Center for Teaching, Learning & Technology

Faculty Technology Workshops

Prezi

Ideas Matter

Albert Robinson / Delwar Sayeed

Faculty and Staff Development Programs

Center for Teaching, Learning & Technology (CTLT)
Colston Hall Room 226
**718-289-5100 ext.3063**

1. What is Prezi?

Prezi is a cloud-based presentation software and storytelling tool for exploring and sharing ideas on a virtual canvas. Prezi is distinguished by its Zooming User Interface (ZUI), which enables users to zoom in and out of their presentation media.

2. Creating a free account

- Visit http://prezi.com and select "Sign Up".
- Make sure to choose "public" license so that you can create a free account.

3. Customizing Your Profile

- After you have signed up and logged in, click on Your Name on the top right corner.
- A drop down menu will appear. Select "Settings & Account".
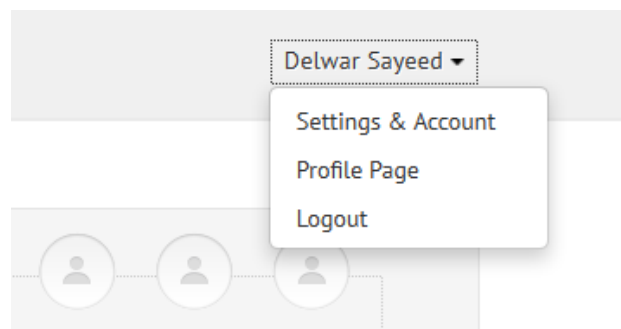
- Under "Public Profile Link" you will notice that Prezi website randomly generated a URL or web address for you profile. You can customize it with your own username so that your audiences can easily access your profile. Please type in your "custom" profile name and press "Save changes".

4. Starting a new Prezi Project

- Once you are ready to create a new Prezi project, select "Your Prezis" from the top menu. This page will show the number of Prezis you have created so far. First time users will see the message "You have 0 Prezis"
- Underneath the same message you will see a button labeled "+ New Prezi". Click on that button to create a new Prezi project.

You have o prezis

Hi Delwar Sayeed. Customize your public profile ›

+ New prezi

5. Choosing a Template

- After you click "+ New Prezi" button, a new browser window will open and it will ask you to choose a template, which is very similar to Microsoft PowerPoint.

Templates

Blank

The Journey

The Big Idea

Explain a Topic

Trees

Brainstorming

Challenges, Success

Phases of a Process

Turn Around

Choose

- Depending on your idea of the presentation, you can choose a template or start fresh by choosing Blank.

6. The Interface
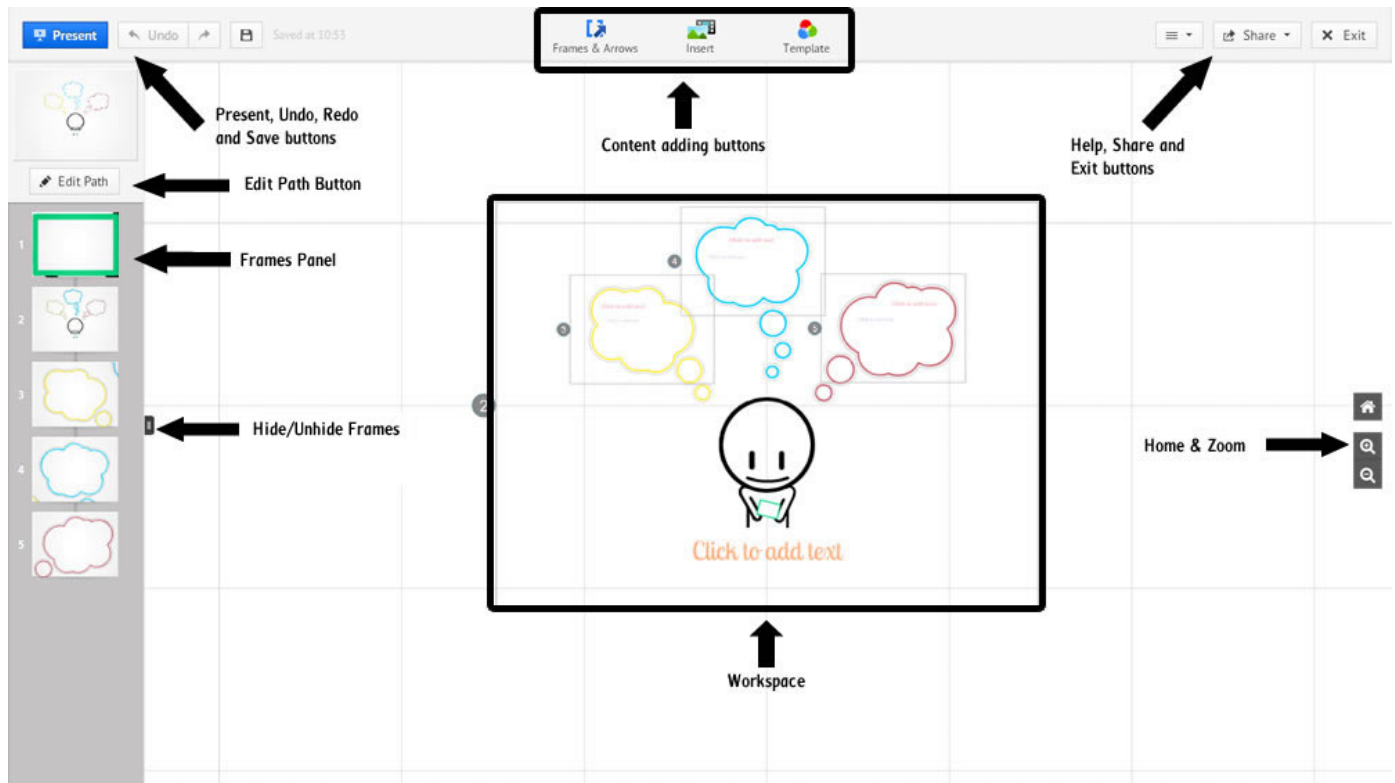
Prezi interface has 6 key component parts:

a) Present, Undo, Redo & Save buttons
b) Content adding buttons
c) Help, Share & Exit buttons
d) Edit Path Button
e) Frames panel. Within the Frames panel there is also Hide/Unhide tab.
f) Home, Zoom buttons
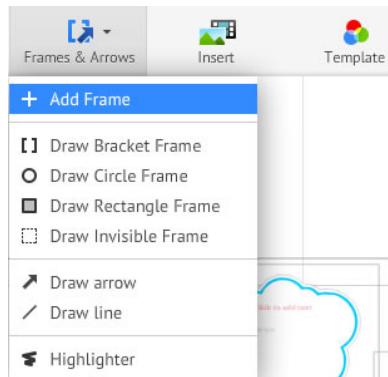g) Workspace

7. Making changes

a. Changing color
If you want to change the color of your template, click on the "Template" button. It will show you a window with preset color themes for the existing template. You can also customize your theme manually and save it.
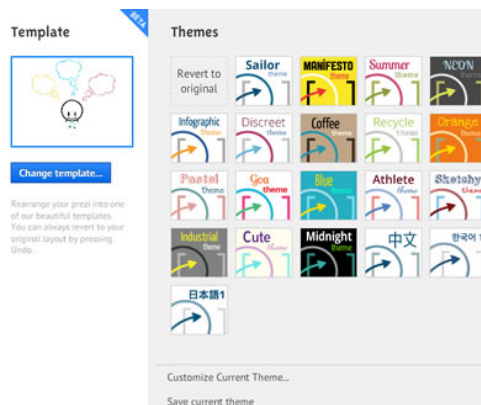
b. Adding frames

- In order to add more frames to your presentation, click on "Frames & Arrows" button.


- "Add frame" will add a new workspace next to your existing one and add it as a new frame.
- "Draw Bracket Frame" will enable you to drag the mouse across your workspace to add a specific area within brackets as a new frame.
- "Draw Circle Frame" will let you draw a circle with your mouse and add it as a frame.
- "Draw Rectangle Frame" will allow you to add a rectangular shape and include it as a frame.
- "Draw Invisible Frame" will simply create a new frame without adding any new objects.

c. Working within a frame

- There are two ways to work on individual frames.
    - You can use the zoom button to zoom into your frames.
    - You can also select individual frames from the left hand side frames panel.

d. Adding objects and content

- Prezi allows you to add Images (from your computer and from Google images), Symbols & shapes, PDF, Audio & Videos (from your computer and from YouTube) to your presentation. These objects and contents can easily be added by clicking the content adding buttons.
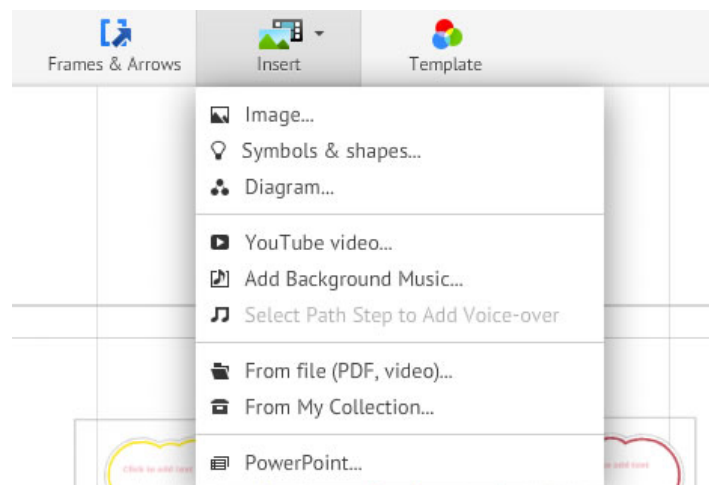
- You can also add voice-over to individual frames and background music to you entire presentation.

e. Adding text

- Clicking anywhere within a frame will allow you to add text.

- You can format your text while typing in the same popup box.
- You can also edit existing text by simply clicking on it.

8. Previewing your Prezi

- After you have finished adding content to your Prezi, you can preview it by clicking "Present" button on the top left corner.
- You can exit the preview/presentation mode by click the X button on the top right corner.

9. Adding existing PowerPoint to your Prezi

Prezi allows you to upload your existing PowerPoint presentation and use them as frames in Prezi.

- In order to add PowerPoint slides to Prezi, you can click on the "Insert" button in Prezi.
- Select PowerPoint from the dropdown menu.
- It will open up a dialog box to locate and upload you PPT or PPTX file.
- One uploaded, it will give you an option to choose individual slides or import the entire PowerPoint to Prezi.
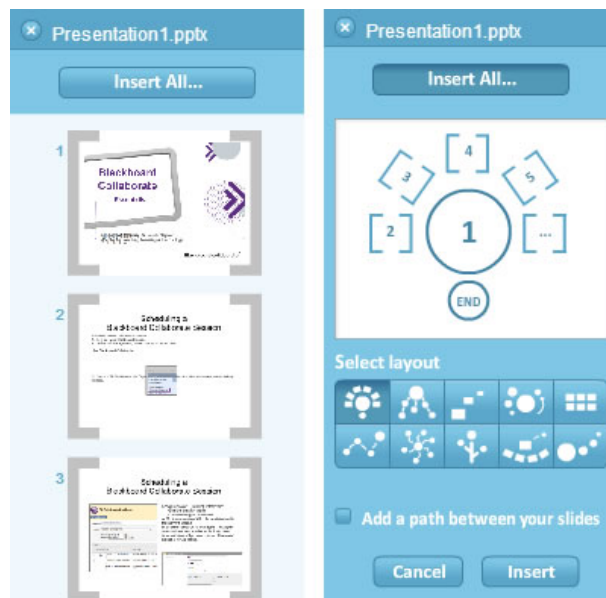

- After you have chosen your slides, it will once again give you an option for layout.
- After you have chosen a layout, press "Insert".
- Prezi will import all of your content into the layout you have chosen and add them as individual frames.
- All texts from the PowerPoint can be edited within Prezi by simply clicking on them.

10. Sharing and Presenting your Prezi

There are several ways to share or present your Prezi. You can share it through a Web Link, Download as PDF or Run it as a desktop application for presentation.

- After you have saved your Prezi, click on the "Share" button on the top right corner and select "Start online presentation".
- Prezi will open a small popup window where you can copy the URL and send the link to your audiences.
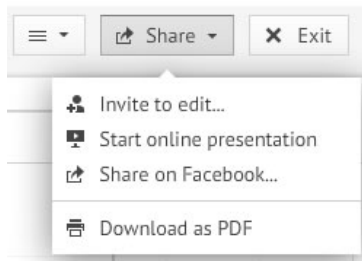
- In order to save your Prezi as a desktop application for presentations, you need to save & exit the edit mode and return to your Prezi profile page.
- Under your newly created Prezi, you will see a "Download" button which will allow you to save the Prezi to your computer as a zip file.
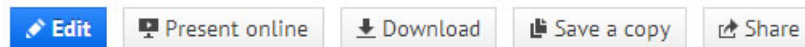
- Unzip the downloaded file and run Prezi.exe to start your presentation.