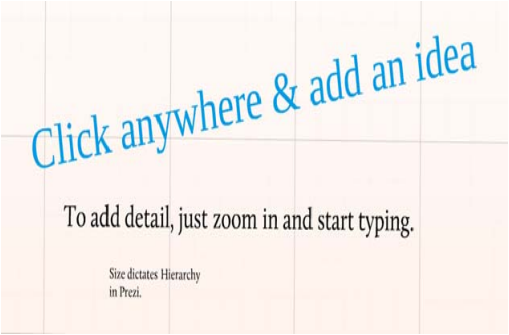
PREZI

A Prezi is a web-based presentation tool that allows the use to create amazing presentations. It can also be used as a brainstorming tool, by helping the user map his/her thoughts and be able to connect them visually.

How to Make a Prezi

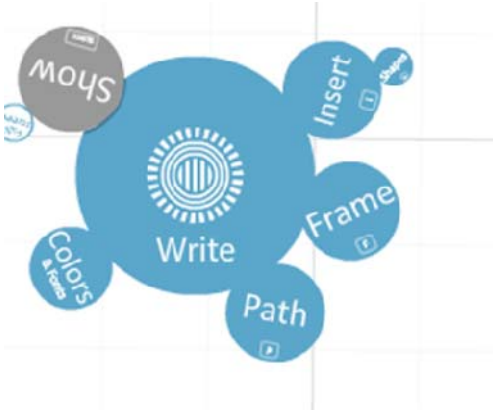
To make a Prezi, one first needs to create an account at www.prezi.com. Once the account has been created, click on the "new Prezi" icon, choose a title, and give a description for the Prezi.

- The first thing to do is to click anywhere on the canvas and add an idea.
- In Prezi, size determines hierarchy. All you have to do is either zoom in or out (use the **SCROLL BUTTON** on your mouse) and go from there.



Bubble Menu

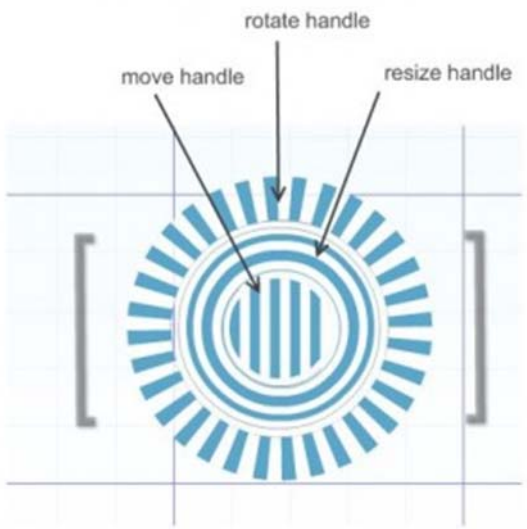
- This menu can be found on the top left corner of the screen.
- This contains all most of the tools necessary for making a great Prezi.
- The **Bubble Menu** holds the Insert, Frame, Path, Color, and Show Tabs.



Transformation Zebra

One of the big tools that you will use in Prezi is the **Transformation Zebra**. The **Transformation Zebra** allows you to manipulate and edit your text.

- The center circle is the **Move Handle** and is used to move the selected item from one part of the canvas to the other.
- The middle circle is the **Resize Handle** and it is used to either magnify or minimize the selected item.
- The outermost circle is the **Rotate Handle** and is used to rotate the selected 360 degrees.

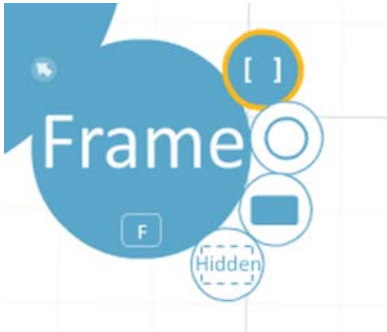


- The **Transformation Zebra** has more tools when the plus sign is selected.

Frames

These are used to coalesce like items in the Prezi.

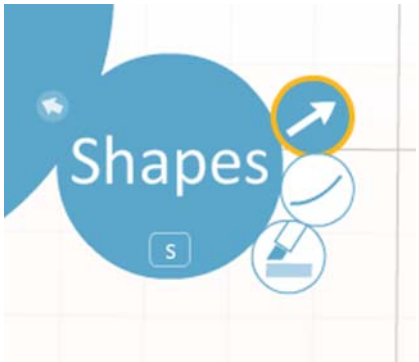
There are four different frames available and they can be found under the frames tab in the upper left corner of the screen.

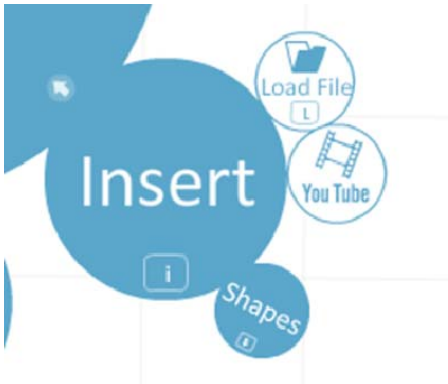


Insert Tab

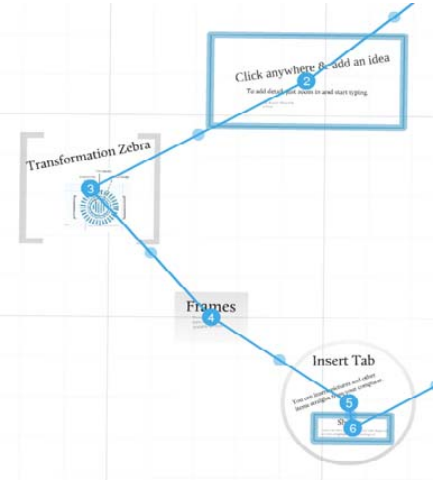
The **Insert Tab** allows one to insert pictures and other items straight from the computer and videos straight from YouTube.

Under the **Insert Tab**, there is the **Shapes Tab** which has three pre-loaded items; an **Arrow**, a **Highlighter**, and a **Drawing Tool**.





Path



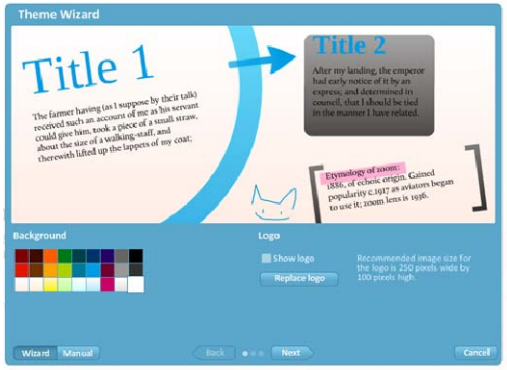
- The **Path Tool** allows one to dictate the order in which the items on the Prezi will appear.
- **TIP:** You'll find it easy to overuse your ability to pan from one slide to another. Be kind to your audience: a little goes a long way!

Colors and Fonts

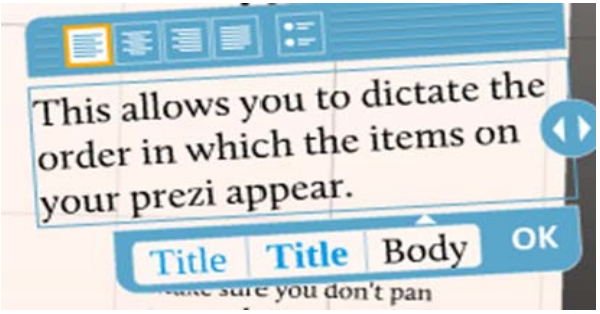
These are used to make your presentation more dramatic and stylish. They can be found under the **Colors and Fonts Tab** in the Bubble Menu.

In the current version, there are 10 pre-loaded themes to select from.

There is also a **Theme Wizard** that allows the user to create custom themes by selecting colors for all aspects of her presentation. One can also customize the pre-loaded themes.



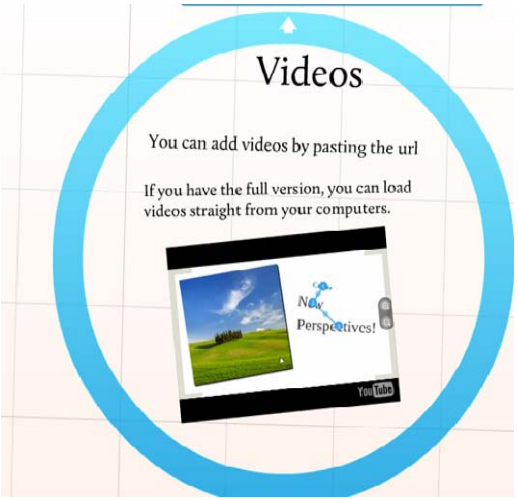
There are only three fonts available with each theme. In previous versions of Prezi, the color of the fonts could not be changed, but in the current version, that is possible. To select the fonts, double click on the desired text and choose the text style and font.



Videos

Unless working on the full version, the user can only add videos from online sources. The full version allows one to upload videos straight from one's computer.

To add videos, simply paste the URL of the desired video and it will be playable on Prezi.



Example Prezi

Go to Prezi.com and create an account.

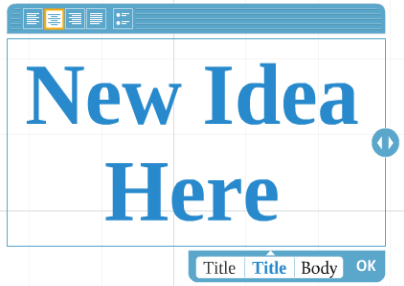
Click on New Prezi.

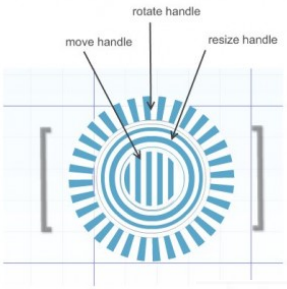
- Add a title and description. (A description is not necessary).
- Click on New Prezi.

Starting a Prezi

Click anywhere on the canvas and type an idea.

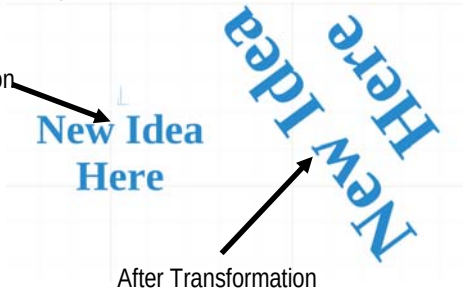
- Double click the text and you will be able to edit it.
- Select the different alignments to find which suits you best.
- Try the different fonts available and select which works best for you.





Click it once and the Transformation Zebra will appear.

- Click on the outermost circle and rotate the text.
- Click the middle circle and drag it outwards to magnify or inwards to minimize.
- Move the text from its current location to somewhere else on the screen by selecting the innermost circle.



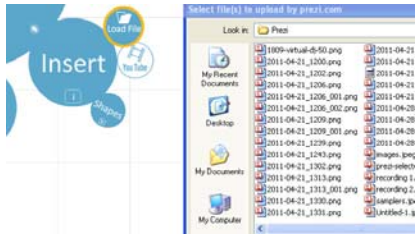
Zoom in and underneath the first text, create a second text.

- Click on the **Bubble Menu** and select the Frames tab.

- Select a frame and select the entire area around the two texts.

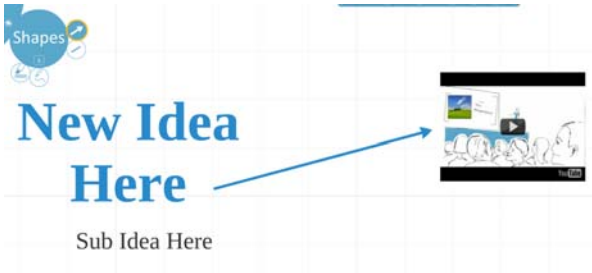
Select the **Insert Tab**.

- Click the **Load File** tab and load a picture from the computer and move it using the Transformation Zebra away from the texts.



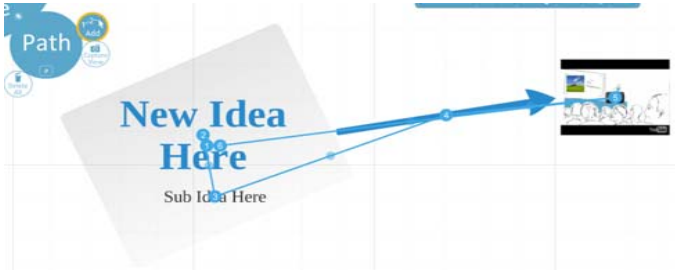
- Or open a new Tab on the Internet Browser and go to YouTube and open a video of choice and copy the URL.
- Go back to Prezi and click the YouTube tab and paste the link. Move the video to the same location as the picture.

- Click on the Shapes tab and drag an arrow from the texts to the picture or the video.



To connect the different items in the Prezi so that they appear in the order that you want them for your slide show, select the Path tab in the Bubble Menu.

- Click on the "1-2-Add" tab.
- On the canvas, click on the very first text and a circle with the number 1 will appear.
- Next click on the second text, and the video or the picture.



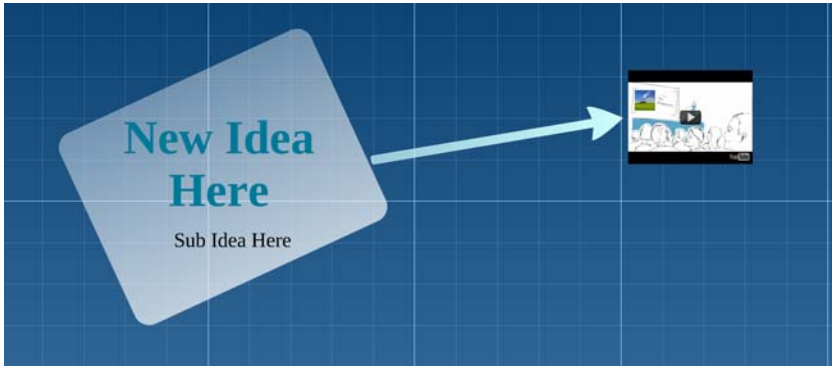
Save Your Prezi.

To further edit the Prezi, select the Colors and Fonts tab. There will be two options:

- Select one of the pre-loaded themes.
- Create a custom theme.

To create the custom theme:

- Click on the Theme Wizard tab.
- Select a background color and click the custom button.
- Next, select the desired colors for the three fonts.
- After this select the colors for the different frames and shapes. Only do this for those that are in use.
- Click done.



Final product after creating custom theme.

Save the Prezi.

Prezi Presentation

- Select the Show tab in the Bubble Menu.
- Click on Full Screen.

- On the bottom right of the screen is the navigator for Prezi, use it to go forward or backward along the path that you've created for your slide show..

Prezi is a simple tool to use. Its features will make it easy for you to create dramatic presentations. Play around with all of the tools Prezi gives you. You'll find this the best way to learn. Thanks.