

## Prezi: A Quickstart Guide

### What is it?

- 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 it?

- 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 it?

#### A. Creating your first Prezi

				
<ul style="list-style-type: none"> <li>• Sign up for the FREE account at <a href="http://www.prezi.com">www.prezi.com</a></li> </ul>	<ul style="list-style-type: none"> <li>• Click on the "My" link at the top left of the screen to get to your personal area.</li> </ul>	<ul style="list-style-type: none"> <li>• Click "Create New Prezi"</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a title, choose a canvas style and click "create"</li> </ul>	<ul style="list-style-type: none"> <li>• Your Prezi will now appear on your profile. Click on it to open it up.</li> </ul>

#### B. An overview of the main features

When you open up your Prezi, you will be presented with something like this:



#### Keyboard Shortcuts

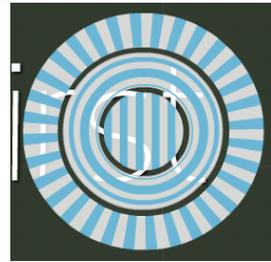
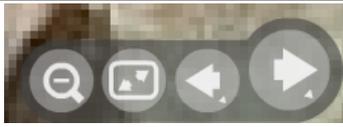
- You can click-and-drag with your mouse anywhere on the stage to move the canvas around.
- You can click the space bar of your keyboard to zoom out.
- You can click any item on the stage to zoom out from it.

### 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.

<b>Text</b>	Add textboxes
<b>Place</b>	Position, tilt and zoom items on the stage
<b>Media</b>	Add pictures, sound and video files to your Prezi
<b>Frame</b>	Place a border around items in your Prezi
<b>Line</b>	Draw arrows / lines on the stage
<b>Path</b>	Specify the animation order of the items in your Prezi
<b>Show</b>	Preview your Prezi (the "esc" key brings you back to editing mode)
<b>File</b>	Save your Prezi

### C. Working through the features

Feature	Task	
<b>Text</b>	Click the "Text" menu. Click a spot on the stage to add some text. <i>Note: Experiment with different effects created by the "body" / "strong" and "head" options.</i>	
<b>Place</b>	Click the "Place" menu. Click on one of your items on the stage. Three concentric circles will appear [right]. <b>POSITION</b> your item by clicking and dragging the innermost circle. <b>ZOOM</b> your item by clicking and dragging the middle circle (drag either towards or away from the centrepoint of the circle) <b>TILT</b> your item by clicking and dragging the outermost circle. <b>DELETE</b> an item by clicking the delete key on your keyboard.	
<b>Media</b>	Click the "Media" > "File" bubble. Choose a picture file from your computer to upload to Prezi. Use the "Place" menu to position, tilt and zoom the picture. <i>Note: You can upload a movie file instead of a picture. The easiest way is to find a video on YouTube, copy its web address, then give it to <a href="http://www.keepvid.com">www.keepvid.com</a> and download it to your computer as an .flv (Flash Video) file.</i>	
<b>Frame</b>	Click the "Frame" bubble. Draw a circle around a key detail in your picture (this will allow Prezi to zoom in on it later)	
<b>Line</b>	Click the "Line" bubble. Draw an arrow pointing at another key detail in your picture.	
<b>Path</b>	Click on the "Path" bubble. Click on each of the items on your Prezi stage in the order you would like them to appear in the presentation. Don't forget the circle and the arrow you added earlier.	
<b>Show</b>	Click on the "Show" bubble. Use the menu keys at the bottom right of the screen to navigate through your Prezi. Click your "esc" key to return to editing mode.	
<b>File</b>	Click the "File" > "Save and Close" bubble to save your work and end your session. This will take you back to your personal archive. If you click on your presentation, you will be given the option to download your presentation or (easier) to share it as a weblink with others.	