



## How to Get Started with Prezi



Prezi is a free web based tool that creates a presentation without slides. You create a presentation on one big canvas and move around and zoom into different parts to give a presentation. It is also a great tool to use for mind mapping.

## Creating an Account in Prezi

1. Go to the Prezi webpage located at <http://prezi.com>.
2. Under the **Student/Teacher License section, click Go.**
3. Choose the **Edu Enjoy** free account. Fill in all the required information (full name, username, password, email, etc.-make sure your email has a **.edu** at the end.)



## Creating a New Prezi

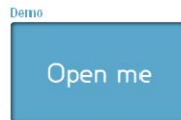
1. To create a new Prezi, click on the **Create New Prezi** button.
2. Type in a title, description, choose a template and click the **Create** button.
3. **Click on the Prezi** to open it and edit it.

Create New Prezi

Create

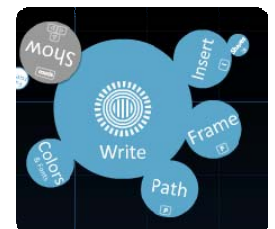
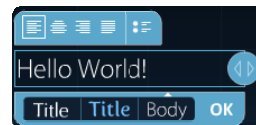
## Managing Your Prezi

1. To manage your Prezi, **click on the Prezi.**
2. Under **Manage**, you can choose to **publish the Prezi, download, delete, or save a copy of the Prezi.**
3. Under **Share**, you can add collaborators, create a group, or get the embed code for the Prezi.
4. Under **Present**, you can download a copy of your Prezi to work without an internet connection or open it online.



## Editing Your Prezi

1. To edit your Prezi, click to open it.
2. **To add text**, double click on the canvas and type.
2. To add an **image**, go to **Insert, Load File**.
3. To change your **theme**, go to **Colors**, and choose a theme.
4. To add **navigation** to your Prezi, go to **Path** and choose your paths.
5. To add a **video** (must be FLV or F4V), go to **Insert, Load File**.
6. To add a **YouTube video**, **double click to paste the URL in the textbox.** It will automatically become the video.
7. To add **audio** (must be swf or flv format), go to **Insert, Load File**.



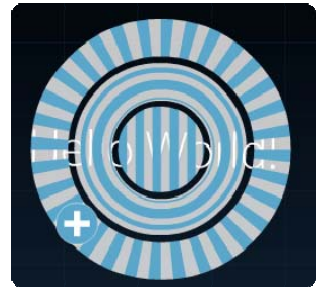
8. To add frames (for design and layout), go to **Frame**, then choose the style frame.
9. To add **shapes** (arrows) or highlight text, go to **Insert, Shapes**, then choose your shape.
10. To add **PDFs, Excel, or PowerPoint** files, go to **Insert, Load File**.

\*File size limitation is **50MB per a file**.

## Resizing Text, Images, and Video in Perzi

The transformation Zebra is the way you can scale, rotate, and move text and files in a Prezi.

1. To **move an object to another area** of the canvas, use the **inner most (center) circle**. Then click and drag the object to the area you want it to reside.
2. To **scale an item**, use the **middle circle**. Click and drag to resize the object.
3. To **rotate** an item, use the **outermost circle**. Click and drag to rotate the object.
4. To **bring up a side menu** with more options like delete, duplicate, select more, bring forward or send back, click on the **plus sign**.



## How to Start Your Presentation

1. To **start your presentation**, click on **Show** (in the top left of the screen).
2. To present in **Full Screen mode**, click **Show, Full-Screen**.
3. To go back into **edit view**, click the **Space bar**.
4. To **navigate with the keyboard**, you can use the **back arrow** (goes back one step), **forward arrow** (goes forward one step) or **top arrow** (zooms in on path stop).



## Working Offline

With your EDU Enjoy account, you can use the **Prezi Desktop** application for a 30 day trial. The Prezi Desktop application allows for you to work on the Prezi offline (no internet access). You can insert large files (no file size limit) into your presentation. Once you are done editing the Prezi, you can upload them to Prezi.com. If you like working offline with this tool, you can always purchase it from Prezi at a later date.

