**ICAC** Integrating Computing Across the Curriculum

# Technology in the Classroom – Prezi

prezi.com

Prezi is an online presentation tool that uses a single canvas instead of traditional slides. Text, images, videos, drawings, and files are inserted on the infinite canvas and grouped together in frames. By specifying a path, the canvas allows users to create non-lilnear presentations, where content relationships and significance are visually and spatially presented. The presentation is built in a browser window, and can be presented from the website or downloaded and presented without an Internet connection.

*Sign Up*

You will need to register to use Prezi. First, go to **prezi.com**. Click on blue **Sign up** button at the top right of the screen. Choose your Prezi license; the *Public* license is free. Enter your first and last name, your email address, and create a password for your account. Your email address will be your Prezi username. Agree to the terms of use by checking the box next to the statement. Then click **Sign up** to access your new Prezi account. Make sure to write down your email and password you used for to create your account, so that you will have it to access your account next time you log in.

Email: _____ Password: _____

After creating your account, you can access it anytime from any computer by visiting the Prezi home page and clicking **Log in** at the top right of the screen and entering your email address and password.

*Your prezis*

After creating or logging into your account, you will be directed to **Your prezis**, where you will be able to view and access all of your created prezis. To create a new prezi, click on the **New prezi** button.
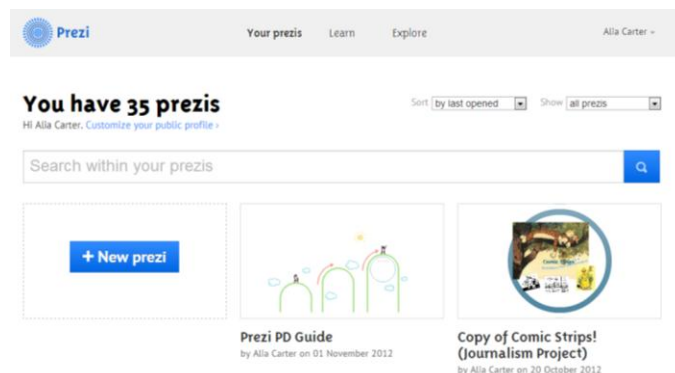
Enter a title and description (optional) and click the **Create new prezi** button on the bottom left of the window. Next, you will be directed to select a template for you prezi.

*Templates*

Next, select a You can use a **template** to create a new prezi. Using a template simplifies the creation of a new prezi. Prezi templates include a semi-created presentation with customizable text, images, frames, and a preset presentation path. All of the elements of the Prezi template can be customized in the **Prezi editor**. Prezi also offers 3D templates that provide a more visually appealing look to your presentation.

You can also choose to create a prezi from scratch using a **blank** template.
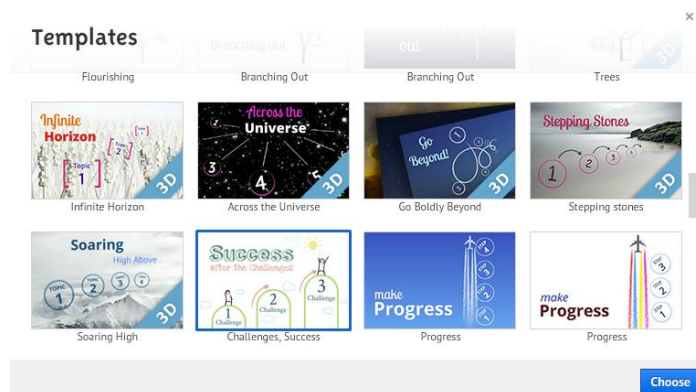


Select the template that you would like to use and click on the **Choose** button at the bottom right.

Your template will load in the **Prezi editor**. The Prezi editor is where you will create and customize your template.



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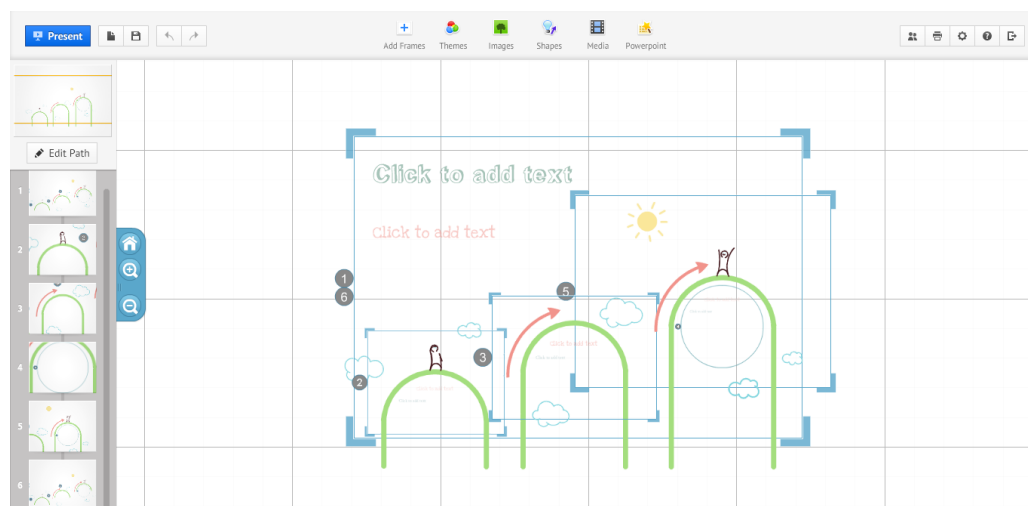
Zoom in and out of the Prezi editor using the **Zoom tools (**magnifying glasses) on the left hand side of the editor.  The **Home button** will take you back to an overview of your prezi after zooming in or out.



*Path Sidebar*

The **path sidebar** is on the left side of the screen with a thumbnail image of each **path point** along the presentation path of your prezi.



The thumbnails in the path sidebar are previews of each slide and show the order in which each one will be presented.  Click on any numbered thumbnail in the path sidebar to zoom into the corresponding frame in the in the Prezi editor.  For example, by clicking on the thumbnail next to the number 2, the Prezi editor will zoom to the second frame.  Use this feature to edit each frame of your prezi by adding text, insert media files, including images, videos, or PDF files.
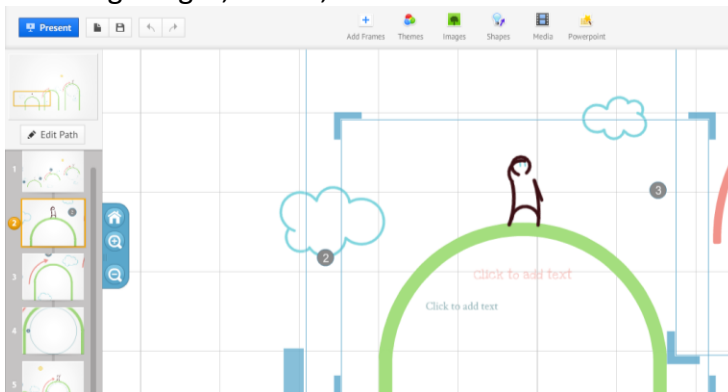
You can change the order of your frames in their path points, by clicking and dragging them to your desired order.

If you need additional frames, click on the **Add Frames** at the top of the screen. Select **Add frame** to add a new frame in the prezi editor. The new frame will become the latest path point and a thumbnail of the new frame will be added at the end of the path sidebar. You can also choose which type of frame you would like to add, a bracket, circle, rectangle, or invisible frame. Layouts and frames will be discussed in depth later in the guide.
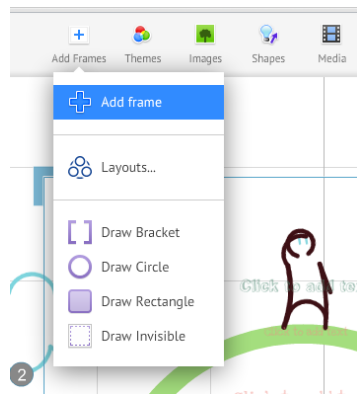


Click to drag the newly added frame anywhere you like on the canvas.

Now, let's begin editing our prezis!

*Text*

Within each path point, click on the words, "Click to add text," to add text to your prezi. You can also **double click** anywhere else on the canvas to add text.

You can change the style of your text (**title**, **subtitle**, **body**, **font size** or **color)** by selecting a style at the bottom of the text box. By clicking on the **>** you will see options to add **bullets**, **text alignment**, and **indentations color** in the text box.  Click once anywhere outside of the text box to accept these changes.
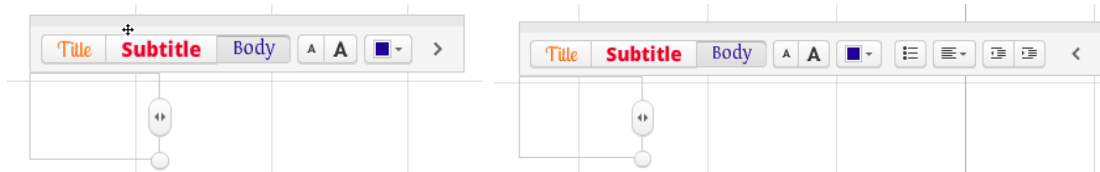


After adding your text, SINGLE click on the text to

- Move it by clicking (and holding) and dragging it using the **hand**
- Rotate it by clicking (and holding)  and rotating the **outer dial**
- Change its size; use the **+** to make it bigger and the **–** to make it smaller
- Continue to edit the text by clicking on the **pencil**
- Delete it by clicking the **trash can**



These same features can be used to manipulate files, drawings, videos, images, shapes, and frames.

You can create active **hyperlinks** in your prezi by simply typing the **URL** in a text box. The link will be active in your saved prezi.

Add more ideas by clicking elsewhere in the canvas. Use size and rotation in your prezi to convey meaning.
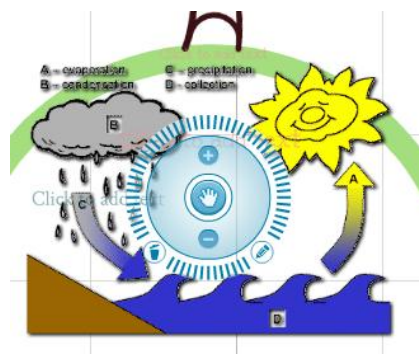
*Images*

Insert images into frames by clicking on the **Image** icon in the top menu.  You can either insert image files from your computer.  Or you can search the web for pictures right in Prezi by typing in the search menu below, and click the **Search** button.



Your image will be displayed on the canvas; preview other images in the filmstrip on the right.  When you find the image that you want to use, click **OK**.  Your image will be inserted into your prezi.
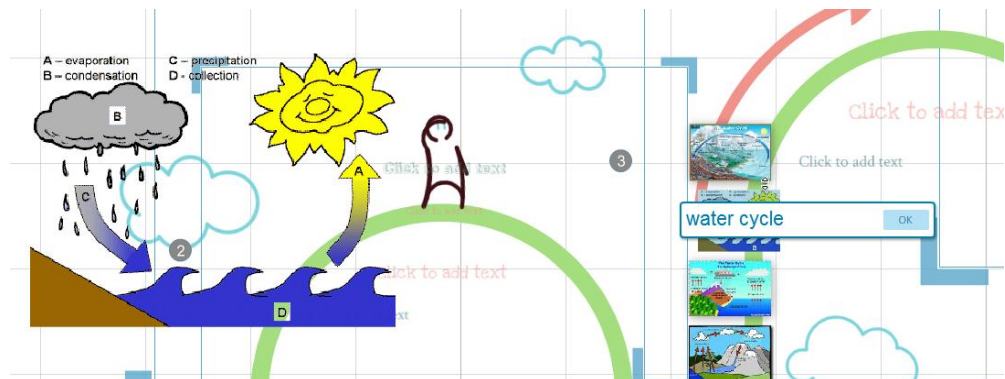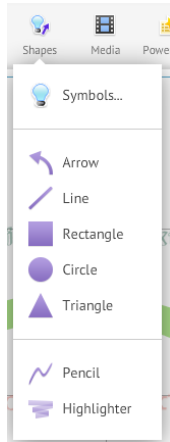


Click on the image once to move, resize, or rotate it

*Shapes*

You can insert shapes or symbols into to a frame in your prezi by clicking on the **Shapes** icon in the top menu of the prezi editor.
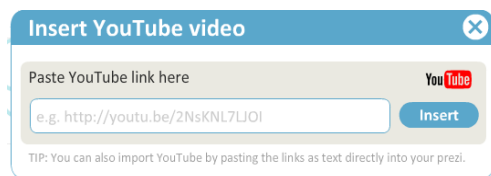


You can add symbols, arrows, lines, shapes to create your own images or drawings. Make sketches with the pencil or highlight text with the highlighter.

*Media*

You can also insert media files from your computer such as videos or PDFs.  Or you can embed YouTube videos.
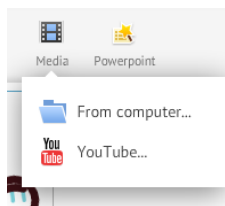


To embed a YouTube video, paste the link to the YouTube video in the box, and click **Insert.**



To get the link to the YouTube video, search for your YouTube video in another web browser tab.  Right click in the address bar and select copy.  Go back to the your prezi, and right click in Insert YouTube video box and select paste.

*Powerpoint*

Add a PowerPoint to your prezi by clicking the Powerpoint icon at the top of the prezi editor. This will open a window that allows you to upload the PowerPoint of your choice by browsing through the computer's files. Click on the PowerPoint you want to use, and click **Open** in the bottom right of the window.
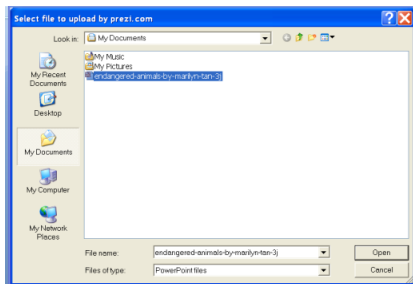


Your PowerPoint slides to appear in a toolbar on the right hand side of the screen. You can choose which slides to use in your prezi by clicking on an individual slide in the toolbar and dragging it to the prezi canvas where you would like for it to appear.
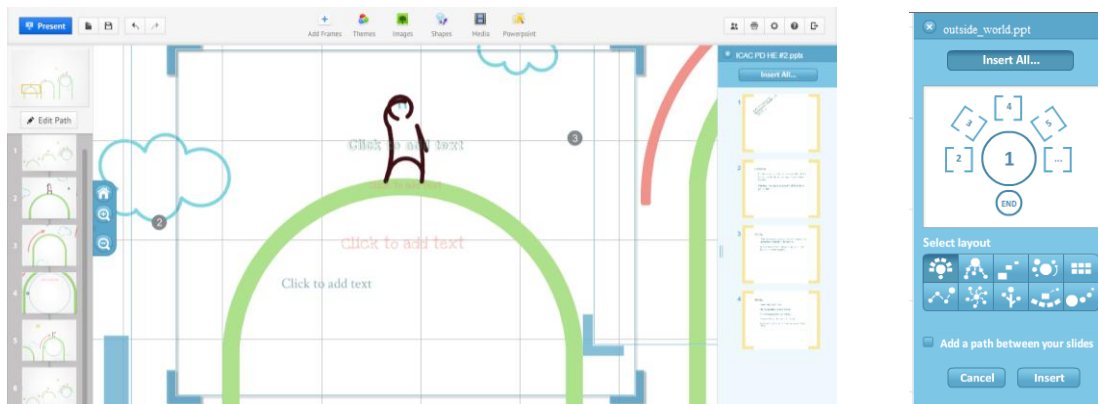


If you would to insert all of your slides at once into your prezi, click the button **Insert All…** Select a layout for all of your slides below.  Check the box **Add a path between your slides** if you would like Prezi to add a path between successive slides. This is a great way to quickly and easily 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.

*Path*

You can edit the presentation path of your prezi at any point by clicking on the **Edit Path** button in the Path Sidebar on the left of the prezi editor.
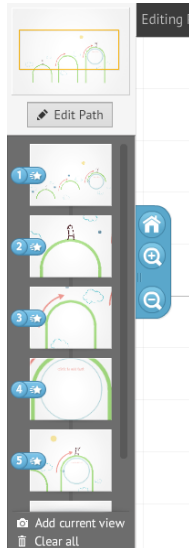


In the **path point preview** on the left, you can edit the **path** by clicking and dragging the path numbers to the order that you would like the frames to be in. You can remove a **path point** by clicking on the red X in the top right of that path point. You can also add more elements to your prezi's **path** by clicking on the element in the canvas; the element will be added as a path point to the end of the preview on the left.

*Toolbar*

You can present your prezi by clicking on the blue **Present** button at the top left of the toolbar. From this to toolbar, you can create a new prezi in a new window and choose to manually save your prezi. Prezi automatically saves your progress as you work, but you can choose to save at any time. Click on the left arrow to **Undo** the last change you made to your prezi, and click the right arrow to **Redo** any changes that were made by the **Undo** button.



On the right side of the toolbar, click the **Meeting** button to invite others to view the prezi online at the same time as you present it or they can edit the your prezi with you. Click the **Print** button to print your prezi. The **Print** button also gives you the option to save your prezi as a PDF to your computer. The **Help** button gives you access to tutorials, forums, and a Prezi manual for any questions you have to help guide you through creating your prezi.

*Accessing Prezi after Registering*

. When you go back to the Prezi website to view your Prezis or to create a new one, you will click on the **Log in** link at the top right hand corner of the screen.

After you have completed the log in process, you should be taken to **Your prezis** page where you can view all of the prezis you have made and have the option to edit, share them, or to create a new prezi.

*Accessing Your Created Prezis*

In the Your prezis page, click on the prezi that you wish to access.  You will be directed to a preview page of your prezi.  From here you can view or present your prezi using the left and right arrows at the bottom of the preview.  Click on the **stopwatch** icon to set your prezi to **Autoplay**.  Click the **Fullscreen** icon, to view your prezi in the fullscreen mode and navigate through your prezi slides using the arrow keys on the keyboard.  You can exit the fullscreen mode by pressing the **escape** key.



At the bottom of your prezi preview, click the blue **Edit** button to edit your prezi in the Prezi editor. You also have the options to view your prezis together in a real-time Prezi Meeting presentation, download and save an offline version of your prezi, save an additional copy of your prezi, or share your prezi with others to view or edit.  You can copy the link to your prezi or send an email to others. Click **Embed** to access the HTML code to embed your prezi into a website or blog.  Click the button, **Allow copy**, to edit the privacy settings of your prezi.  Click the **Trash can** icon to delete your prezi.