

Technology in the Classroom – Prezi

www.prezi.com

Prezi is a free online presentation tool that uses a single canvas instead of traditional slides. Text, images, videos, drawings, and files are inserted on the canvas and grouped together in frames. Prezis are built online and can be presented from any computer or downloaded to be presented in places without an Internet connection.

I. Sign Up for Prezi

Go to prezi.com, and click **Sign up now**. Choose the free **Public** Prezi license. Or you can get an **Enjoy Edu** license using your educational email address. You will need to be able to access your educational email account for verification.

To sign for Prezi, provide your first and last name, your email address, and a password for your account. Check the box to agree to the terms of use. Then click **Sign up** to access your new Prezi account.

Sign up to Prezi
You have chosen "Public access" for \$0/year

Your personal info

First name Last name
Email
Password
Re-enter password

Sign up I agree to the [terms of use](#).

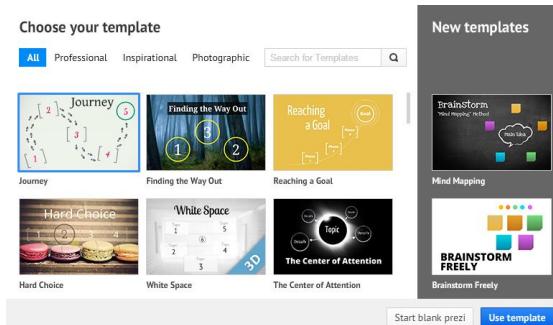
Record the email address and password below. You will this to access your account and your created prezis.

Email: _____

Password: _____

II. New Prezi

- Click **New prezi** to create a prezi.
- Select the template that you would like to use and click on **Use Template** at the bottom right to customize the chosen template in the Prezi editor.

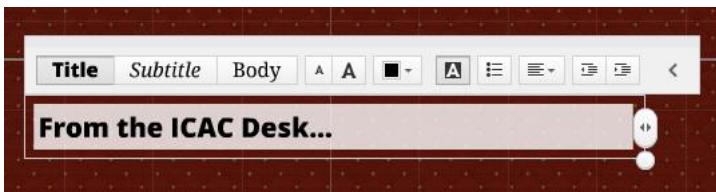


Using a template simplifies the creation of a new prezi. Prezi templates CAN be customized. You can also choose to **start a blank prezi** without using a template. We will first discuss making a prezi using a template. For instructions on creating a prezi on a blank template, see page 8.

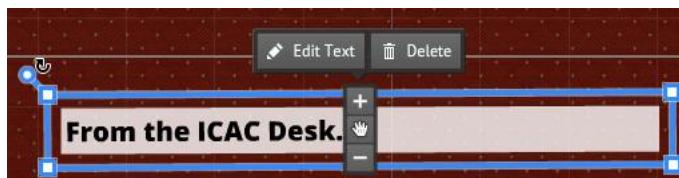
III. Creating a Prezi Using a Template

Your prezi template contains editable **title** and **frames**. Frames are similar to Microsoft PowerPoint slides for you to organize your content.

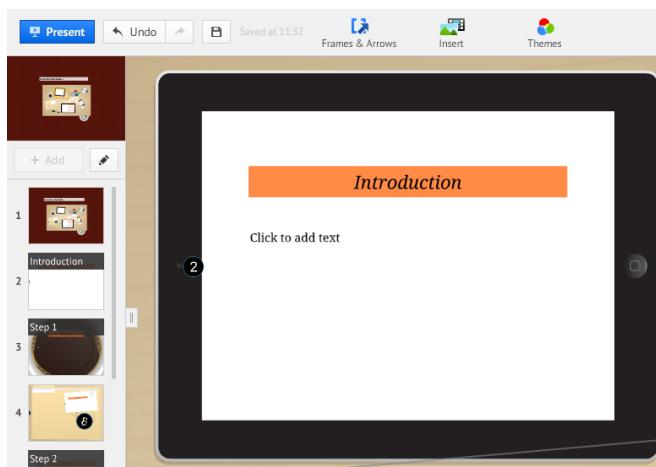
- a) **Click to add Title** – Add a title to your prezi template. You can select the style of the title text (**title**, **subtitle**, **body**) at the top of the text box. You can also change the **font size** and **color** of your text. Click on the **>** you will find more formatting options including **text highlight**, **bullets**, **text alignment**, and **indentations**) in the text box. Click once anywhere outside the text box to accept these changes.



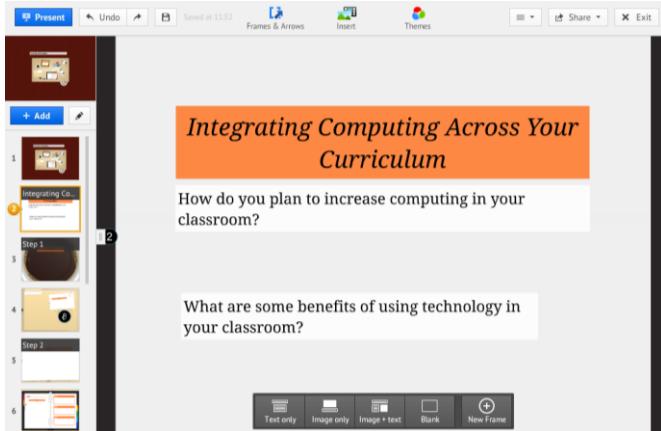
- b) After adding your title, single click on the text to:
 - Move it with the **hand icon**
 - Change its size using the **+** and **-**
 - Rotate it clicking on the **blue circle** in any of the four corners of the text box (the blue circle appears when you move the mouse cursor to any corner)
 - Make changes with the **Edit Text** icon
 - Delete it with the **Delete** icon



- c) **Path Sidebar and Path Steps** – In the left **Path Sidebar**, you can see an overview of your prezi, as well as a numbered thumbnail image of each **path step**. Each path step represents a **frame**, which group ideas and organize content for your presentation. The numbers next to each **path step** represent the presentation order. By clicking on a **path step**, you can zoom to and edit it.



d) **Click to add text** to a frame. If your chosen template includes a title or header within a frame, feel free to edit it! Even though there is only one text box provided in a **frame**, you can **single** click anywhere within the frame to add a new text box.

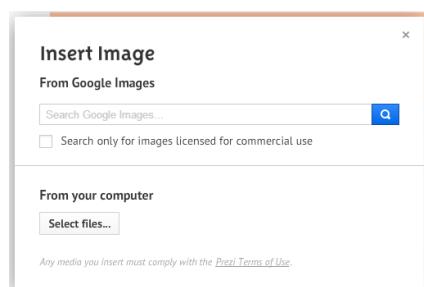


- When you zoom to a **path step**, you can change the layout of the **frame** by selecting one of the four layout options at the bottom of the frame: **Text only**, **Image only**, **Image + text**, or **Blank**. Click on **New Frame** to add a frame within this **path step**. This new frame will be added as a new **path step** in your prezi; a path thumbnail for this frame will be added to the **Path Sidebar**. Click and drag a **path step** to reorder your presentation path.
- Click and drag the canvas to move it around to view different areas and components of your prezi.
- Use the **Zoom tools** on the right of the canvas to zoom in and out of the canvas as you create. The **Home** icon brings you back to the prezi overview.

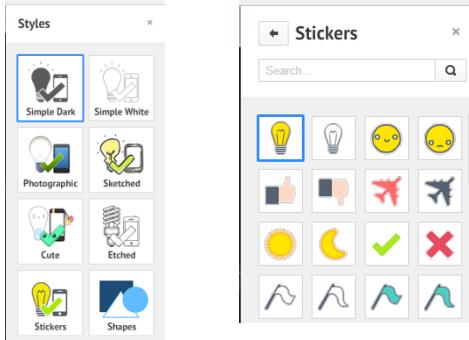


e) **Insert** – Click **Insert** in the top menu and select **Images, Symbols & Shapes, Diagrams, YouTube ideoes, Background Music, Files, or PowerPoint** to add them to your prezi.

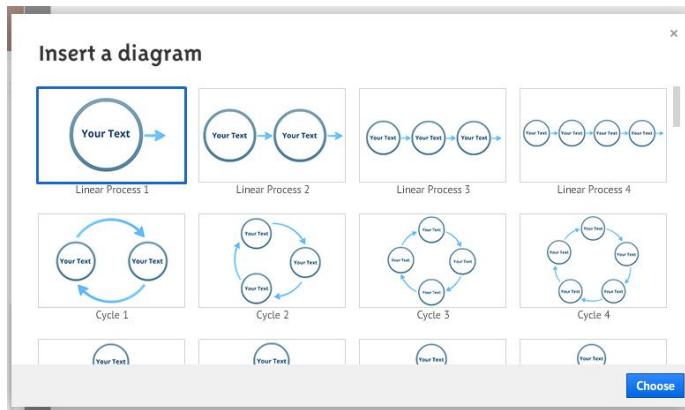
- To insert an image, you have the option to search Google Images within Prezi. Or you can select image files from your computer.



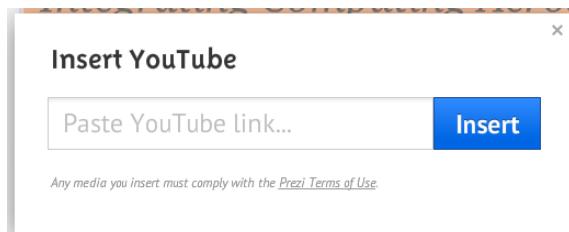
- Select a **symbol** style or **shape** to add personality to your prezi.



- Choose a **diagram** to help you visually convey your idea to your audience. Click **Choose** to insert the chosen diagram into your prezi. An overview of your diagram and each diagram component is added to your presentation path and **Path Sidebar**.

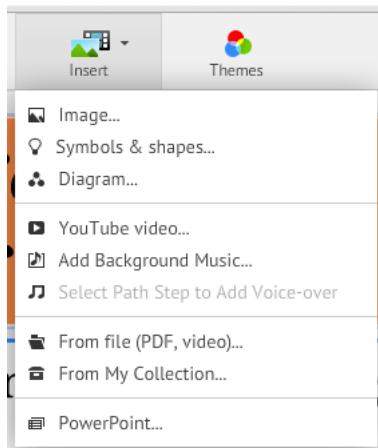


- Copy and paste the YouTube link (URL) into the window, and click **Insert** to add a YouTube video to your prezi.



- Click **Insert > Add Background Music...** to add a music file from your computer to play as you present your prezi.

- You can also insert a **PDF** or **video** file from your computer.



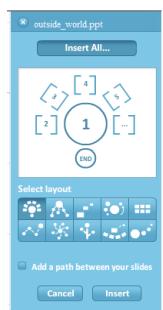
- Click on the inserted objects to move and resize them on the canvas.

f) **PowerPoint slides** – Select on **PowerPoint** in the **Insert** dropdown menu to browse your computer for the PowerPoint file that you want add to your prezi and click **Open**.

- The PowerPoint slides will appear in a toolbar on the right hand side of the screen. You can choose individual slides to insert by clicking and dragging them to the prezi canvas.

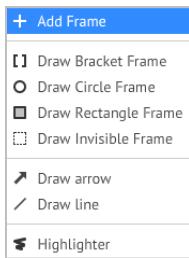


- If you want to insert all of your PowerPoint slides, click **Insert All**. Select a layout for your slides. Check the box, **Add a path between your slides** if you would like Prezi to add a path between successive slides. This is a great way to quickly and easily convert a PowerPoint presentation to a Prezi.



- The **Insert All** feature is best used with a blank template. Click **Insert** once you have chosen a layout for the PowerPoint slides, and they will be added to your prezi.

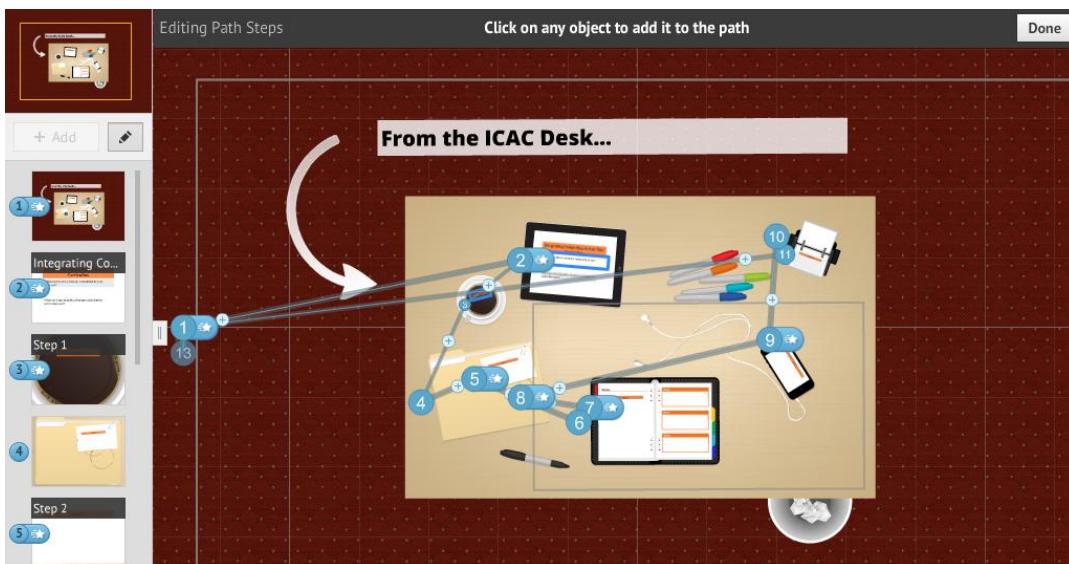
g) **Frames and Arrows** – Click **Frames & Arrows** in the top menu to add a frame or draw a **bracket**, **circle**, **rectangle**, or **invisible** frame. After selecting your frame style, click and drag anywhere on the canvas to draw the frame. The added frame will be added to the end of your presentation path; you can find it in the **Path Sidebar**.



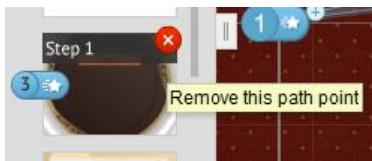
Draw **arrows**, **lines**, and **highlight** text to add emphasis. Remember, clicking on a frame, arrow, or line opens its formatting options.



h) **Editing Path Steps** – Click on the **pencil icon** underneath the prezi overview in the **Path Sidebar** to view the current path steps of your prezi.



- Click on any object – frames, images, videos, symbols, and arrows – to add them to the path, if they are not a part of the path already. You can drag the **path steps** on the right to reorder them.
- To remove a **path step**, move your mouse cursor over it and click on the **red X**.

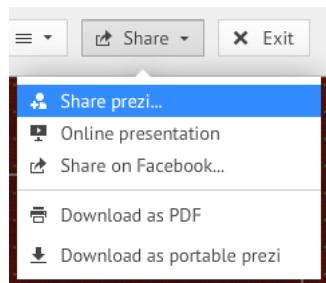


- Click **Done** when you are finished editing the presentation path. Remember, you can also rearrange the path steps in the edit mode. Use the **pencil icon** to add new objects to the path or remove a path step.

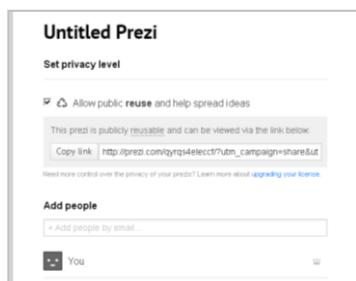
i) **Menu Bar** – From the top **menu bar**, you can **Present**, **Undo/Redo** changes, **Save**, **Share**, or **Exit** out of your prezi. Your prezi will automatically be saved as you work, and the last time it was saved will be shown next to the **Save button**.



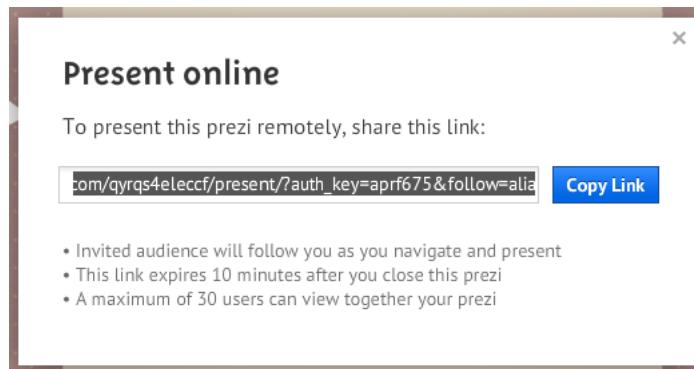
- **Present** – To view the presentation mode, click on the **Present button**. Advance through the presentation path using the **arrows** at the bottom of the screen or by pressing the arrow keys on the keyboard. Press the **Esc** key on the keyboard to exit the full screen mode and return to the Prezi editor.
- **Share** – You can invite up to 10 people to simultaneously collaborate on a prezi with you from their own computers. Click on the **Share button** and select **Share prezi...**



You can copy and share the link or add collaborators via email. Note: your collaborators will need a Prezi account.

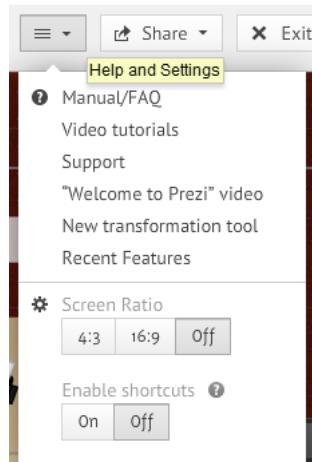


You can also remotely present your prezi online, inviting others to follow your presentation from their own computers. A maximum of 30 users can view your prezi at the same time, and the presentation link expires 10 minutes after you close your prezi. Simply copy and share the link with your viewers!



You can also download your prezi as a **PDF** or a **portable prezi**. Portable prezis are discussed in more detail on page 10.

- For help within the prezi editor, click on the **Help and Settings icon** in the menu bar.



- You will have the option to name your prezi after you exit the Prezi editor.

IV. Creating a Prezi Using a Blank Template

If you choose not to use a template, you will need to manually add a title and frames for your content. You will also need to set the presentation path for each object in your prezi.

- a) Follow **Step III** to create your prezi without a template.
- Add ideas by clicking anywhere on the canvas. Use size and rotation in your prezi to convey ideas and concept relationships.

Large Text for main ideas
Small text for details

b) **Template** – Click on **Template** in the top menu to change the theme or color of your prezi. Select from one of the preset themes.



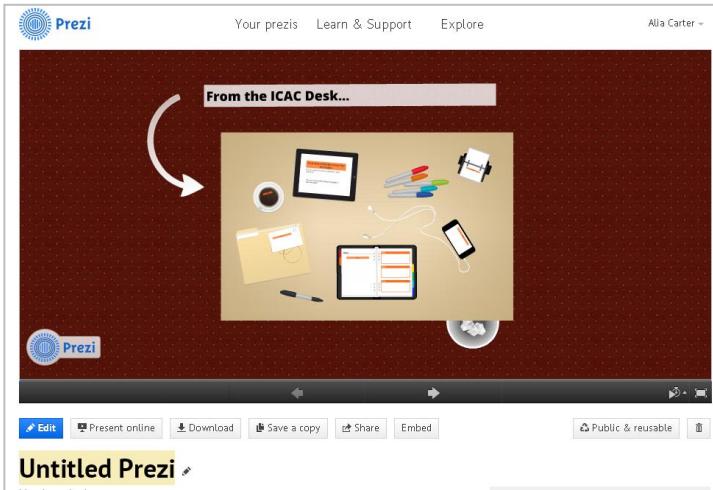
c) Or select **Customize Current Theme...** to choose the color of the background, text (title, subtitle, and body), frames, arrows, lines, and highlighter. Click **Done** when finished.



V. Accessing a Created Prezi

When you log in to your Prezi account, you can view and edit your prezis or create a new one!

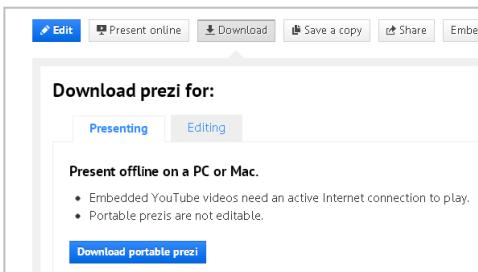
a) Click on the prezi that you want to edit; this will take you to a preview of your prezi. Click on the blue **Edit button** to edit the prezi. In this preview, you can also edit the title of your prezi, by clicking on it, replacing the text, and hitting the **Save button**.



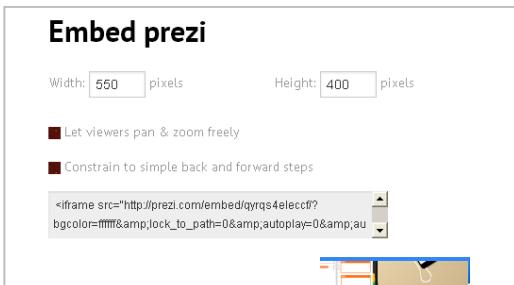
b) Click on the **rectangle** icon in the in the right corner to view and present your prezi in full screen mode. Press the **Esc** key to return to the preview.

c) You can also **present online**, **download**, **save a copy**, **share**, and **embed** your prezi. Click on any of the buttons and follow the instructions. **Present online** and **share** were discussed on pages 7-8.

d) **Download** a portable version of your prezi and save it to your computer or USB drive. This will allow you to present your prezi *without* an Internet connection on your computer. However, you *cannot* edit a portable prezi.

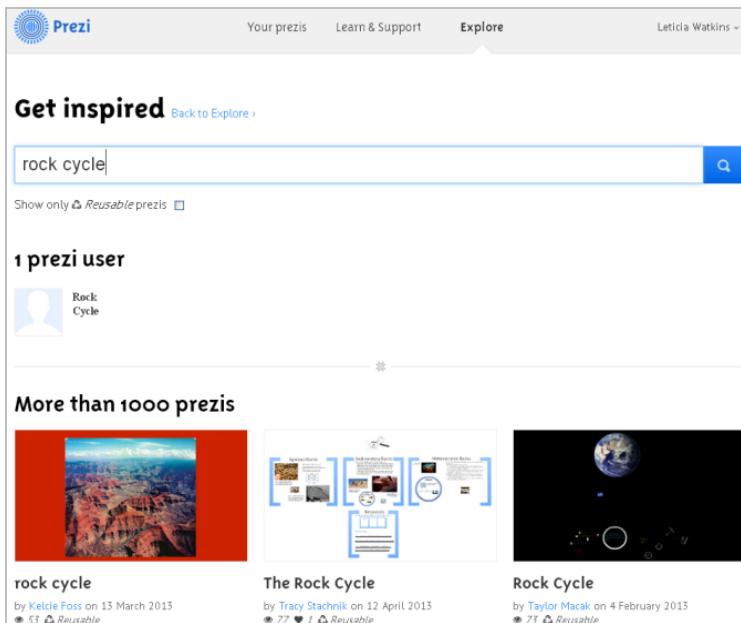


e) Click on **Embed** to access the HTML code to paste in your Kidblog class blog or your website. This allows others to view your prezi within that blog or website.

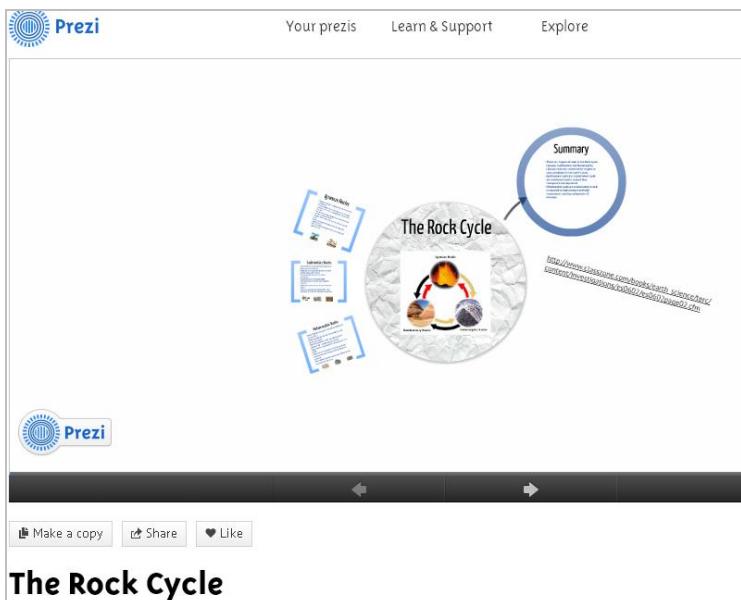


VI. Copying Another Author's Prezi

Click on the **Explore** tab to look for a public prezi on a subject or topic of interest. You can present a public prezi to your students or modify it to make it your own. Click on a prezi to view and present it. Click on **Make a copy** in the bottom left to save a copy of this prezi to your account to edit. This prezi will be accessible on the **Your prezis** page.



The screenshot shows the Prezi Explore page. At the top, there are tabs for 'Your prezis', 'Learn & Support', 'Explore', and a user profile for 'Leticia Watkins'. A search bar contains the text 'rock cycle'. Below the search bar, a section titled 'Get inspired' has a 'Back to Explore' link. A search result for 'Rock Cycle' by 'Rock Cycle' (1 prezi user) is shown, featuring a thumbnail image of a red rock formation. Below this, a section titled 'More than 1000 prezis' displays three search results: 'rock cycle' by 'Keltie Foss' (15 March 2013), 'The Rock Cycle' by 'Tracy Stachnik' (12 April 2013), and 'Rock Cycle' by 'Taylor Macale' (4 February 2013).



The screenshot shows the 'The Rock Cycle' prezi presentation. The title 'The Rock Cycle' is at the top. The main content area features a circular diagram of the rock cycle with various processes like 'Igneous Rock', 'Sedimentary Rock', and 'Metamorphic Rock'. A 'Summary' section is on the right. At the bottom, there are navigation arrows, a 'Prezi' logo, and social sharing buttons for 'Make a copy', 'Share', and 'Like'.