



Teachnology II

Technology for Teachers & Future Teachers

REFERENCE GUIDE

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Dr. Mary McGlasson Julie Magadan Linda Zehr



Technology Teasers

Wall Wisher

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HOW TO CREATE AN ACCOUNT WITH Wallwisher



1. Go to http://www.wallwisher.com; in the upper right-hand corner, click the "Login/Register" link:



2. If you already have a Google account, you can click the "Google Account" link and use that information; otherwise, you can complete the registration information, the click "Create my Account."



3. That's it – your account has been created, and you are ready to start building a Wall in Wallwisher! To create a Wall, just click "Build a New Wall."



HOW TO CREATE A WALL WITH Wallwisher

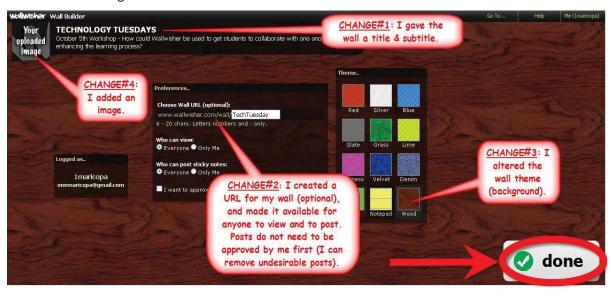


1. Once you have clicked "Build a New Wall," you will be presented with a basic wall – notice that there are a few change you can make: the title, add an image, your preferences (customized URL if you like, and privacy/content controls), and the background theme. When you are finished with your changes, click the "done" button in the lower left-hand corner.

Here is what the basic wall looks like:



Here are the changes that I made:



2. Here is what my finished wall looks like:

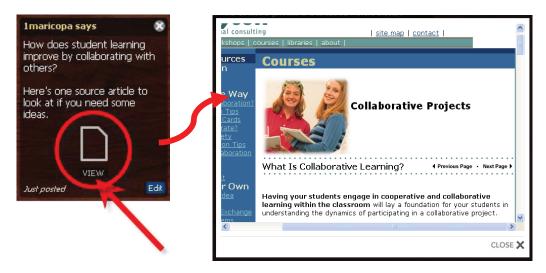


1. Once you have created a wall, you are ready to open up a discussion. Most likely, you will want to post the first "sticky" to initiate the conversation – to post a sticky, just double-click anywhere on the wall. Notice that your message cannot exceed 160 characters (this is the typical limit on a text message, and 20 characters more than you get with Twitter!). Notice also one of the great features of Wallwisher – you can easily include a website, image, audio, or video that you want your collaborators to view.

Here is what the blank sticky looks like, then the changes that I have made, then the finished sticky after I click "Ok:"



What happens if a Wallwisher participant clicks the "VIEW" link that I have created? The collaborator in my discussion will be able to see the website (or image, or video) that I have included in my sticky:



2. If you want to go back and change anything in your post, you can just click the "Edit" button in the lower left-hand corner of your sticky:



HOW A STUDENT WOULD PARTICIPATE IN YOUR

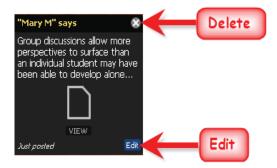


- 1. Log in to http://www.wallwisher.com. Go to the wall that you've created (I'll use the example that I created earlier for Technology Tuesdays, http://www.wallwisher.com/wall/TechnologyTuesdays). Copy the wall URL, then share that link with your students this can be done in class, via email, or as a Blackboard Announcement.
- 2. Your students use the link that you have provided to go to the discussion wall. Participants do not need to have a Wallwisher account, but if they are not logged in, their posted stickies will say "Anonymous." If you do not want anonymous posts, just be sure to tell participants to change "Anonymous" to another name:





3. Participants now post just as you would – a message that has a maximum of 160 characters, and optionally a link to a website, image, video, etc., if the participant desires. He/she clicks "Ok" in the bottom-right corner, then the post is complete:



The individual who posted this comment can go back and edit it (by clicking the blue "Edit" button in the lower left-hand corner), delete it, and can move ANY stickies – even someone else's - around the wall to re-group/reorganize the ideas being presented. Here (as a student, not as Wall moderator), I have rearranged the stickies:





However, the participant CANNOT otherwise alter/delete anyone else's posts. Only you, as the Wall moderator, can remove posts belonging to someone else from the wall.

Wordlecheat Sheet

Not sure how to work this thing called <u>Wordle</u>?

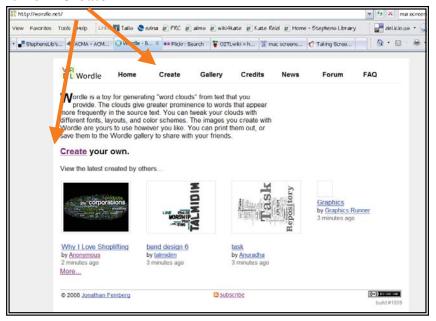
Wordle is a free, online application that uses Java script to generate a word cloud image. Words which occur more frequently will be larger than others. Common words like 'the', 'and' etc (prepositions, conjunctions, pronouns...) will be filtered out unless you specifically include them. You can alter the font, layout and colour scheme and re-generate the image as often as you like. The resultant image can be published to the web or you can save a screenshot and crop to the desired size, ready to be inserted into your document. For a quick start, use *The Summary*, or use the step-by-step guide with pictures in *The Detailed Version*.

The Summary:

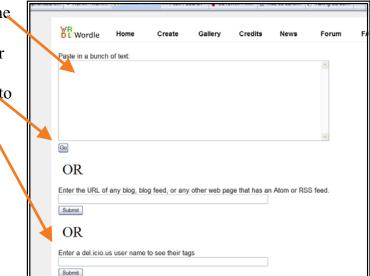
- 1) Go to Wordle. Click on 'Create'.
- 2) Paste in some text, click 'Go'.
- 3) Publish to the web by clicking 'Save to Gallery' OR save a screen image by using Ctrl+Print Screen and pasting the image into any desktop publishing software.

The Detailed Version:

- 1) Have the Word document or webpage of text open, ready to use.
- 2) Go to Wordle and click on 'Create'



3) In the box provided, paste in the text you want to turn into the word cloud. You can also enter webpage urls or turn a del.icio.us user's set of tags into a wordle.



- 4) If you wish to include phrases or to keep particular words together, turn the spaces between the words into tildes '~'.
- 5) Click 'Go'. Large blocks of text may take a little while to turn into your wordle.

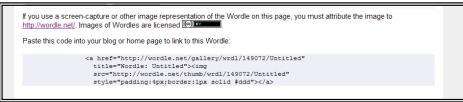
6) Just above your new wordle you have a choice of menu buttons.



- Edit lets you 'Undo' or 'Redo' wordle layouts.
- Language lets you change the lettering between lower- and uppercase, and to choose not to remove common words, including words from other languages.
- *Font* allows you to choose between 30+ fonts.
- *Layout* lets you choose the general direction of words, to round out the overall shape, to layout roughly in alphabetical order, and to refresh the same layout settings until you get the desired effect.
- *Color* lets you change the colours of the background and words, with a variety of preset schemes, and the option of creating your own custom colour palette from scratch or by tweaking an existing scheme.
- 7) Once you have your wordle just the way you like it, you have a couple of ways to use it.
 - Under the lower left-hand corner of your wordle is a button that says '*Open in Window*'. This opens a pop-up window of just the graphic, which you can expand (click and drag the edges of the frame, or use the maximise button at the top right of your window) to get a much bigger image, and then print, take a screenshot or publish from there.
 - To save the image to your computer you have to take a screenshot on a PC, use Ctrl+Print Screen to copy your whole screen. Paste the image into Word, Paint, Publisher or any other desktop publishing/graphics application. On a Mac, use Command+Shift+4, and click-and-drag to select the area you want copied. The PNG file will be saved to the desktop, then you can open and use with any desktop publishing/graphics application. Command+Control+Shift+4 will copy the selection to the clipboard.
 - 'Save to Gallery', under the lower right-hand corner of the wordle, publishes your wordle to the WWW. In the Save Dialogue you do not have to give it a title nor do you need an actual username.



Once you click 'OK', you will be given the html code for adding



the image to a webpage or blog.

• The URL is also displayed in the web address bar:



• If you want to print the wordle, you can just go straight to '*Print*', choose the paper size in the Print Dialogue box, and produce your wordle.

Issues to be aware of:

- Anyone can access the Gallery, so some content may not be child-friendly.
- Your wordles are yours to use in any way you like, however the creator requires you to acknowledge the website as a caption or footer.
- The fonts used on the site are the property of their original designers.
- For more information see the <u>FAQ</u> page on the Wordle site.

Wordle: http://wordle.net/

This Cheat Sheet prepared by Kate Reid, 29th August 2008 Kate.reid@hutchins.tas.edu.au http://katemreid.edublogs.org/



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join me

GETTING STARTED WITH JOIN.ME

You do not need to log in or to have an account to use some of the best features of Joinme; just go to http://join.me to get started.

1. To initiate as the moderator or "Presenter" of a Joinme session, click the orange share button:



2. Your computer will conduct a quick file download (the file will be removed when you end your Joinme session). When the download is complete, you will see a Joinme session control menu at the top of your screen:



3. In the control menu box, you will find the link that you will share with others so that they can participate:



4. When you share the link with a collaborator, he/she can join in by either pasting the link into the address bar of your browser, or by going to http://join.me and entering the code number for your session. When another person joins, you will see a popup indicator:



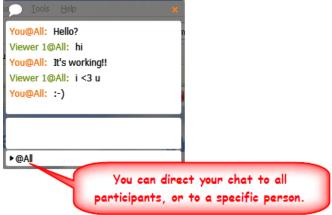
Likewise, when a participant leaves the session, you will see an indicator:



I shared the link with another participant, so now you can see that there are two total participants (me and one other person) in this Joinme session:



5. Once you have other participants online with you, try some of the other features, like the remote screensharing -- you can give control of your screen over to a collaborator -- or chat features. Here's what the chat box looks like (I actually tested this with my daughter – not many of my colleagues would be sending me "<3" messages):



You could use Joinme for team collaboration, or for troubleshooting technical or homework issues with a student – give it a try!

Join.Me: Easily Broadcast Computer Screen Online

Article from http://www.MakeUseOf.com (November 2010)



Broadcasting your computer's screen is particularly helpful while troubleshooting or carrying out presentations remotely. Normally you need to follow a number of complicated steps in order to properly set up a screen broadcast; however, with Join Me (http://join.me), you can broadcast computer screen within seconds.

Join Me, a freeware application for Windows, helps broadcast everything visually happening on your computer. You download Join Me's 1.3 MB executable file and run it – no installation is required. A window will appear at the top-middle of your screen, providing you with a public URL that you can share with others. Visitors to this URL can see on their web browser whatever is happening on your computer's screen.

Through the desktop app you will see how many people are viewing your screen. You can change your nickname through the

app, which is "Presenter" by default; instant messages can also be sent to everybody viewing the broadcast.

At any time you can pause or disable the broadcasting through the desktop app. In addition to superbly executing screen sharing, Join Me provides you with a conference call number that all people can call on and conduct a joint conversation.

Features:

- A user friendly freeware application to broadcast your computer screen online (Windows)
- Lets others use their web browsers to see what is actively happening on your screen.
- Does not require any registrations or installations.
- Provides a conference call number all parties can call on and voice conference on.
- Lets you send instant messages to all screen viewers.







SESSION 1 Screencasting with Screenjelly

Screen Jelly

Create a Screencast with Screen Jelly Embed a Screenjelly Video in Blackboard



CREATE A SCREENCAST WITH



- 1. Go to http://www.screenjelly.com. You do not need to log in to actually *create* a screencast, but you will need to log in to share your screencast video when it is completed. Screenjelly allows you to log in using either your Twitter or Facebook account, or you can create a Screenjelly account.
- 2. Set your audio option do you want to record with audio, or without? Select either "Don't record audio" or select your microphone device from the pulldown:



3. Now just click the "RECORD" button (have a separate tab or window open with whatever you want to record). There will be a 5-second countdown before your recording actually begins, which gives you time to get to the screen that you want to record.



4. Now you have three minutes to record! Screenjelly will count down the time you have left, so you can keep an eye on the clock. When you are ready to end the recording, switch back to your Screenjelly window and click "STOP".



5. **That's it!** Your screencast is complete -- how easy was that? Now you can play back your video to see if you're happy with it; if you aren't, just click "Start Over" and you can re-record.





6. Once you are satisfied with your video, all you have to do is decide how you want to share it.

SHARING YOUR SCREENJELLY SCREENCAST

7. Look at the bottom of your Screenjelly player. You'll see several options for sharing. "Tweet" will post your video to your Twitter account; "Email" will allow you to send via email, "Facebook" will post to your Facebook account, and "Share" will give you the embed code to use your screencast in a webpage, a blog, Blackboard, etc.:



8. If you select the "Tweet" tab, you will be prompted to connect to your Twitter account. Then you will be able to post directly to Twitter simply by clicking the "Tweet" button:



9. If you select the "Email" tab, you will be prompted to provide your email and the email of the recipient (you can also include a message). Then you just click the "Send" button:



10. If you select the "Facebook" tab, you will be prompted to connect to your Facebook account. Then you will be able to post directly to your Facebook page simply by clicking the "Post" button:



11. If you select the "Share" tab, you will be provided with your choice of a URL to your video, or the HTML embed code for your video. Remember, the URL allows you to include a "hot" link to your video from any page that you can edit (you can also email the link), whereas the embed code will allow you to include the actual Screenjelly video player into the webpage of your choice:



Screenjelly is a simple but powerful tool for providing tutorials and how-to videos for your students, with a wide variety of avenues for sharing – it's so easy that anyone can use it. Try creating your own screencast with Screenjelly!

Embed a Screenjelly Video in Blackboard

Did you capture a Screenjelly video that you want to place in your Blackboard course? You are in luck – it is a simple process!

Embedding a video

Once you have your screencast the way that you want it, click the "Share" button. You will be prompted to "upload" your video, and then you will be provided with the following image:



Click on the "Copy" button for "Embed." This code is necessary to add the video as an embedded object in Blackboard. The information has now been copied to your computer clipboard (the way copy/paste works in Word).

Pasting the Embed Code

Because you already have the Screenjelly code copied, all you need to do is paste it into the desired area of Blackboard (for example, you could include it in an Announcement).

- 1. Login to Blackboard.
- 2. Select the appropriate course from the My Courses list.
- 3. Go to the Control Panel.
- 4. Navigate to the Content Area (for example, "Announcements" or "Assignments") where you want to add the video.
- 5. Either add a new item or click the modify button Modify for an existing item.
 - If you are adding a new item, make sure you give it a name.
- 6. Click the "Toggle HTML Source Code" button on the second row of the text editor toolbar to enter source mode.
- 7. Right-click in the text box.
- 8. Select paste to add the embed code to the text field.
- 9. Click the "Toggle HTML Source Code" button on the second row of the text editor toolbar to return to normal mode.
- 10.Click the "Preview" button on the second row of the text editor toolbar it to ensure the video displays correctly.

Embed a Screenjelly Video in Blackboard

- 11. Make any other additions to the item, including content attachments, availability, and date/time restrictions.
- 12.Click Submit.

Note: Steps 6 – 12 can be used to embed videos into Discussions and Announcements.

Pasting the URL

Instead of including the video player itself in Blackboard, you may prefer just to get a link to your video. Under the "Share" tab, in the same area where you found the embed code, you will find a link that you can copy:



The information has now been copied to your computer clipboard (the way copy/paste works in Word).

- 1. Login to Blackboard.
- 2. Select the appropriate course from the My Courses list.
- 3. Go to the Control Panel.
- 4. Navigate to the Content Area you want to add the video to.
- 5. Select the Add External Link button External Link from the toolbar.
- 6. Under the External Link Information section, enter the following information.
 - In the name field enter the name of the website.
 - In the URL field, paste the URL that has been copied to the clipboard.
 - In the text box area, include a description of the video.
- 7. Click Submit to finish.





SESSION 2 Animoto

Animoto

Create an Animoto Account How to Create a Video Using Animoto

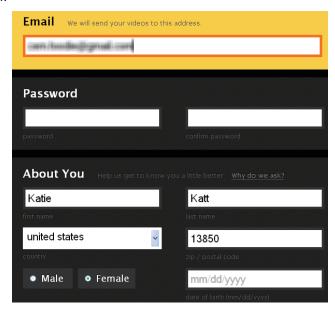


CREATE AN ANIMOTO ACCOUNT

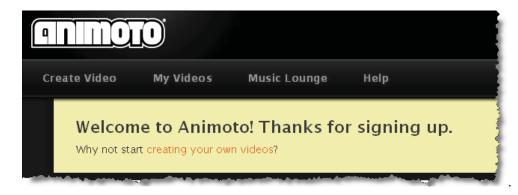
1. Go to http://animoto.com. Click the "Sign Up" button in the upper right corner of the page:



2. Fill out the information form:



3. That's it – you're done and ready to start creating with Animoto!

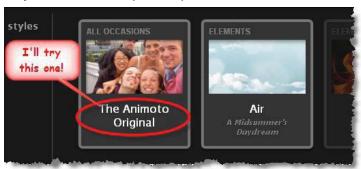


HOW TO CREATE A VIDEO USING ANIMOTO

- 1. If you have not already done so, go to http://animoto.com to log in.
- 2. Click the "Create Video" button:



3. Choose your video type – just click on the style that you want:



4. You will now see a very prominent blue button that says "Purchase Video," but just below that, in very fine print, it says "Or make a 30-second video for free." Click on the word "free" to continue.



5. It's time to add your images that you want to include in the video. There are several sources that you can choose from:



- = Choose from Animoto's readily available images.
- = Pull images from another site like Flickr, Facebook, or Picasa.
- = Upload images from your own computer.

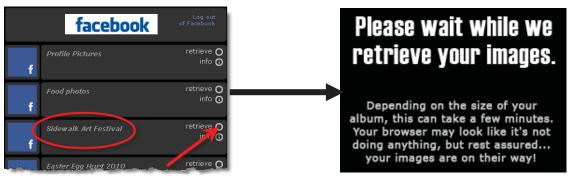
I'm going to try getting some pictures from my Facebook account by using the second option, clicking the button that says "retrieve from another site."

6. I am choosing the **__facebook** option, so Animoto asks my permission to connect the information from the Animoto and Facebook accounts:

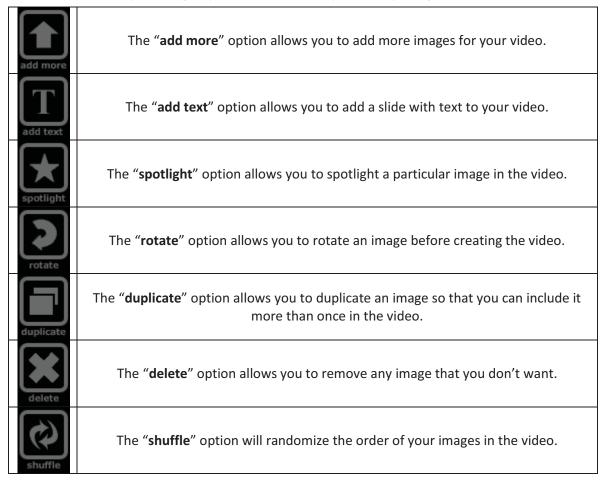
Connect ANIMOTO.com with Facebook to interact with your friends on this site and to share on Facebook through your Wall and friends' News Feeds.



Once this is done, I select the desired Facebook album by clicking "Retrieve," and then wait for a moment while Animoto retrieves the data:



7. Now that Animoto has your images, you have some ability to edit by using the Animoto menu:



Other than removing a couple of redundant images, I don't have editing to do, so I'll just click



8. Now you can add audio, either by uploading a sound file from your computer, or by selecting from Animoto's audio collection. I'm going for the second option, so I first select a music genre, then a specific track:



9. Almost done! Is there any final customization? Unless I want to pay (and I don't), all I can do is alter the slide speed. For this video, I don't really want to do that, either; I think that 2x speed would be too fast to see each image, and due to the fact that I have a dozen or so images, going slower might cause some of my images to be omitted from the 30-second video. I'm just going to click "continue."



10. Enter the video information, such as the title, and a description if you so choose; then click "create video":



11. Now I just have to wait for a few minutes for the video to process, then my video is done! Notice that in the upper left, there are options for sharing my video by email or via social networks like Twitter, Facebook, or MySpace:



In the bottom left is a "Video Toolbox" button that allows more options, such as embedding your video in a webpage or exporting it straight to your YouTube account. This is also where you can go back and edit your video, if you want:



12. To embed your video in your website (or blog, or Blackboard, or . . .), just click the "Embed" button, and copy the embed code by clicking the blue "Copy Code" button:



Once you've copied the code, you can put your video just about anywhere. Here are two useful examples:

- To include your video in Weebly, just drag the HTML element onto your webpage, click "edit HTML," and paste the code (to paste, click ctrl-v on a PC; apple-v on a Mac).
- To include your video in Blackboard, create a new item (or modify an existing item) in the content area of your choice. In edit mode, click "Toggle HTML source code" and then paste the code. To see if the video has been successfully embedded, you can click "Preview" located right next to "Toggle HTML" in the editing menu.





SESSION 3 Glogster

<u>Glogster</u>

Create Students Accounts in Glogster Economics in Action Glog Create a Glog



HOW TO CREATE STUDENT ACCOUNTS IN GLOGSTER

Log into your Glogster account. If you are not already on your Glogster Dashboard page, click the "My Dashboard" tab at the top of the screen:



Scroll down your Dashboard page, and click the pink button that says "Add new students:"

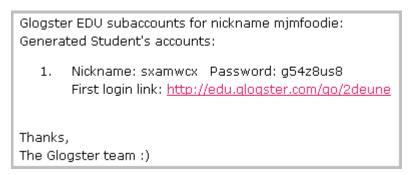


ADD STUDENT GLOGSTER ACCOUNTS MANUALLY:

1. When you are adding just a few students, it makes sense to add accounts manually. In this example, I will add one student account to my already existing class:



Once I click "ADD ACCOUNTS," the new student account is automatically created. Glogster sends an email confirmation with the password for this new account:



Notice that Glogster has generated a random name for that account, so I will want to go into "Manage Students" to add the student's actual name to the account:



2. Now I need to scroll through the existing student accounts (you may not have any yet, which makes this part easy) to the end, where I will see the newly created student account. I can give this account specifics by clicking "edit:"



"sxamwcx" now shows as "cem foodie" in your dashboard! It's also easy to change the student's password, or to delete the student's account (you would want to do this at the start of a new semester, since the free glogster account limits you to 50 student accounts – the Glogster EDU premium allows 200 accounts):

+ Change photo

Glogging!



foodie

for statistical purposes only.

This information will not appear on your profile and will be used

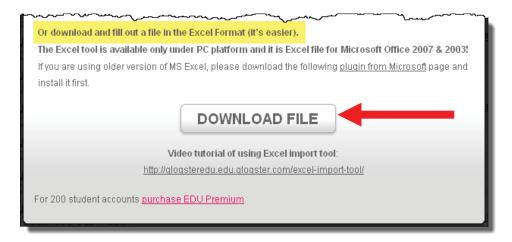
Birthday: January V 1 V 2010 V

ADD STUDENT GLOGSTER ACCOUNTS VIA EXCEL:

1. Scroll down your Dashboard page, and click the pink button that says "Add new students:"



2. If you want to add a lot of students – say, an entire class – you can use the "Excel import tool" by clicking "DOWNLOAD FILE" (note, just below this button there is a link to video tutorial for using the import tool - http://glogsteredu.edu.glogster.com/excel-import-tool). If you do not have MS Office version 2003 or 2007, you will need to download a Microsoft plugin (Glogster provides a link):



Before you actually start entering any student information, you will need to log in to Glogster from inside the import tool (even if you are already logged in on the Glogster site) by clicking the "Login" button that is at the top of the blank Glogster spreadsheet:



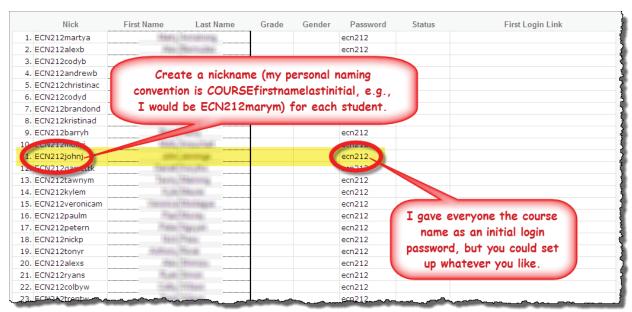
Now, let's take a look at the spreadsheet – how much information do you really need to provide?



The spreadsheet has a column for nickname, first and last names, grade, gender, status, and first login link. Not all of these are required, but there are some that you will want to complete:

- "Nick"- the nickname column is the one REQUIRED element in this entire spreadsheet. The nickname must be longer than 4 characters, but no longer than 30 characters; alphanumeric only, no spaces.
- "First Name," "Last Name" the students' first and last names are not required, but you will want to enter them so that you can tell who is who in Glogster, once the accounts have been created. This is pretty easy, if you already have the names in your own Excel spreadsheet you can just copy and paste into the Glogster spreadsheet.
- "Grade" not required.
- "Gender" not required.
- "Password" not required, if you are willing to let Glogster generate a different random password for each student. As a personal preference, I start every student in my class with the same password (ecn212, so we can all remember), then I tell them to re-set their own password the first time that they log in to Glogster.
- "Status" this is not for your use, it is for Glogster's once you submit the students, Glogster will populate the "status" column by telling you whether the student account has successfully been created, whether it already exists, or whether it failed to create the account.
- "First Login Link" Glogster populates this column, as well.

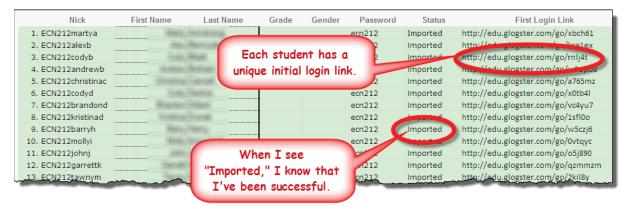
Here's how my spreadsheet looks, after copying the students names, creating nicknames, and creating passwords (again, the nickname is the only truly required element):



When you have finished filling out the student information, just click the pink "Import" button that is in the upper left-hand side of the import tool page:



3. Success!! After submission, all of the rows in the spreadsheet should show up in blue, and say "imported" in the status column:



It's one thing to see the word "imported" in the spreadsheet – does that mean that the students are now all in Glogster? If you just check your Glogster Dashboard page, you will see an email confirmation, and more importantly, if you click the tab that says "Students," you should see individual student accounts for each of the students that you just added using the Import tool.



You can come back and add more students later, as long as you don't go beyond the allotted limit – with a free Glogster EDU account, you get 100 students (with the premium account, 200 students).



CREATING AN "ECONOMICS IN ACTION" GLOG: Getting in to your Glogster account

1. In class, you were given a slip of paper with the following information on it:

Nickname	First name	Last name	password	First login link				
		·	·	·				
So, for example, mine might look like this:								
ECN212marym	Mary	McGlasson	ecn212	http://edu.glogster.com				

2. Go to your preferred web browser (i.e., Firefox, Explorer, Safari, Chrome,) and type in the "First login link" provided to you in class into the address window. This first time, you will automatically be logged in to our class's Glogster site, so you won't have to do anything else to get to your account:



After the first time you have logged in, you will log in to http://edu.glogster.com using your nickname (assigned to you) and your password (I recommend that you change this in your Glogster profile during your first login).

CREATING AN "ECONOMICS IN ACTION" GLOG: Gathering your thoughts, and your media

At the heart of this assignment, the "Economics in Action" glog is your opportunity to show me that you have really learned something about Economics in your first 7 weeks in this class, and how it applies to your life.

- 1. Choose one topic that we have covered this semester (scarcity? Resources? Opportunity cost? Your production possibilities? Demand? Supply? Markets? Price floors? Price ceilings? Elasticity?), and be sure to select a topic that you were able to say, "Aha, I see how that fits in with my life . . . ".
- 2. Gather images, photos, and/or video that will help you to explain your topic; bring these to class with you next week. Then we'll start building!

To see samples that illustrate what I'm after, go to

- http://mjmfoodie.edu.glogster.com/economics-in-action-elasticity
- http://mjmfoodie.edu.glogster.com/economics-in-action-supply

HOW TO CREATE A GLOG IN GLOGSTER

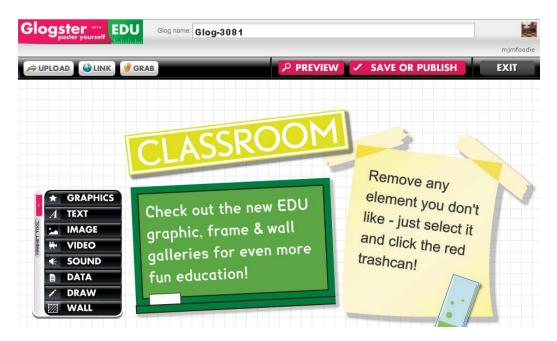
1. Log into your Glogster account. On your Dashboard, click the "Create a New Glog" button:



2. Your glog comes with a name, but you will probably want to change it.



3. Start glogging!







SESSION 4 Prezi

<u>Prezi</u>



HOW TO CREATE A PREZI



1. Go to http://www.prezi.com and log in to your Prezi account. If you don't have one yet, you can sign up for a free account - be sure to use your school email to register to qualify for the "Edu Enjoy" free educational plan (500MB of online storage):



2. To begin creating your prezi, click the "New prezi" button:



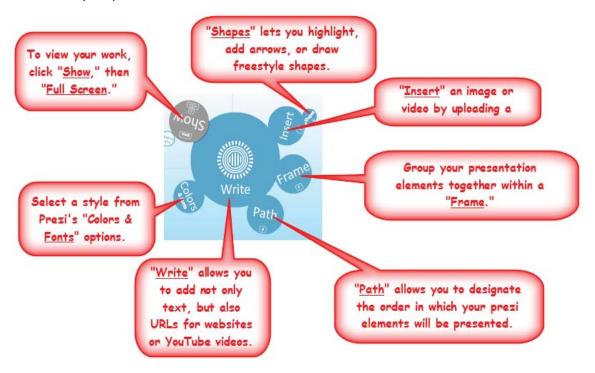
3. Next, you will need to fill in a title and description for your prezi; when you are done, click the "New prezi" button at the bottom:



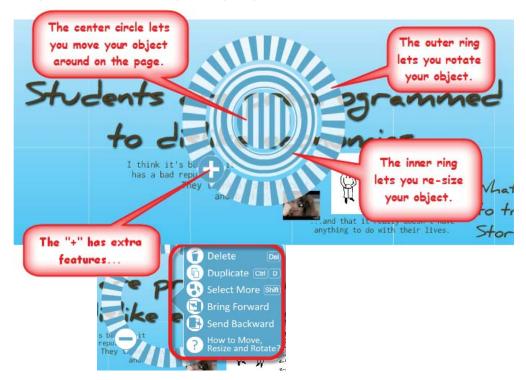
4. If this is your first time creating a prezi, you may want to watch the "Getting Started with Prezi" video that pops up. If you already know what you are doing, or just like to live life on the edge, you can just click the "x" in the upper right-hand corner to close the box (if you don't want it to pop up every time you start a new prezi, you will also want to uncheck the "Show this video when Prezi opens" box):



5. This is the Prezi editing Bubble menu. The various menu features will let you add text, websites, videos, and images to your presentation, as well as being able to give your prezi a style of its own by selecting predefined elements, changing the sizes of objects in your presentation, and designating the order that your prezi will follow:



6. The wheel in the center of the "Write" bubble is what allows you to change the size, style, and direction of your text (and other objects in your prezi):



The most effective way to learn Prezi and get comfortable with its features is to start playing with it – why not give it a try?

DUMMIES Prezi For Dummies: Cheat Sheet

From Prezi For Dummies by Stephanie Diamond http://www.dummies.com/cheetsheet/prezi

Use Prezi to add drama and sophistication to all your presentations. Prezi is an online application that takes the place of tired slideshows. You get to use your creativity and work with a variety of different media formats. But first, discover Prezi shortcuts, set up paths, and how to navigate its main menu. This Cheat Sheet shows you how.

Navigating the Prezi Bubble Menu

The main Prezi interface is called the Bubble Menu, which consists of five main items. Knowing how to navigate the Prezi Bubble Menu helps you to create exciting presentations. Once you start to use the menus, you'll see how quickly you're able to produce professional presentations. Here are the main Bubble items:

Use this bubble:	To do this:			
Write	Type in text, add Web links, and access the Transformation Zebi that moves, resizes, and rotates content.			
Insert	Upload media files and add Shapes—an Arrow, Free-form line, or Highlighter.			
Frame	Add "containers" around content to group it. The available containers are Bracket, Circle, Rectangle, and Hidden.			
Path	Set up the navigation views one by one, capture a specific view within a Frame (container), or delete your entire path and start over.			
Colors and Fonts	Apply styles. Each style has fonts and color choices within them.			

Quick Keyboard Shortcuts for Prezi

Using Prezi presentation software isn't difficult, and its keyboard shortcuts save some time. Make quick work out of creating great Prezi presentations by getting to know these easy-to-remember keyboard shortcuts:

To Do This:

Open an edit text box

Toggle between edit and show modes

Go forward and back in the path from Show mode

Zoom in and back out from Show mode

Save

Undo

Escape from full screen in Show Mode

Use This Shortcut:

Double-click on the canvas

Press the space bar

Use the left and right arrow keys

Use the up and down arrow keys

Press Ctrl+S

Press Ctrl+Z

Press Esc key

Handy Shortcuts in Prezi's Show Mode

Prezi has two different modes of operation: Edit Mode, in which you create your presentation, and Show Mode, in which you present your creations. In Show Mode, use these handy shortcuts to make your presentation go even more smoothly. Use this as a practice checklist before you start:

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Use This Function: To Do This:

Full Screen Mode To accommodate a projector or for wider screen viewing.

This allows you to set specific amounts of time for each screen to be seen. There are settings for 4, 10 and 20 seconds between screens.

After you set them up, you can run Auto Play.

Zoom in By clicking the (+) sign, you zoom in to the screen.

Zoom out By clicking the (-) sign, you zoom out from the content.

Media Formats to Use with Prezi

With Prezi, you have the opportunity to include a variety of media that to make your presentations really stand out from the usual boring slide shows. You can use custom video you have created, audio, or photos and sketches. There are no limits. Here's a list of the media formats you can upload to Prezi:

- Any image in a Vector, JPG, PNG or GIF format: Maximum size for an uploaded image is 2880 x 2880.
- **Text with a different font and color:** Create text using a graphics program and upload it to Prezi.
- **Video:** File formats in Flash FLV or F4V are supported.
- Audio: You need to convert your audio file into an FLV format.
- Images, charts, spreadsheets, graphs and any content that can be converted to a PDF and uploaded to Prezi: For example, you can take an Excel spreadsheet and convert it to a PDF and upload it.
- Digital images from stock photo sites, your own personal photos, and other photo sites.
- Graphics and images you created from drawing software like Adobe Photoshop: Just convert them to PDFs first.
- **YouTube Videos:** Cut and paste the URL of the video into a text box from the Write Bubble and the video will play within Prezi as long as you are connected to the Internet.

How to Use the Prezi Path Tool

Prezi has a Path tool that you use to set up and follow your storyline. Specifically, the tool helps you set up Path numbers that move your presentation from element to element regardless of proximity. That way you never lose your place. In addition, with a set Path you can send your Prezi to be viewed without a presenter and be assured it will be seen as you planned it.

To use the Path tool, do the following:

- 1. Click the Path bubble from the Prezi menu.

 Three smaller bubbles 1-2-3 Add, Capture View, and Delete All open.
- 2. To set up your path, click the 1-2-3-Add bubble.

 To start the path, click on the text or graphic you want to show first. It might be the title you created. Once you click it, the number 1 appears in a circle on top of the element you clicked. This represents the first area of the screen that will be shown.
- 3. To set up the next area you want it to move to, click on that object. A circle with a 2 in it is placed on top of that area, and a line connects you from number 1 to number 2 so you can follow it. Continue clicking on objects until you have the path set up the way you want it. If you want the view to be the center of a grouping of objects, click the center of the Frame.

PREZI QUICK GUIDE



Resources - http://sites.fcps.org/trt/ and http://prezi.com/

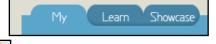
Prezi: Create Flash-based presentations which are nonlinear and dynamic. Go to http://prezi.com/ to sign-up for a free account.



1. If you have already signed up for an account, please log-in to http://prezi.com/.

2. To Create a New Prezi -

• Click on the My link in the top left corner.



• Click on **Create New Prezi**.



Add a title, pick a style, and click Create.

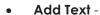


 Your Prezi will now appear on your profile. Click Open Me to start creating your Prezi. Then click on Open from the tabs on the right.



3. Adding Content to Your Prezi Using the Prezi Bubble Menu -

The larger circles are the parent items or main ideas and the small circles are submenus off of the larger ones. Click on the circles to activate the menus. Click on the larger main menu circles to go back.



- Click on Place Text and pick a Style.
 (Body, Strong, and Head Styles vary according to the Original style you picked when you first created your Prezi.)
- Click anywhere and type.
- Click back on the text to edit it (The text tool has to be selected)
- You will notice if you click enter while typing to start a second line you will have additional options to align your text.



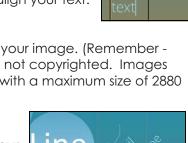
• Add Image -

Click on Place - Media - File and browse for your image. (Remember First make sure you are using images that are not copyrighted. Images
that are supported are JPG, PNG, and GIF - with a maximum size of 2880
by 2880 pixels.)

• Add Line, Draw With Pencil, or Highlight -

- Click on Place Line and select the tool of your choice to use.
- Click on the canvas and draw, add a line, or highlight.





3. Adding Content to Your Prezi Using the Prezi Bubble Menu - Continued





- Click on Place Frame and pick a shape. (To create a frame that is as large as the view you are looking at on your canvas, click from View.)
- Draw the frame around objects on your presentation.
- Add a Path When presenting in front of others it helps to have a sequence as you are going through your presentation. By adding a path, you can click the next arrow to go to the next idea in your Prezi.
 - Click on Place Path path.
 - Click on objects in the order you would like them to appear.
 - Drag the numbered circles off of an object to remove it from the path.
 - Drag on the smaller circles between the numbers to add another object.
- Add a Website Link -
 - Click on Place Text.
 - Type in your website starting with http:// Example: http://google.com
 - Click on **Place Prezi File Save&Close** and open your presentation back up and the text will be hyperlinked to your website.

4. Moving Objects Around on Your Prezi Using the Zebra -

The Zebra allows you to move objects around, adjust the size, and rotate objects.

- Click on **Place**.
- Click on an object.
- Use the area of the Zebra you wish to use.

5. Adjust Style -

Want to try a different look for your presentation?

- Click on **Prezi Style** and your colors and fonts will adjust.
- 6. **Saving Your Presentation** There is an autosave feature, but don't forget to save as you are working every once in a while.
 - Click on Prezi File Save. (Shortcut Just click s and Prezi will save your presentation.)
 - To close, click Prezi File Save&Close.

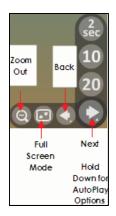
7. Navigating Around on Your Prezi -

- Click on text and Prezi zooms in.
- Click on background to zoom out. (Press **Spacebar** to zoom out. Hold down **Spacebar** to keep zooming out.)
- Use scroll mouse to zoom in and out.
- Drag around the canvas with your mouse to move around. (To move quickly, hold down **x** and **move your mouse**. **Don't click mouse**.)

8. Present your Prezi -

- Click on Prezi Show.
- Navigate using the buttons on the bottom right.
- Click **Esc** to exit show presentation mode.





How to use Prezi.

Techcrunch described Prezi as "just plain awesome. It's an entirely Flash-based app that lets you break away from the slide-by-slide approach of most presentations. Instead, it allows you to create non-linear presentations where you can zoom in and out of a visual map containing words, links, images, videos, etc." You can read the rest of the review at:

http://www.techcrunch.com/2009/04/20/prezi-is-the-coolest-online-presentation-tool-ive-ever-seen/

Step 1: Log onto www.prezi.com.

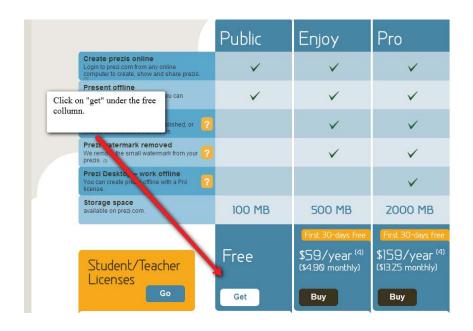


Step 2: Once you're on the homepage of Prezi, click on sign up.

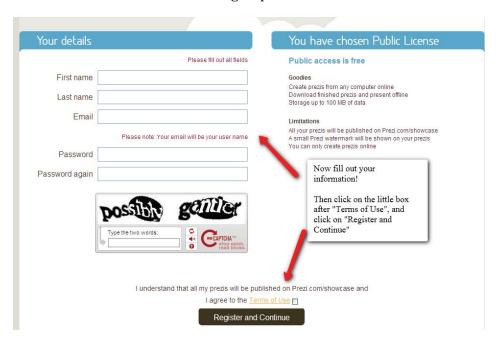


Step 3: After you click on "Sign Up", scroll down a little bit, and click on "Get" under the free collumn.





Step 4: Fill out the information needed to sign up.





Step 5: Now that you have created an account with Prezi.com. It will take you to your profile whick looks like this:



Step 6: To create a new presintation, click on "Create New Prezi". Then fill out the title, description (optional), and chose a template.

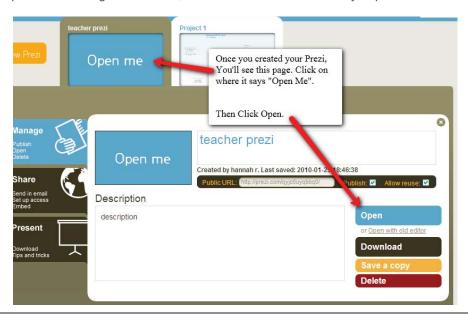




Step 7: Once you've filled out the title, and description, and picked a template, click on "Create".



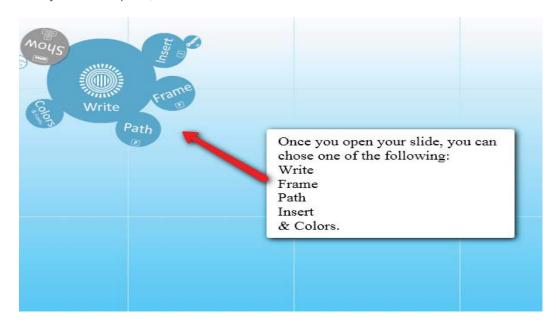
Step 8: Once you've created your Prezi, click on wher it says "open me". A box will appear that says the title, and description. On the right hand side, click on the blue box that says open.



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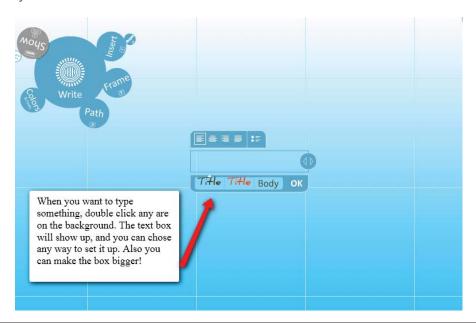
This work published under Creative Commons Attribution-Noncommercial-Share Alike 3.0

Step 9: Once your Prezi opens, it will look like this:

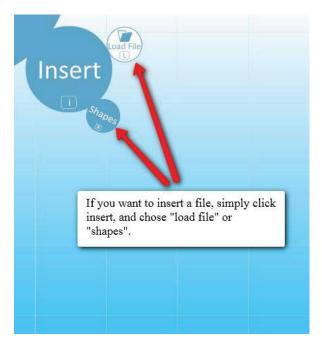


Now you can chose to write something, put a file in it, frame something, create a path, and change the colors.

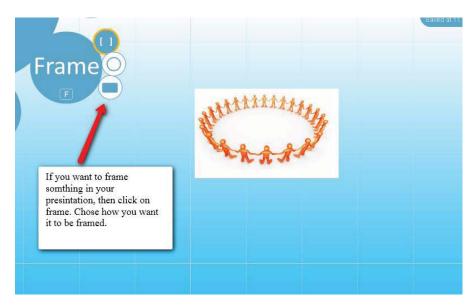
Step 10.1: To write something, double click anywhere on the background, and a text box will appear. Hten type what you want inside the box.



Step 10.2: To insert, click on the circle in the top left hand cornner of the template named "insert". Then chose "load file" if you want to add a file from your computer. Or to add a simple shape, click on "shapes"

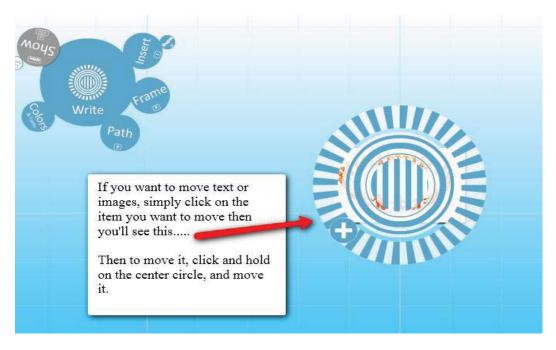


Step 10.3: To frame something, click on "frame" in the top left hand cornner. Then chose which way you want to frame the chosen item.

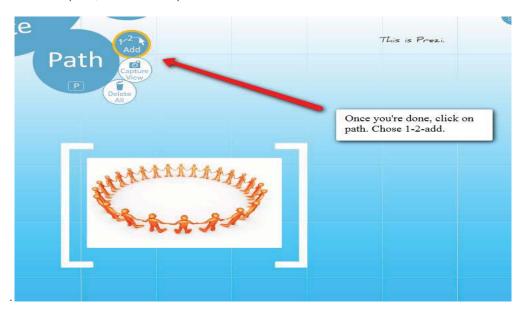




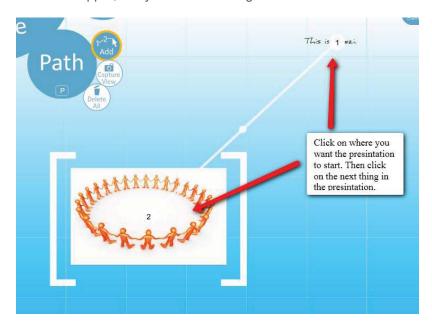
Step 10.4: To move something in your presintation, Click on the "write" cirlce, and click on the item you want to move. A blue circle will appear on top of the item. Click and hold the mouse button and move the item to where you want it to be located at.



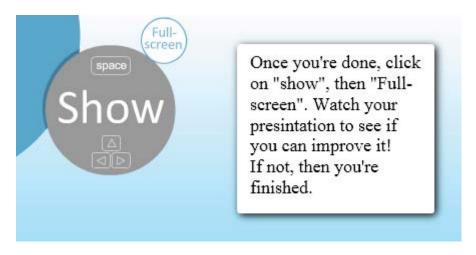
Step 10.5: To add a path, click on the "path" circle. Click on "1-2-add".



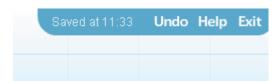
Step 10.5 (continued): Now click on the first thing you want to show up in your presintation, and then the second, and so on. A line will apper, like you're "connecting the dots".



Step 11: Click on the grey circle "show", then "full screen" and look at your presintation to see if you can improve it or not.



Just so you knw; Prezi auto-saves so you don't have to. To save it yourself, place your mouse over "saved at XX:XX" & click on "save now" in the upper right hand corner to save your work.



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