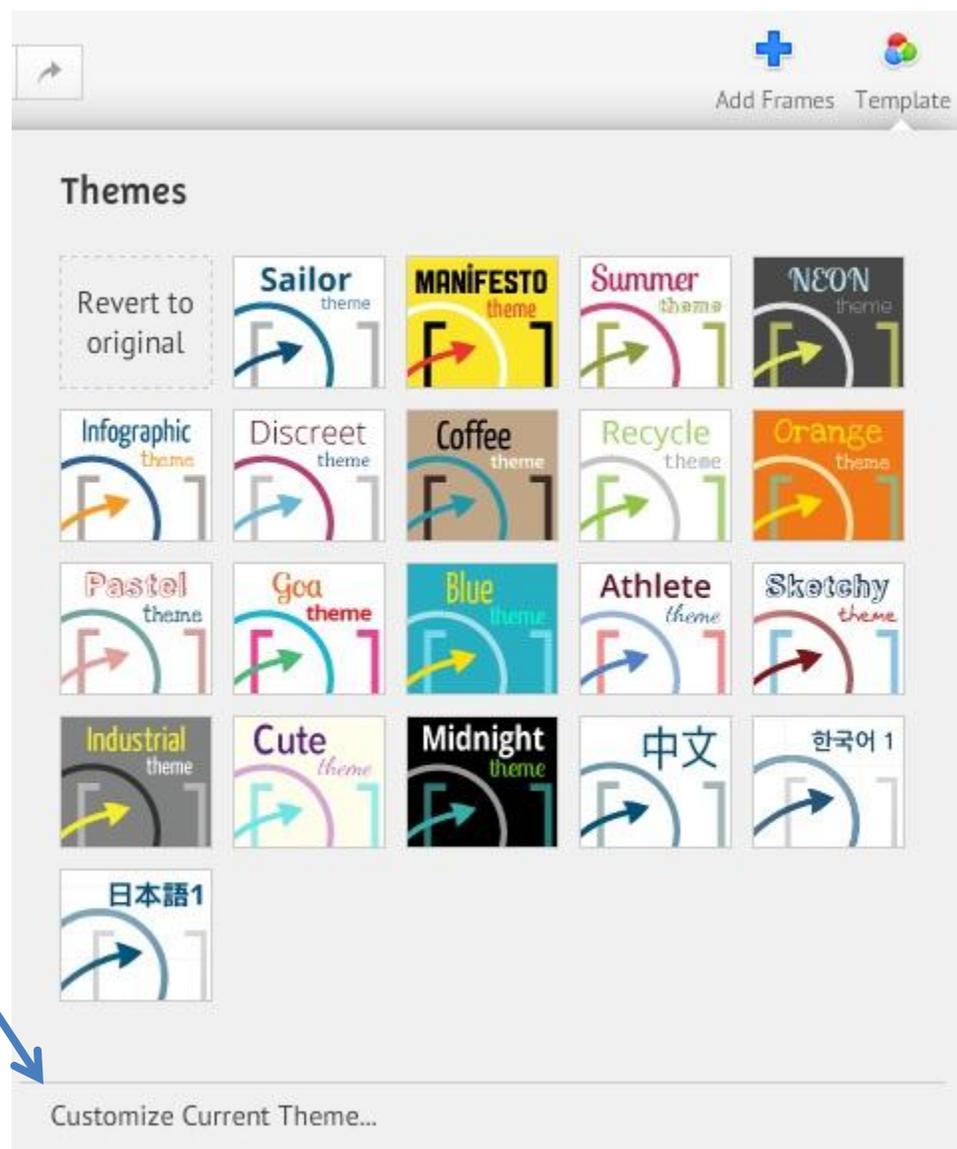
The default autoplay time is 4 seconds per stop on the path and can be extended to 10 or 20 seconds using the clock icon in Present mode.



More Helpful Features



Prezi now features a Library where you can store images, text, and even videos. The objects you add to your library are accessible from any Prezi you create. Add selections through the Library menu or right-click on any object and select “Add to Object Library.”



Choose from one of Prezi's fun themes or customize one of your own!