

Prezi

www.Prezi.com

Description: Prezi is a presentation program that is usable online or, for a fee, in a downloadable desktop version.

System Requirements: Adobe Flash Player 10, Firefox, Safari, Internet Explorer or Chrome web browser. 128 MBs of RAM.

Signup Requirements: You must register for an account on the www.prezi.com homepage. You will then use that login (which requires a valid email address) to keep track of your presentations

Installing Prezi:

1. If Flash is installed on your system further installation is not needed for Prezi online.
2. If you do not have flash you can find flash at <http://get.adobe.com/flashplayer/>

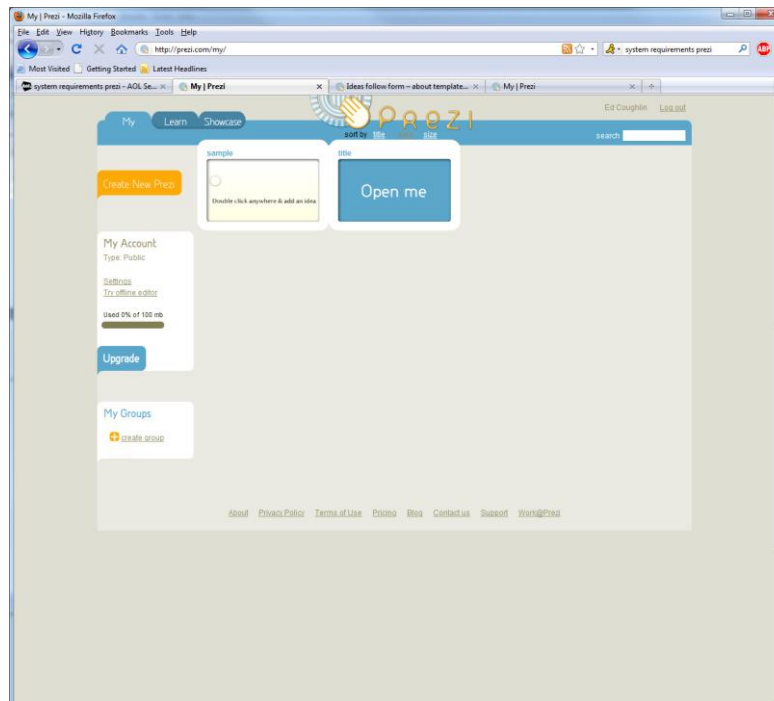
Using Prezi: There are several guides to Prezi as well as a series of demos on the www.prezi.com site. Below are a few points to get started

Below is a screenshot of the www.prezi.com start screen

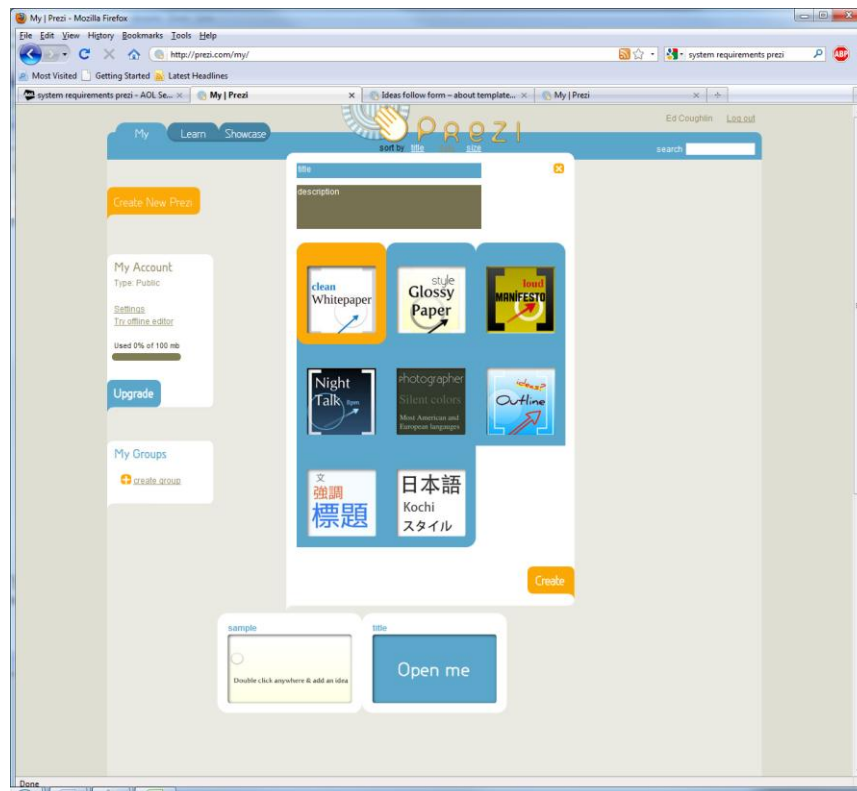
From the start screen simply click on Sign Up and enter your information. Or if you have already signed up log in using the email address and password sign in boxes at the upper right corner of the screen.



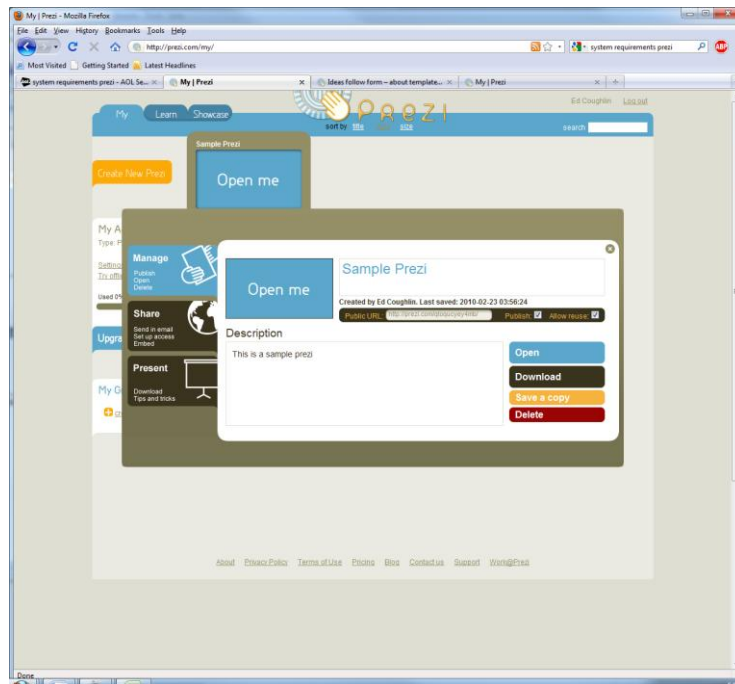
From this screen you can either click on a previously created Prezi in the middle of the window, or select Create New Prezi on the left side of the screen to begin a new presentation.



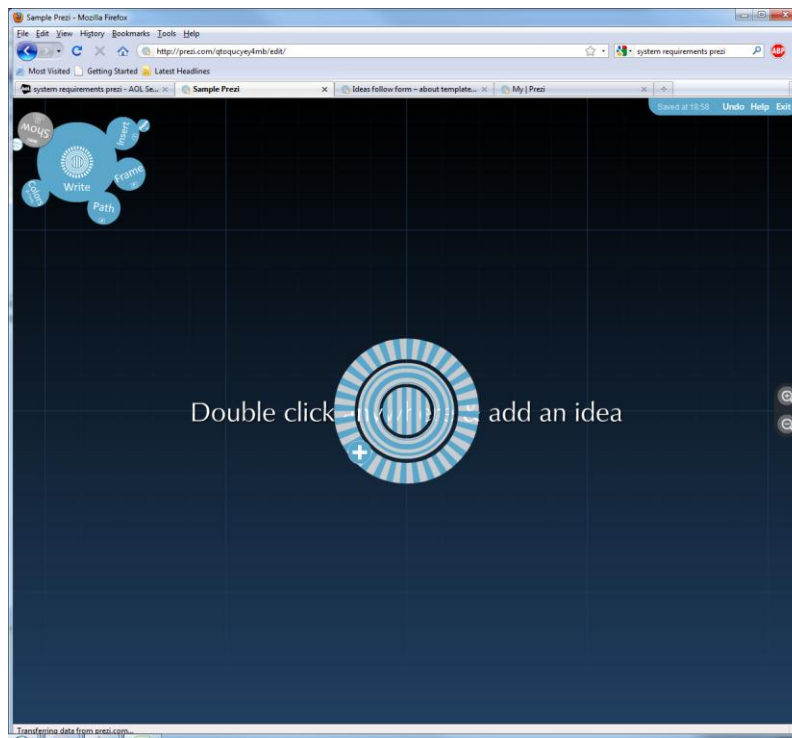
Once you click Create New Prezi you will be given a choice of themes. This will set the background, font and other features of your Prezi. These defaults can be edited individually later. In this case I will choose Night Talk. You also add a title and description to your Prezi in the text boxes above the theme choices.



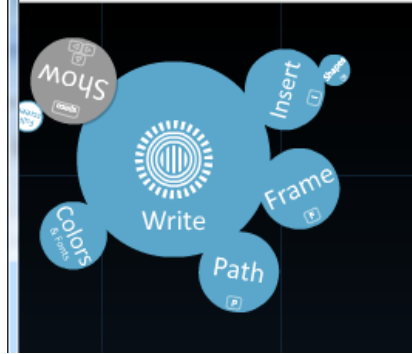
After you have created a Prezi click on it and the option box below will open. Here you can view the URL that your Prezi is located at and can see multiple options to download, share, present or delete your Prezi. In this case we want to make changes to it, so choose the Open option.



You will be presented with the below canvas, shown below, when you start your new Prezi. Unlike a traditional PowerPoint you do not actually make a slide-by-slide presentation. Instead you add multiple elements to a poster sized canvas and then move around the canvas to create a presentation.



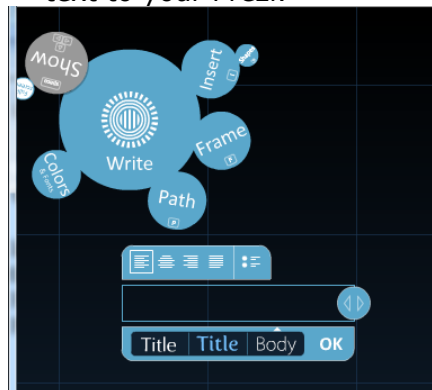
In the corner you will find most of your important options under different sub menus.



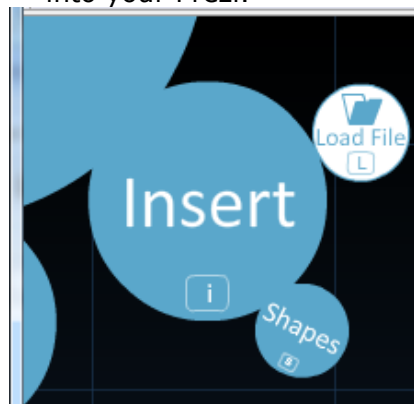
Color: This menu lets you change the background color of your presentation, the font you are using and other style options for your entire Prezi



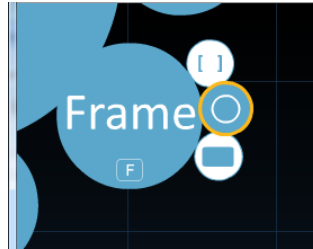
Write: this center option lets you add and remove text from the Prezi. When you double click on the canvas with Write selected you get option, shown below, which lets you add text to your Prezi.



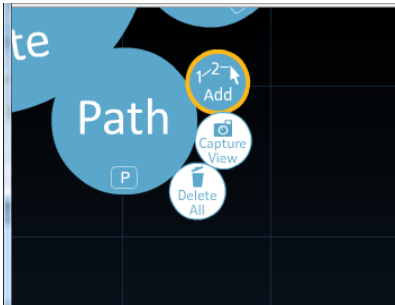
Insert: This option lets you insert shapes and images/video from outside the Prezi program into the Prezi. Load file will bring up a window that lets you pull images and video from your hard drive. Shapes will let you choose objects such as arrows and circles to insert into your Prezi.



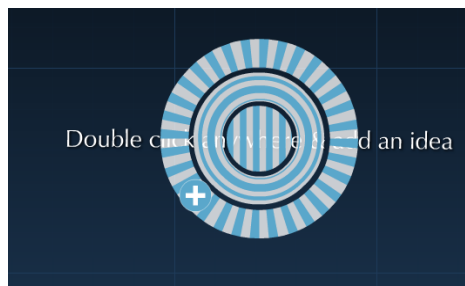
Frame: This option lets you insert frames into the Prezi such as borders or colored backgrounds



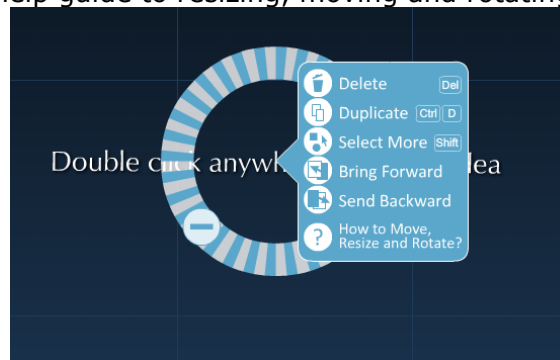
Path: This lets you set where the show will move the user around the Prezi. Capture View option will let you set the places the presentation will zoom in on when set to play. Delete will let you select and delete elements within your Prezi (text boxes, shapes, ect). The 1-2-arrow tool will let you click on elements you add (shapes, images, text boxes) and have your Prezi move between them.



When you click on an element (such as a text box or image) a three-ring circle comes up as shown below. If you click and hold on the outer edge you can rotate your object. If you click and hold on the middle ring you can make your object larger or smaller. If you click and hold in the middle you can move your object around.



When you click on the + option you get a menu that gives you the options, shown below, as well as a help guide to resizing, moving and rotating your objects.



When you are finished with your Prezi simply hit Exit and it will be ready to use on your main screen!