



Prezi Tutorial

GETTING STARTED

Prezi is a highly innovative new way to present information to students, colleagues, and friends. Prezi allows you to combine pictures, graphics, charts, music, videos, and words to present an idea, lesson, or story. Creating your own prezi is easy and anyone can do it by simply going on to prezi.com and signing up for an account.

SIGNING UP FOR A PREZI ACCOUNT

1. Click on a web browser and go to www.prezi.com
2. Once on the website, select the sign up now button on the screen.
3. Once you have selected Sign up now, your screen should now say choose your prezi liscence. The details about each of the liscences is listed below. If you plan to use prezi only a few times, the public free account would be the best option. However, if you plan to use create many different prezi presentation and use more in depth features, you may want to sign up for the “Enjoy” or “Pro” account. For now, however, click on the grey “Public” account and select sign up now.

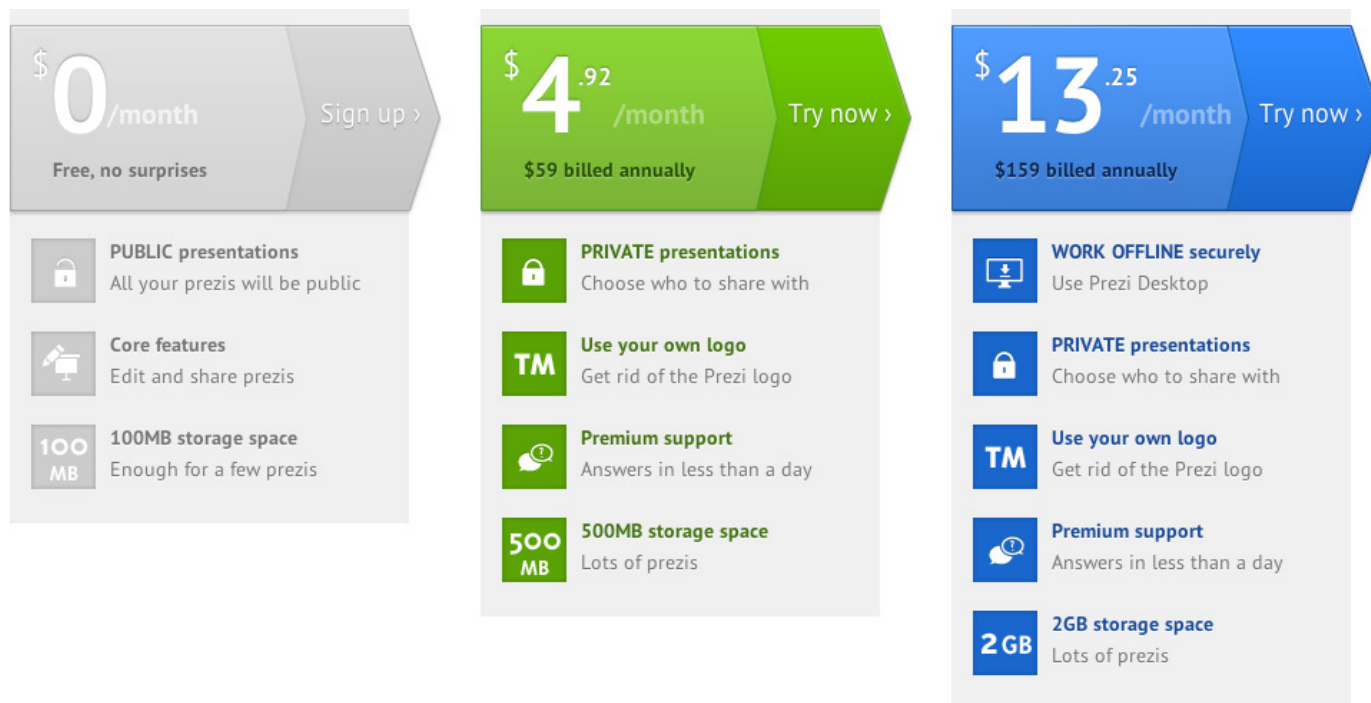


Figure 1

4. After you have selected the Public Prezi License, Enter in your personal information to sign up for a free prezi account. Check and read the I agree to the terms of use and then select the sign up button


Sign up to Prezi

You have chosen "Public access" for \$0/year

Your personal info

First name	Last name
Email	
Password	
Re-enter password	

1-click signup

 Sign up with Facebook

Sign up

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

Figure 2

CREATING A PREZI

1. You have now signed up for your very first prezi account. Congratulations! The next step is to create your new prezi. You can do this by clicking the box on the left hand side of the screen that says New Prezi.

2. Once you select this it will take you to the templates page. Prezi offers a variety of different templates to choose from. choose the one that will work best for your presentation. Once you have decided, select the template that you want and hit the choose button.

BGSU

**University
Libraries**



Choose your template

All Professional Inspirational Photographic Search for Templates Q



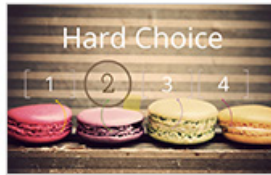
Journey



Finding the Way Out



Reaching a Goal



Hard choice



White Space



The Center of Attention

New templates



Resume



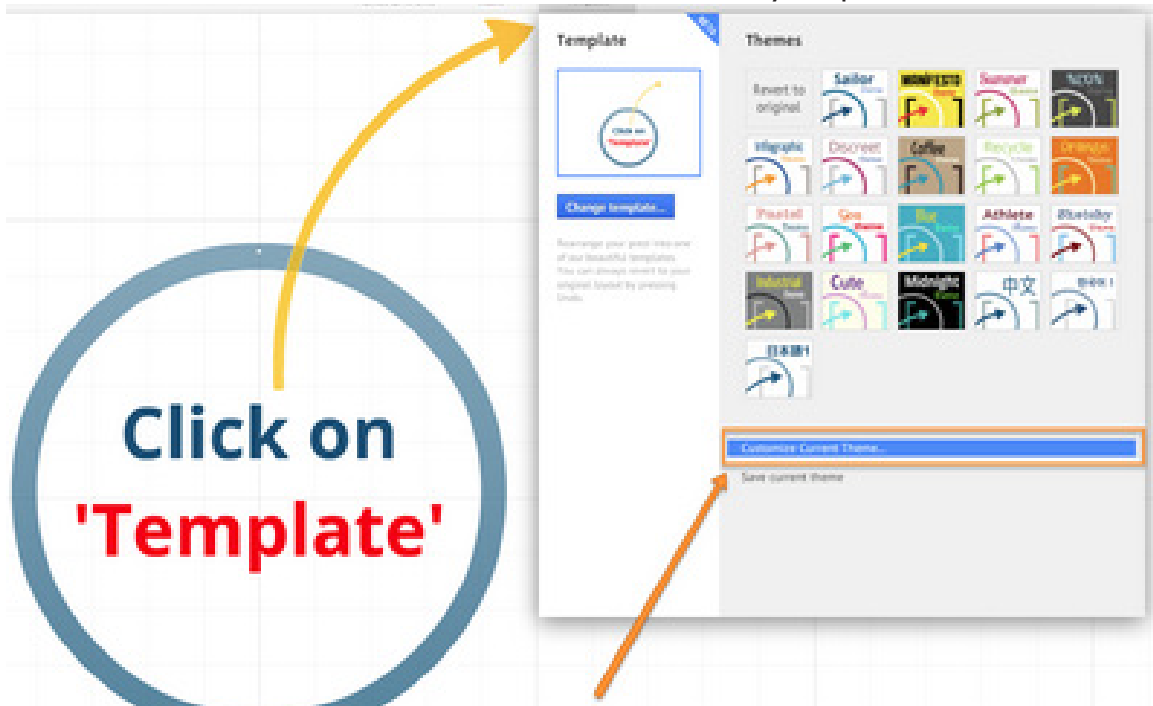
Suburb to City

Start blank prezi

Use template

USING THE THEME TOOLS

1. Using the theme tools in Prezi allows you to give your presentation a particular theme and color design that works best for your presentation. To give your presentation a theme, start by going to the top of the menu and selecting the template button.
2. Once you select templates, you should see a variety of different color themes to choose from. You can select the one that will work best for your presentation.



3. Another Option is to customize your own theme. Go to the templates button again at the top of the screen and hit select. At the bottom of the theme page, you should see the words that say “customize current theme. Select it .
4. This will take you to the Theme Wizard Screen. Here you can change the color background, or upload a picture from your computer to add as the background. If you purchase a more advanced version of prezzi, you can also upload your own company logo onto the presentation.



Figure 5

5. If you select the advanced button at the bottom left hand corner of the screen, you can also customize the color and font of your text.

Adding 3D Background Layers

1. Prezi also gives you the option of adding several 3D background Layers into your presentation.
2. To add the backgrounds, start by selecting templates at the top of the screen.
3. Go to the words “customize current theme” at the bottom of the screen and select.
4. Select the advanced button at the bottom left hand corner of the screen.
5. Go to the words that say 3D background. Select the edit button that is next to these words.
6. You have the option of adding up to 3 background layers. Select the upload button.

Adding Images on your Prezi

1. Prezi gives you the option of adding different pictures onto your presentation. To add an image onto your Prezi, go to the menu at the top of the screen and select the Insert Button.
2. After selecting insert, select the Image option.
3. You can either insert pictures by using google images, or you can insert photos from your own computer.
4. To insert images from google, use the first option that says “from google images”. In the search bar, type in the name of the image that you are searching for.
5. Click the search magnifying glass. You should now see a list of different images taken from google on the right hand side. Select the photo of your choice.

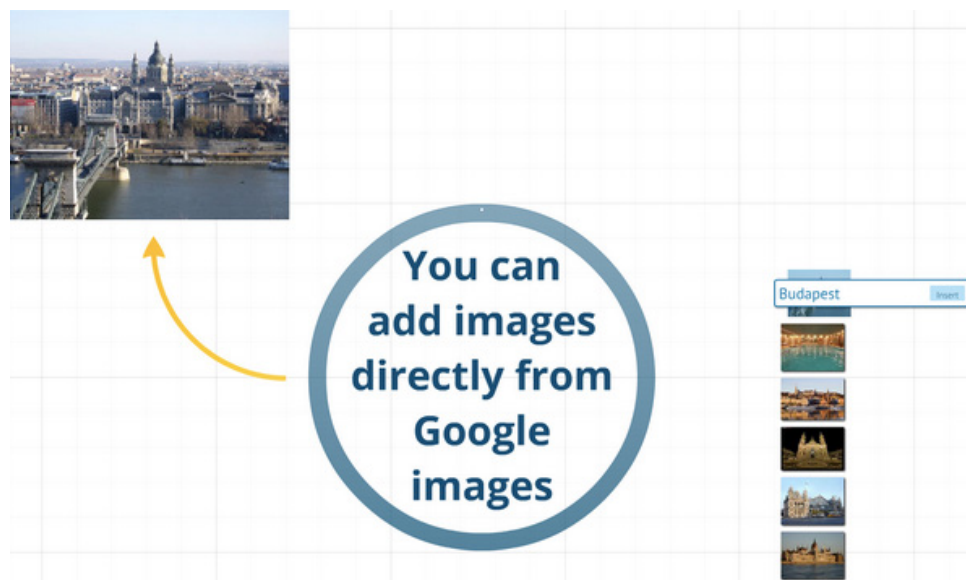


Figure 11

6. Select insert once you have chosen the photo of your choice.
7. Once you have chosen your image, you can adjust the size and placement of the photo by simply clicking on the photo and adjusting the size with the blue box that will appear around the image. Move the image and adjust it to where you would like it to be placed on your prezi.
8. You can crop or delete the image by clicking on the image. a box will appear above saying crop or delete. Select the one you wish to use.
9. You can also insert images from your computer by selecting once again the insert button at the top of the page. Then select images and the select files button under “from your computer.”

Adding Text to your Prezi

1. Adding text to prezi is very simple. Simply double click on the spot where you want the text to be added and a text box should appear.
2. Once you double click words above the box should appear. You can choose whether you want your text to be title size, subtitle size, or body size. Title is the biggest, body the smallest. Also if you want to adjust the size of your text you can use the big A or little A button. The big A will increase the text size and the little A will decrease the text size.
3. The box button next to the size buttons allows you to change the color of your text. Click the box and select the color you prefer.
4. If you click the > symbol to the right of the color box, this will bring up more options for you to use.
5. This will give you the option of creating bullet points for your text or will allow you to center your text to the right, left, or center.
6. Once you have added your text, click on another space on your prezi to click out of it. You can then adjust and move your text to whatever location you would like by simply clicking back on the text and moving it.



Adding A New Frame

1. Adding a new Frame to your prezi allows you to add different slides to your presentation. This will allow you to give your presentation or story an order for the viewers to follow.
2. To add a new frame, Go to the frames and arrows button located at the top of the screen and select.
3. You will then be given the option of different types of frames to select. Add the frame image that you wish to use in your presentation. Do this by selecting the frame you want to use . Then use your mouse by clicking anywhere on prezi and dragging the frame to the size that you want it to be.
4. Once you have adjusted it to the size that you want, click on the frame again and drag it to the location that you want the new frame to be located in.
5. You can add a connecting line or arrow to the frame by going back to the frames and arrows button. Then go to the draw arrow or line. Click anywhere on prezi, drag to right size, click out of it, movie it to where you want it to be on your presentation .

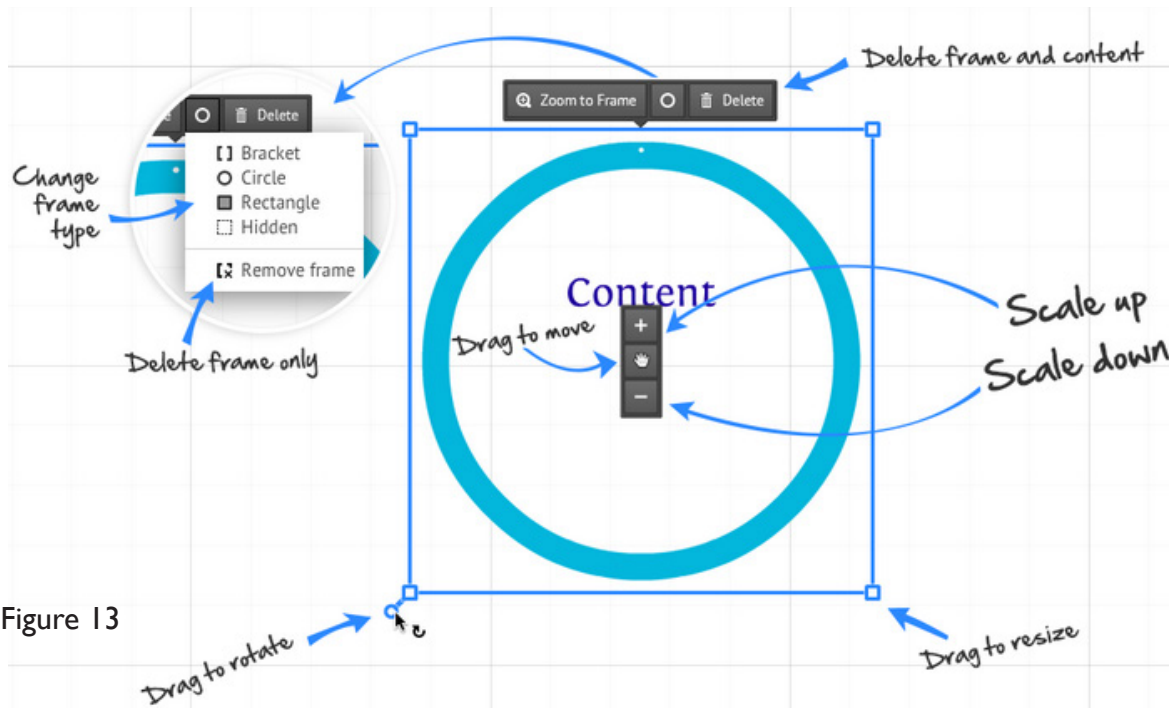


Figure 13

Giving your Presentation an Order

1. To have your prezi viewed in a certain order for your final presentation, start by clicking the Edit Path Button that is located on the left hand side of the screen right above where the pictures of your slides are.
2. Once you have selected this, a number 1 should appear in blue with a star next to it on your first original frame.

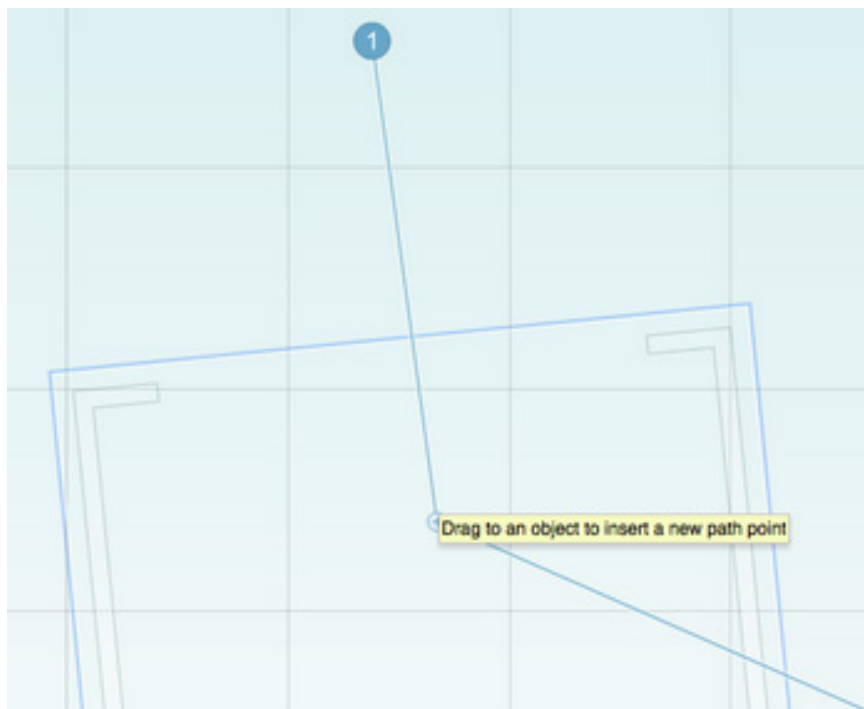


Figure 14

Animating Frame Content

1. Prezi allows you to apply fade in effects to any picture that you place in your frame.
 2. To add fade in effects to your pictures, start by selecting the edit path button to the left hand side of the screen.
 3. Next to the numbers on your frames should be a picture of a star. Click on the star.
 4. Click on the the images that you want to apply the fade-in effect to.
 5. Then press the play symbol at the top right corner of the screen to view your animation.
- Your images should now appear with a fade-in effect. Press done when you are finished.



Figure 17

Inserting a Youtube Video

1. To insert a youtube video on your prezi presentation, go to the insert button on the top menu and select.
2. You should now see a word box that says "post youtube link". Open a web browser and go to www.youtube.com. Find the video that you want to insert in your presentation.
3. Once you have found the video, copy the web address link for your video.
4. Go back to prezi and paste this link in the "post youtube link" box. and select the insert button. Move the video to the location you want by clicking on it and dragging it to the right location.



Any media you insert must comply with the Prezi Terms of Use.

Figure 18

Adding Background Music

1. To add background music to your prezi, go to the insert button at the top of the menu and select.
2. Select Add Background Music
3. Select a music file that is saved on your computer or in your itunes library.
4. This will upload the song onto your prezi. You can listen to a preview of it by clicking the play button. When you are finished, select the done button.

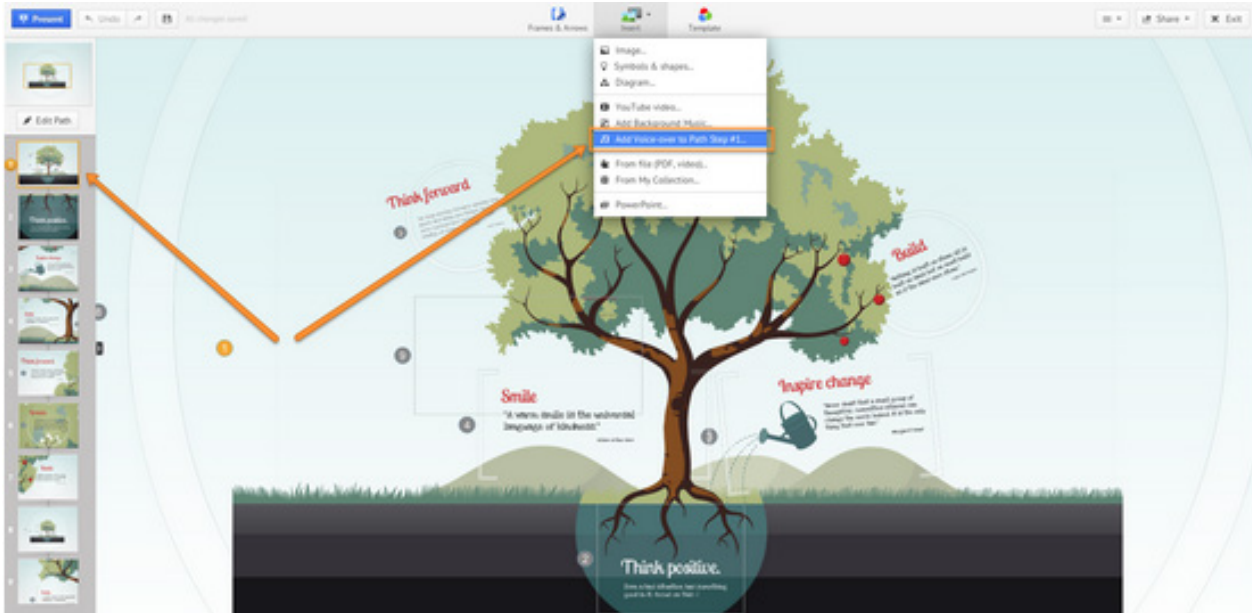


Figure 19

Presenting Your Prezi

1. Congratulations! You just completed your first prezi presentation. Now it is time to present all of your hard work!
 2. To present your prezi, click the present button at the top left corner of the screen.
 3. Use the arrows on your keyboard to move from one slide/frame to the next.
 4. To exit your presentation, hit the escape key one the upper left hand corner of your keyboard.
- Congratulations on your presentation!



Figure 20