



Make your presentation great with Prezi



Signing up to Prezi

Before being able to create your presentation using Prezi, you will be required to sign up and create an account.

1. Go to the Prezi website at www.Prezi.com.
2. Click **Sign up**  or **Sign up now** at top of the page.
3. Click **Student & Teacher licenses**  (under the 3 license choices).
4. Click on the **Enjoy Edu** license type.
5. When prompted, enter your academic email address (this will be your username when logging into your Prezi.com account) and click **Continue**.
6. When prompted, enter the details of your educational establishment and check the checkbox to confirm you are a student or staff member. Once you have entered your details, click **Continue** to submit your details.

You will now receive a confirmation email with a verification link. Follow the instructions in the email to complete the signing up process.

Now that you have created an account, you are ready to make your first presentation!

The Prezi Editor Interface

Within the Prezi Editor Interface, controls and options are grouped together on the Top Menu based on their function. For example, the insert options are grouped together and kept separate from the output options.

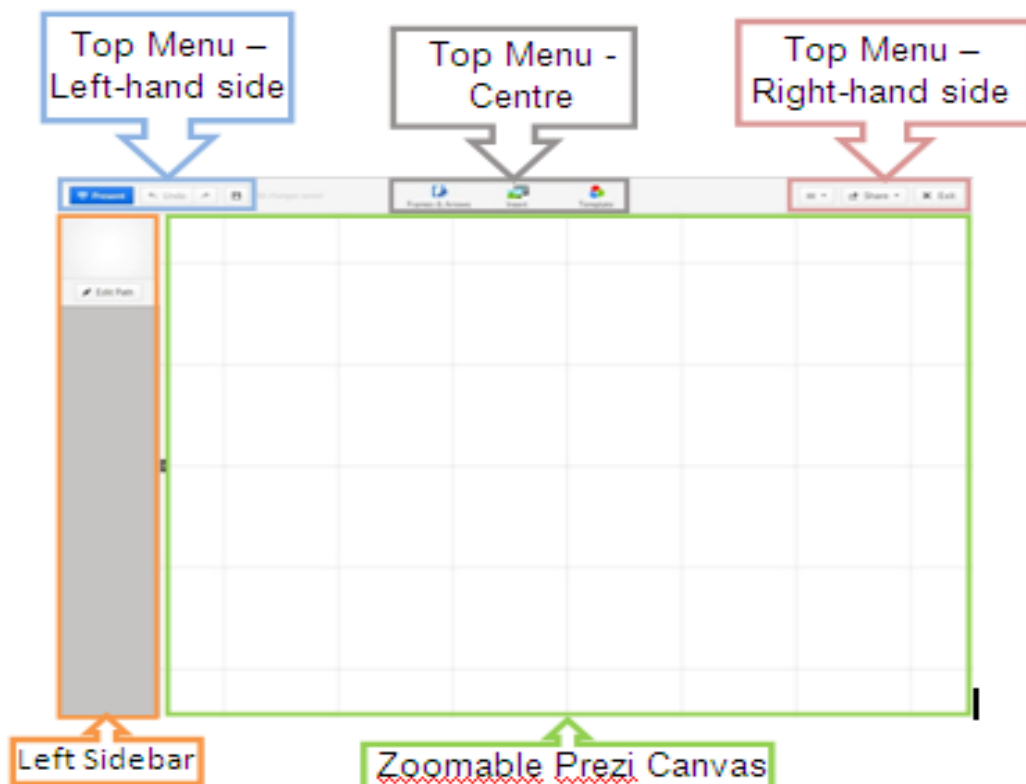
Top Menu – Left-hand side: These options allow you present your presentation from the beginning, undo, redo and save any changes.

Top Menu - Centre: These options are used to insert content such as images, videos, icons and frames onto the canvas for your presentation.

Top Menu – Right-hand side: These options allow you to invite others to view your presentation online, save your presentation as a PDF, view settings, view help and save and close your presentation.

Left Sidebar: This pane shows the running order of your presentation.

Zoomable Prezi Canvas: The zoomable workspace where your presentation is constructed and edited is known as the canvas. This is a very large blank space to which you can add text, videos, images and other content.




Creating your first Prezi presentation



This section of the guide explains how the controls in Prezi Editor are used to create your very own presentation.

The Prezi editor controls


Moving around the canvas:

Hover the cursor over the canvas, hold the left mouse button down until the **Grab**  icon appears, and move the mouse.

Zooming in and out:

Move the cursor to the extreme right of the canvas and the zoom options will appear. To zoom in and out from the canvas, single click on the **Zoom In**  or **Zoom Out**  buttons. Alternatively, you can use the scroll wheel on your mouse to zoom.

Show Overview:

Once you have placed content on the canvas, you can use the **Overview**  button to view it all simultaneously. This will display an overview of the entire canvas.

Making a selection:

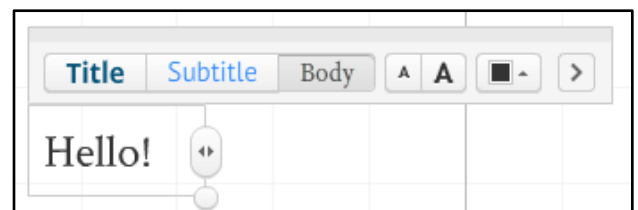
To make a single selection, left click on the object/text you wish to select. To perform a multi select, hold the **Ctrl** or **Shift** key, and click on multiple objects. To perform a large selection, hold the **Shift** key and click and drag the cursor over the area containing the objects you wish to select.

Working with text


Any text you insert onto the canvas can be edited and customised. You can change the text type (title, subtitle and body), size, colour, alignment and add bullet points. Various fonts are available to use, but can only be changed when the theme is changed. Themes will be covered later in this guide.

To insert text onto the canvas:

1. Hover the cursor over the canvas.
2. Click on the canvas where you wish to add your text.
3. Enter your text into the text entry box.
4. To close the text entry box, click anywhere on the canvas.




To alter text colour:

1. Double click on the text you wish to edit.
2. Highlight the text inside the box.
3. Click on the **Colour Selection**  button.
4. From the menu, select the colour you wish to apply to your text.
5. Click anywhere on the canvas outside the text entry box to apply your changes.






To move text on the canvas:


1. Single click on the piece of text you wish to move.
2. You will now see the text you have selected surrounded by a blue box with other options housed above in grey boxes. This is known as the **Transformation Tool**.
3. Click and hold the **Grab**  button in the centre of the box and drag the mouse to move the text.
4. Click anywhere on the canvas to set your text at that location.



To resize text:

1. Single click on the piece of text to display the **Transformation Tool**.
2. Single click the **Increase**  or **Decrease**  buttons to alter the size.
3. Alternatively, you can resize the text by clicking and dragging any corner of the blue box  surrounding the text. This method allows you to resize text more precisely.
4. Click anywhere on the canvas to finish.

To rotate text:

1. Single click on the piece of text to display the **Transformation Tool**.
2. Move the cursor close to the corner of the blue box and when the **rotate**  icon appears, click and drag the mouse to rotate the text.
3. Click anywhere on the canvas to finish.



Working with frames

Frames are useful to group several objects together on the canvas, allowing them to be viewed simultaneously when the presentation is viewed. Frames can be different shapes and sizes, both visible and invisible, and can be used to link objects together when using paths.

There are several frames to choose from, including brackets, circles, rectangles and invisible frames.

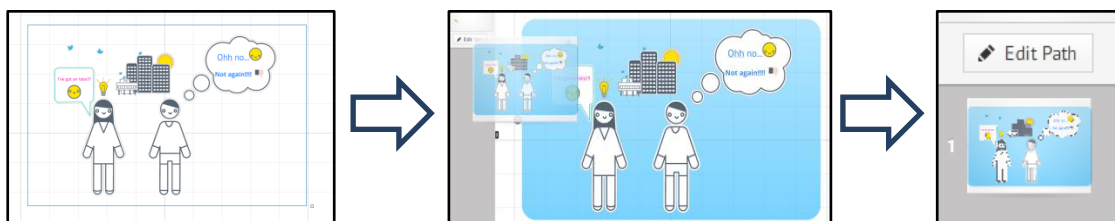
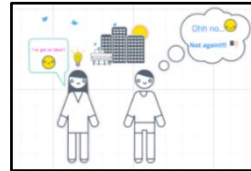
To insert a frame:

1. On the canvas, arrange any content together which you wish to appear inside the same frame.



2. Click **Frames & Arrows** (Top Menu – Centre).
3. From the drop down menu, select **Draw Rectangle Frame**.
4. To draw the frame, click and drag around the objects and release the mouse button.

As shown below, the frame will now appear around the content. The frame and any content contained inside will automatically be added to the Left Sidebar.



You can also add invisible frames to your presentation using the same frame menu. Invisible frames are particularly useful when you wish to link sections of your presentation together using paths, but don't wish to see the physical frame around the content.

Alternatively, you can add a layout to your presentation from the **Add Frames** menu. This allows you to add text, images and other media content to a preassembled arrangement of frames.

Themes and the Theme Wizard

To help make your presentation a little more interesting, you can change the theme you are using. This allows you to change the background colour, font type and colour, add a custom logo and change the colour of shapes, frames, arrows and lines.

You can select a theme from a collection of pre-sets using the **Themes** window or you can manually adjust the individual properties for each text type and colour, frame, shape using the **Theme Wizard**.

Pre-set themes

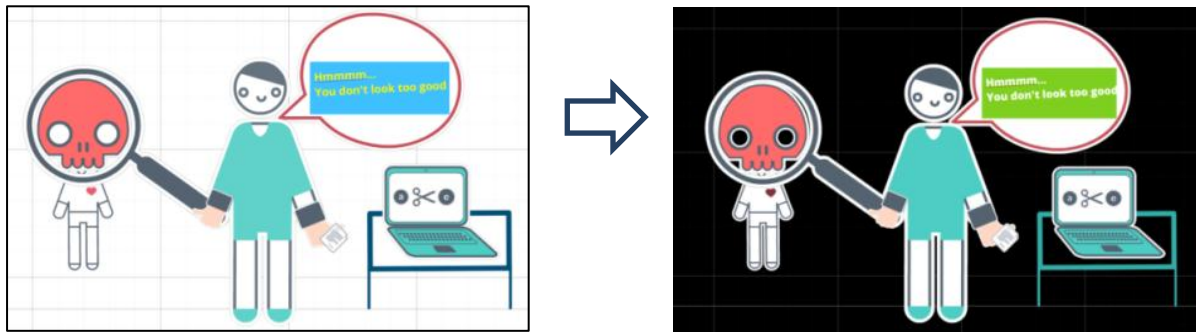
To select a pre-set theme for your presentation:



1. Click **Template** (Top Menu – Centre).
2. When the **Themes** window appears on screen, select one of the themes listed.



The new theme has now been applied. Note the changes to the background colour, font colour and frame colours. Changes will be made to all text, frames and shapes visible on the canvas.



To revert back to your previously used theme, click **Template** and select **Revert to original** from the list of themes.

Theme Wizard

The **Theme Wizard** is used to manually select which background, font type, colours and logo you would like to use in your presentation. You can either use the basic Theme Wizard to alter the colour properties of the objects (select a colour from a palette) or you can use the **Advanced Theme Wizard**, allowing you to input specific RGB colour values. Both menus contain a preview window, allowing you to see a visual representation of how your changes alter objects on the canvas, as they are made.

To edit your theme using the Theme Wizard:

1. Click **Template** (Top Menu – Centre).
2. Select **Customize Current Theme**.
3. Select a colour from the palette for your background colour. You will see the background colour change in the preview window.
4. To view more options, select **Next** at the bottom of the **Theme Wizard**.



5. Once you have made your changes to your theme, click **Done**.

If you would like to enter your own RGB values instead of selecting a colour from the palette, select **Advanced** at the bottom left corner of the **Theme Wizard**. Enter your RGB values and once satisfied, click **Done**.

You can save your customised theme by selecting **Save current theme** from the **Themes** window. It will then be added to the list of themes under **Your Themes**.

Inserting media content

Prezi allows you to insert a wide range of media content into your presentation. You can insert images, videos, PDFs, SWF files and live links to videos on YouTube. All media content placed on the canvas can be resized, moved and rotated.




Note: The maximum file size for all media content is 50MB.

Inserting images

There are two ways to insert an image onto your presentation canvas. You can either upload an image from a location on your computer or you can search Google Images from within the Prezi editor. Prezi supports image files with .JPG, .PNG and .GIF extensions. If your image file is not supported, you will be unable to locate it when asked to browse for an image to insert.


To upload an image from your computer:

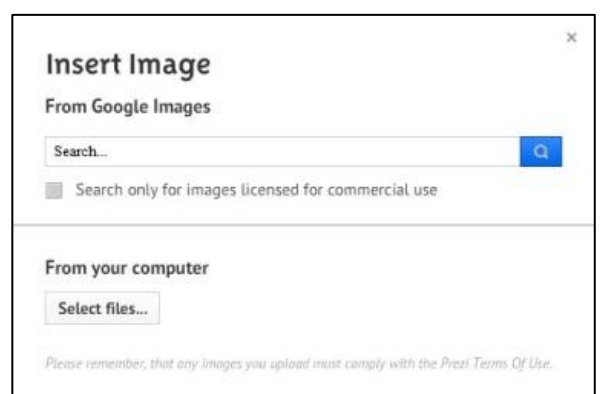
1. Click **Insert**  (Top Menu – Centre).
2. From the drop down menu, select **Image...**
3. Click **Select files...**, located at the bottom of the dialog box.
4. Locate the image you wish to insert and click **Open**.
5. The image will now be placed onto the canvas.

You can also upload video files, PowerPoint files and PDF files using this menu as it is not restricted to image upload only.

Alternatively, you can search Google Images directly within the Prezi editor.

To insert an image directly from Google Images:

1. Click **Insert** (Top Menu – Centre).
2. From the drop down menu, select **Image...**
3. When the search box appears, type in the name of the image you are looking for. For copyright reasons, it is advised you tick the checkbox to **Search only for images licensed for commercial use** before searching.
4. Click the **Search**  button to begin searching for your image.
5. Your search results will now appear on the canvas. You can scroll through and click on individual images to




preview them. Images can also be moved around by clicking and dragging them, before they have been inserted.

6. Once you have selected an image from the list, click **Insert** to place the image on the canvas.

Editing images

After inserting an image onto the canvas, you can alter the size, location and orientation using the Transformation Tool. You can also crop any images you have uploaded.

To crop your image:

1. Single click on the image to display the **Transformation Tool**.
2. Click **Crop Image**  (above the image).
3. The **Crop** tool will now be visible around the image.
4. Click and drag the corners one at a time to crop the image.
5. Once you are satisfied with your cropped image, click anywhere on the canvas for your changes to take effect.



Inserting video files

Prezi Editor allows you to add videos to your presentation both directly from your computer and through a live link to YouTube. Videos uploaded from your computer will be embedded into the presentation, meaning they do not have to be saved inside specific folders to ensure playback.



Note: It is worth noting that YouTube videos can only be viewed with an active internet connection, even if you save and download your presentation.

The following video file formats are supported by Prezi:

- FLV
- AVI
- M4V
- WMV
- MPEG
- F4V
- MOV
- 3GP
- MPG
- MP4

To insert a video from your computer:



1. Click **Insert** (Top Menu – Centre).
2. From the drop down menu, select **From File...**
3. Locate and select the video file you wish to insert, and click **Open**.

You can also use the **Insert** option to import a variety of file types including images, PowerPoint and PDF files as upload is not restricted to video only.

To insert a live link to a video on YouTube:

1. Open YouTube.
2. Copy URL of the video you are viewing.
3. In Prezi, click **Insert** (Top Menu – Centre).
4. From the drop down menu, select **YouTube video....**
5. When prompted, paste the URL of the video you wish to add.
6. Click **Insert**.



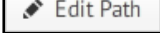



To control the video playback and audio options, use the navigation bar at the bottom of the video.

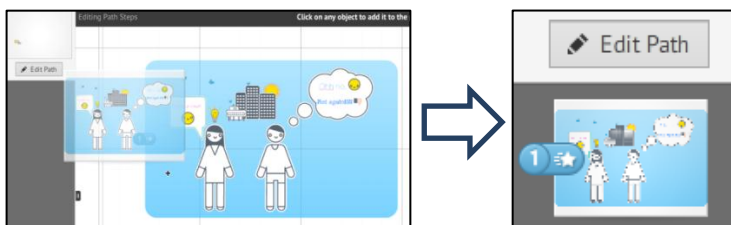


Videos can be moved, resized and rotated in the same way as images and text on the canvas using the Transformation Tool.

Adding a path

To create a path for your Prezi:

1. Click **Edit Path**  (Left Sidebar).
2. Use the **Zoom Out**  button to allow you to see your full presentation on the canvas.
3. Hover over the object or frame where you would like to add the path. A small plus sign  and a number  will appear next to the object/frame you are hovering over.
4. Click on the object/frame and it will be added as a path in the Left Sidebar.



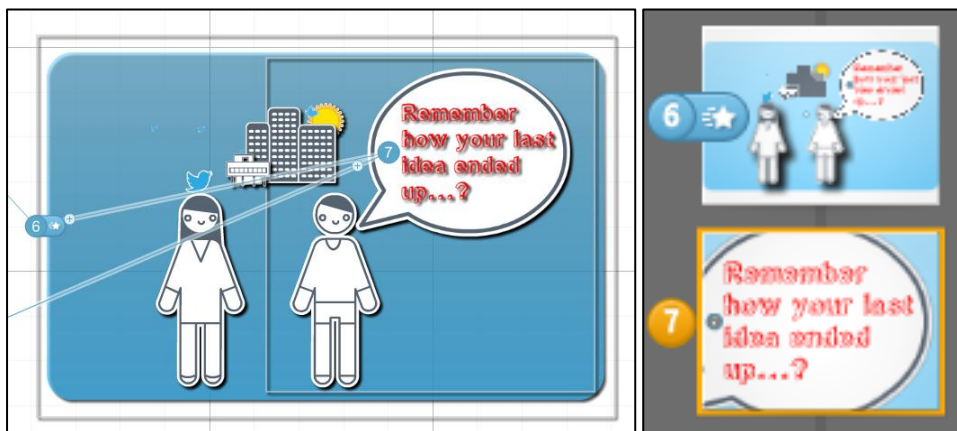
5. Click on another object/frame to add this as path two, and continue to do so until you have constructed a basic running order for your presentation.

A visual route of the path order is displayed on the canvas between the linked objects/frames. The small images displayed in the Left Sidebar show the running order and how objects/frames will be displayed when presented. This is similar to the slide running order displayed in PowerPoint.





Inserting a path

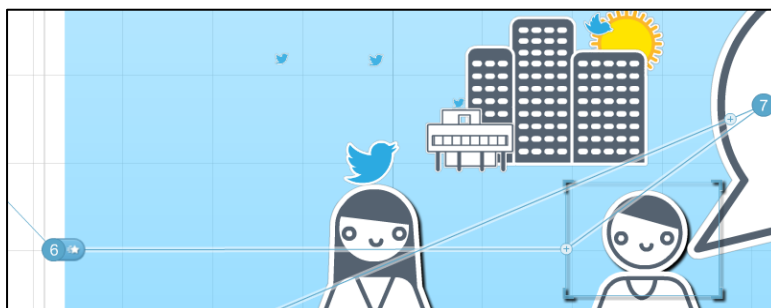
When linking objects/frames together, you can also insert a path between two linked paths. The following images show path six set to display the entire content contained within the frame, before moving to path seven to display the text inside the speech bubble. If you wanted the presentation to zoom into the male character before zooming into the speech bubble, you could insert a path between paths six and seven.



To insert a path between two existing paths:

1. Locate the path you wish to insert another path after (in this case path six).
2. Click and drag the small **plus sign**  displayed after the path number  and place it on the object/frame you wish to be inserted. In this example, a small invisible frame has been added around the head of the male character and the path is linked directly to this.

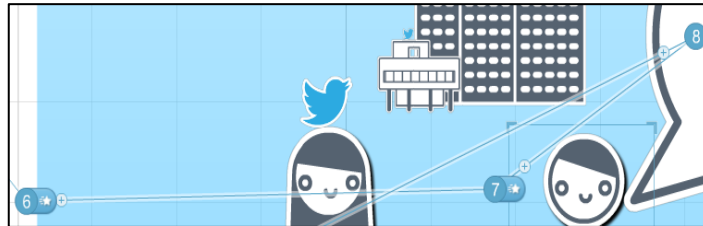
Once you have released the mouse button, the paths will update. You can see the visual path and the path numbers will change to represent the new running order. The path order displayed on the Left Sidebar will also update.



Reordering paths

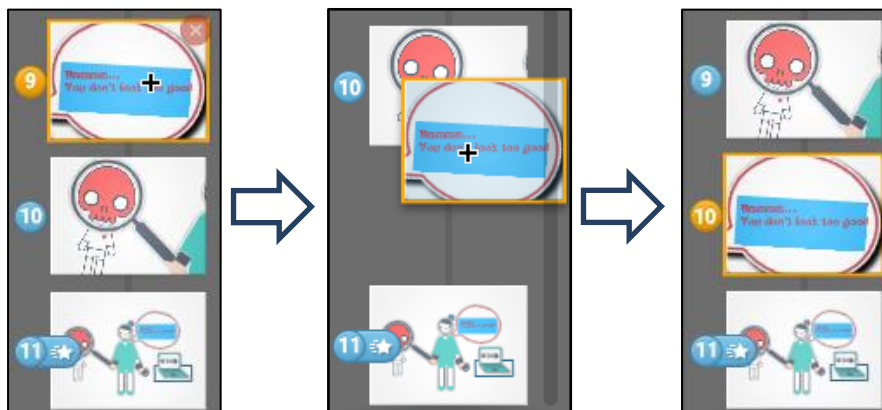
You can reorder paths quickly using Left Sidebar when in **Edit Path**

Mode. Any alterations you make to the running order will be automatically updated on the canvas. This means that the path numbers listed next to objects/frames and the visual path displayed between objects will change.



To reorder your presentation paths:

1. Click **Edit Path** (Left Sidebar).
2. Click on the path you wish to move in the Left Sidebar.
3. Click and drag this path to the location in the Left Sidebar where you wish it to appear.
4. Release the mouse and the ordering will be updated, as shown below.



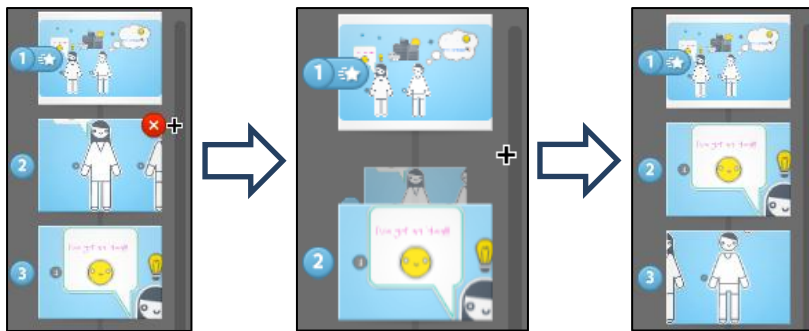
Removing paths

There are two ways in which you can delete any path you have created. You can either remove the path from the Left Sidebar, or you can remove the path directly from the canvas.


To remove a path from the Left Sidebar:

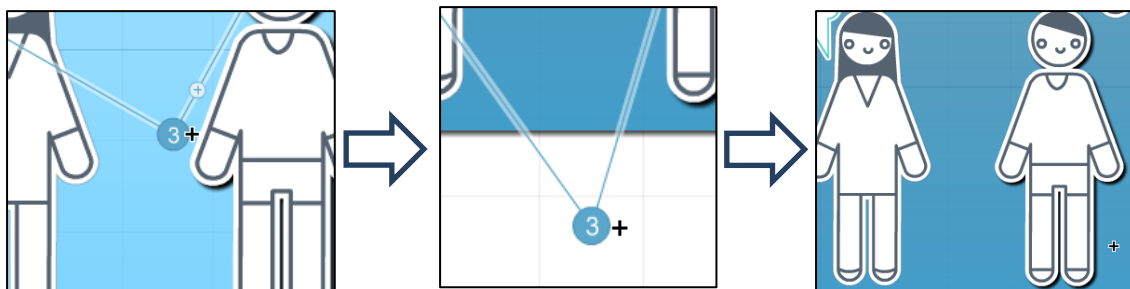
1. Click **Edit Path** (Left Sidebar).
2. Hover the cursor over the path you wish to remove.

3. Click on the **cross**  located above the path image.



To remove a path from the canvas:

1. Click and hold the **path point**  you wish to remove.
2. Drag the point onto an empty space on the canvas.
3. Release the mouse button.



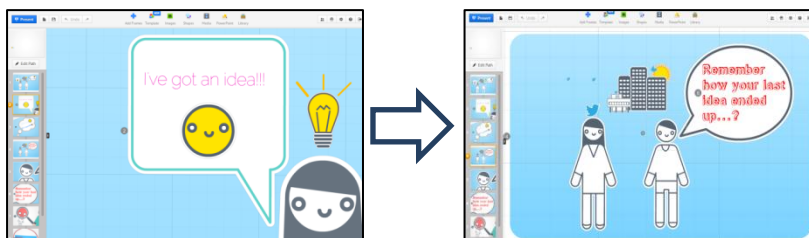
The path link you deleted will be removed from the Left Sidebar.

Presenting your finished presentation


Prezi offers you a variety of ways in which you can view and share your presentation with others. You can view your presentation in Edit Mode, save it as a PDF, print, present online (up to 10 viewers at once), save for offline viewing and view using the Prezi viewer app (iPhone/iPad/iPod).

To view your presentation in Edit Mode:

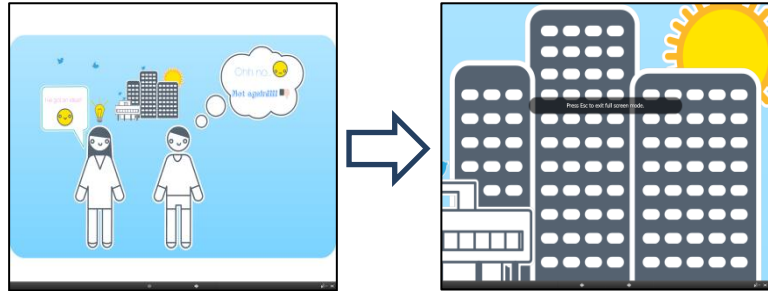
1. Click on the first path in the Left Sidebar.
2. Click on the next path you wish to view on the Left Sidebar. Alternatively, use the right and left arrow keys to move forward and backwards between paths.




To view your presentation in Prezi Editor:


1. Click on the first path in the Left Sidebar.
2. Select **Present**  (Top menu – Left hand side).
3. Once in full screen mode, press the left arrow key to fully expand your first slide.


As before, you can control your presentation using the left and right arrow keys. You can also click the mouse on any part of the canvas to zoom into that specific area. To continue the presentation, press the left or right arrow key to move to the previous or next path.



You can also use the left and right arrow   buttons (bottom of the screen) to move forward or backwards between paths.

Alternatively, you can also use the **Playback Bar**  to move forward or backwards between paths. Click and drag to the left to go back and right to go forward.

To enter and exit full screen mode, use the **Fullscreen**  button, located at the bottom right of the screen. You can use the **Esc** key on the keyboard to exit full screen mode.


Your presentation can be set to automatically move between paths using the **Autoplay**  button. This allows you to set your presentation to automatically progress to the next path every 4, 10 or 20 seconds.

Saving and printing as a PDF

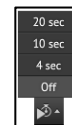
You can save your presentation as a PDF file, allowing it to be viewed by a range of software applications designed to read PDFs, for example, Adobe Acrobat reader. The PDF file will contain a visual overview of your entire presentation and display each individual path on a separate page. This is similar to how a PowerPoint presentation would appear if saved as a PDF file.

The PDF can be printed using **File > Print...** in most software applications.

To create a PDF of your presentation:

1. Click the **Share**  button (Top menu – Right-hand side).
2. From the drop down menu, select **Download as PDF**.
3. Allow the pages to be added to create the PDF.
4. Once the pages have been added, select **Save PDF**.
5. Select the location you wish to save the PDF file to, enter a file name and click **Save**.

Your PDF file will now be available to open from the location you chose to save it in (providing you have software installed to open and read PDF files).





Tip: You can print your PDF file by selecting **File > Print** or **Ctrl + P** in the application you have used to view your PDF file, for example, Adobe Acrobat Reader.

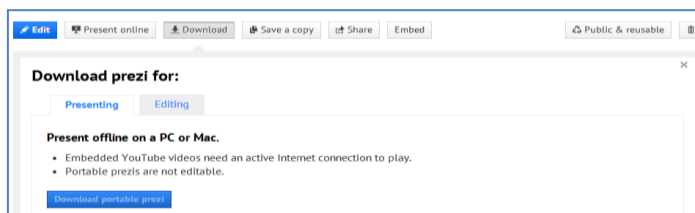
Downloading your Prezi

Prezi Editor allows you to create a portable presentation file to view and present offline or burn to a CD/pen-drive. Your portable presentation file cannot be edited offline, unless you are signed up as a Pro user and use the Prezi Desktop software.

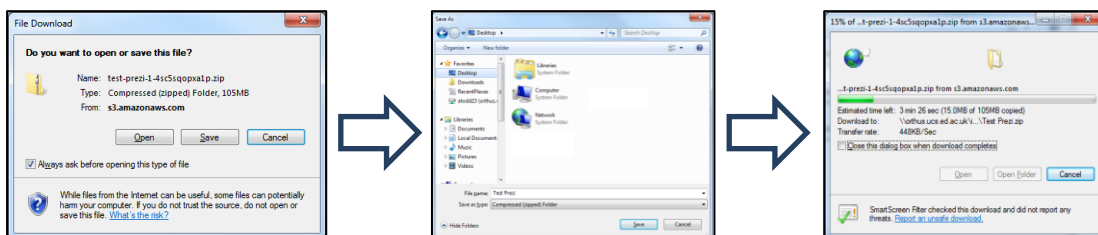


Note: Youtube embedded videos require internet connection for playback

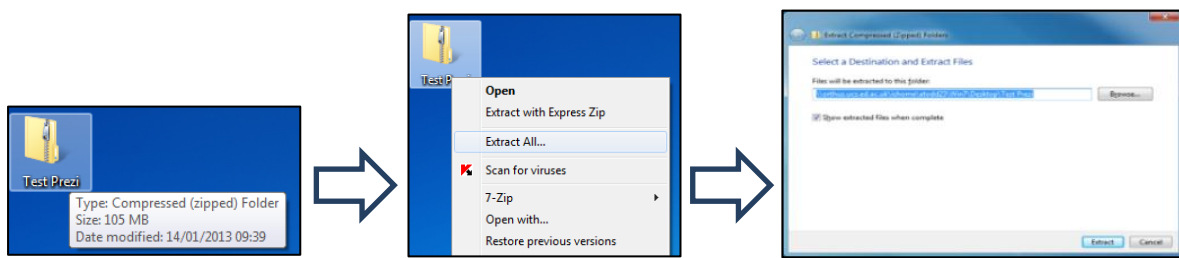
1. In the Prezi Editor, click **Exit** (Top menu – Right-hand side).
2. On the next page, click Download  (under your Prezi).
3. When prompted to choose a format to download, select the first option - **Export to portable Prezi to present offline** and click **Download**. Your downloadable presentation file will then be compiled.




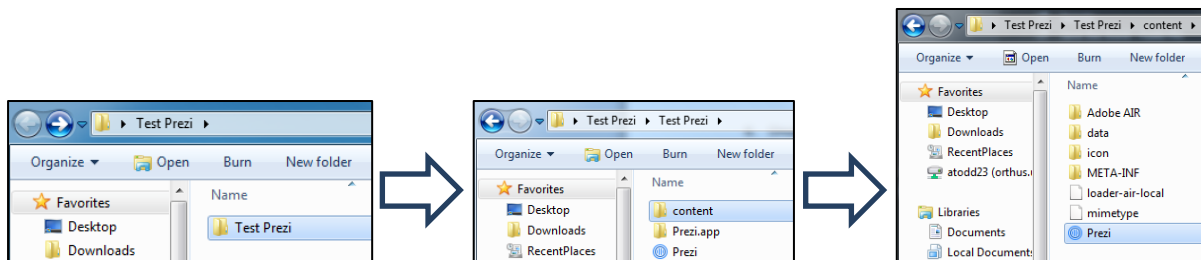
4. When prompted, click on **click this link to download** to download your presentation file.
5. You will be asked to either open or save your downloaded file. Click **Save**, enter a file name, find a location to save your file, and click **Save**.



6. Once the download is complete, a compressed folder (.ZIP) containing your presentation will be visible. Right click on the folder and select **Extract All...**, enter a location to save your extracted data, and click **Extract**.



7. The newly created (unzipped) folder will then appear at this location. Open both the folder and sub folder, followed by the **Content** folder. Once inside the Content folder, double click on the **Prezi**  application icon to load your presentation file.



8. When the security warning appears on screen, click **Run** to launch your presentation.



Your presentation will now load in separate browser. You have the same playback options available to you as you did when viewing your presentation online individually or with others.



Note: Do not remove any files or the Prezi application file from this folder as they are linked together for playback. Moving any files to other location can result in your presentation failing to play.