Presenting with Prezi

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Prezi’s should have:
• Solid structure
• Pacing and spacing
• Smooth transitions
• Consistent colors and fonts
• Tells a good story

Two ways to make a Prezi:
• Online Prezi editor
  • Can access Prezi presentations anywhere, online
  • Easily share and collaborate
• Desktop Prezi software

Getting started with Prezi:
• Prebuilt templates within Prezi
• Third-party templates
• Reusable Prezis
Getting Started

Create an account

Create a new Prezi

Title:

My|

Description:

Create new prezi
Can re-use Prezi templates from other users who have allowed their Prezi’s to be shared.

Look for the tag that says “Resuable.”

Simply click on “Make a Copy” to make this presentation show up in your Prezi homepage.
This is a great source of 100s of Prezi templates

http://www.prezzip.com
Add Frames

Add or change template
Bringing assets into Prezi

Start a Prezi meeting

PDF of Prezi

Settings

Quick help

Save and close Prezi
Short Cuts

- **frame tool**: press "f" key
- **shape tool**: press "s" key
- **upload dialog**: press "l" key
- **edit path mode**: press "p" key
Transformation Tool

- Click on the hand to move the frame around
- Use + and – to scale in and out
- Can zoom the box in and out
- Can crop images

To rotate, go around the corners of the slide and find the extra handle to rotate.

allows for smoother rotation
Right click/control click will bring up this drop down menu

Home button will scale you out to a view of entire presentation
Template and Theme Options

Changing the color and font of a theme

Can drop content through adding shapes such as arrow, line, rectangle, circle and triangle
Can see how the theme affects what you add as you go through the templates.
You can save current themes.

Customize Current Theme leads to the Theme Wizard.
Change background color of template – changes will apply at the top.

Add your own custom logo instead of the Prezi logo that appears on the screen.
*Recommended size = 250 pixels wide by 100 pixels tall
Can customize fonts

Can set colors for various elements
The advanced button allows you to set RGB values and shows you all the settings in one screen.

You can also directly edit the CSS of your Prezi from this tab.
Inserting 3D Backgrounds

To get started, go to Template, Customize Current Theme
Go to Advanced tab, and select Edit, 3D Background
You can upload up to 3 pictures to add multiple layers to your presentation.

*It helps to save your pictures at 2000x2000 pixels for best results. Saving your image as a jpeg will bring you the best results. *Only add more than one layer when it makes sense to your presentation.
Warning = Inserting PowerPoint into Prezi is not always a clean insertion. Many times materials will be missing or look very different. Be prepared to heavily edit the Prezi presentation after the insertion. But it is a good way to get all of your assets into a presentation.
You can drag and drop the slides you desire onto the canvas and accept or reject an insertion.
You can also “Insert All.”

If you choose this option, then you can choose your layout for all of the frames, instead of placing frames randomly on your canvas one by one.

You can also add a path between your slides/frames by checking the box.
To add Text – click anywhere on canvas, and text box automatically created. You can paste in text from Word or Clipboard.

You can edit the size of text using these buttons. You can also resize the text by altering the size of the box.

You can make bullets, lists, etc – but think about if you want your list represented through movement – since that is Prezi’s strength.
Adding frames – right click/control click on any object in your presentation, then “Add to Path.”

Click “Edit Path” to delete and move around frame.

You can also add different shapes of frames.
You can choose from adding many different shapes, including Arrow, Line, Rectangle, Circle, Triangle, and free form shapes such as the Pencil and Highlighter. You can change the style and color of shapes and make them become curved by moving the center square in the shape. Your shapes can also become your frames, by adding text to the shapes.
Layouts

You can make customizable charts and layouts using the Layout option in Prezi. Be sure to scroll through all the options to see how you can visually represent your ideas.
Adding Weblinks

Click on anywhere in your presentation to create a text box to add your weblink.

When you click on link after insertion, it will open up in a new link above your presentation. When you are in full screen presentation mode, you will have to escape out of presentation to see the webpage appear.

As of July 2013, Prezi does not have a hyperlink option for you to embed your link. If you want to get around this, embed an interactive PDF with hyperlink into presentation.
Rotating, Aligning, and Layering Objects

Command shift/control shift will allow you to better select the object that you want to move.

Drag the little circle in the corner to rotate a shape.

When you right click on an object, frame, etc you can bring forward, bring to front, send backward, and send to back.

There are some guides that Prezi will give you to align objects, such as dotted lines, but it does not have the same functions for alignment as PowerPoint and Keynote.
Grouping

As you make your presentation, you will need to think about how you want to present the materials – and some materials will need to be presented in groups.

To create a group, simply add a shape around your different images, text, etc. Then you can move to the front or back, move around presentation, and change order of animation. If you want to take an item out of your group, double click the item and drag it out of the group.
Inserting Images

Here are the recommended dimensions for images to add to Prezi in pixels. This recommendation includes no more than 2880x2880 pixels and no less than 1000 x 1000 pixels. This is important if you do not want blurry or pixelated images in your presentation.

These are the files that Prezi accepts. Though Prezi accepts all of these files, it prefers PDF files for images. It is easy to save your image as a PDF in most image editing software.
If you are going to use screenshots in your Prezi, it is best to convert your screenshots to PDF. You can use the link above to easily convert your screenshots to PDFs.

Top of page, Images, From File. Then drag and drop the images wherever you desire. You can scale and add text on top of images.

You can also Search Google Images to add directly into presentation.
Inserting Video

You can embed a link from the YouTube, Vimeo, etc

You will need an Internet connection

You can embed a video from a file

File sizes get large, adding to the overall size of your presentation.

You can insert all of these file types within Prezi. Prezi runs on a Flash platform, so it prefers video uploaded in .FLV format, but the others will work as well.

I recommend embedding a YouTube link to save space in your Prezi account and because it is easy to upload many video files to YouTube. If you are worried about privacy, uploading, and settings of YouTube, please see the HPU Libraries video tutorial on YouTube: http://youtu.be/c-R9n261GJM
Click anywhere on the canvas that you want your video to be and then type or paste in your YouTube link.

When you click off anywhere on the canvas, your video is automatically embedded.
To Play, you can click play on the YouTube player when you reach the desired video.

If you add your video to the path, then it will automatically start playing when you come to the slide. The video will also automatically stop when you decide to go to the next frame.

To embed a video, click on Media, From File and choose desired video file.
Inserting Sound

You can add interviews, music, or narration to your presentation.

Choose a frame on your path that to add sound, and then right click/control click and “Add Voice-over to Path Step.” Then the sound will play automatically when you get to that frame in your presentation.

Can import .mp4, .auv, or .wav files
You can also add background music through Media – Add Background Music. This file will loop continuously in the background.

Adding other Documents to Prezi

Prezi does not accept Microsoft files (except for PowerPoint), but it does accept and work well with PDFs. Microsoft files can easily be converted into PDFs.
Organizing and Re-arranging Paths

Once you have all of your assets in Prezi, you can add frames around materials to make them better organized and added to your path.

Once you click on the Edit Path button, you can re-arrange the order of the animations of how Prezi presents materials.

You can drag and drop frames to move to desired location/order in the path.
You can add another path back to a frame you have already used by clicking on the arrows on the path and directing the path back to a slide.

You can “Clear all” from your path and start from scratch.
Publishing your Prezi

- On Prezi.com
  - Be sure to make your presentation either public and reusable, public, or private depending on your needs for a particular presentation
- Embed in your own site (hosted from Prezi.com)
- Send a Portable Prezi (.zip, share via email, CD or thumbdrive)
- Print/save a PDF file of your Prezi
Inspiration

Check out the best Prezi’s of 2012 for inspiration:
Feel free to contact the Media Resource Librarian Samantha Leonard with any questions or concerns.

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References

Presentation made with help and screenshots from www.lynda.com video tutorial:
“Up and Running with Prezi”
By Lisa Larson-Kelley
Released February 2013