

Creating Presentations with Prezi Classic

THE MCGRAW CENTER FOR TEACHING AND LEARNING

Prezi is a web-based tool for creating presentations. Prezi differs somewhat from tools such as Powerpoint and Keynote in that the information is presented on a single canvas as opposed to a series of slides. As the user navigates through the sequential points of the presentation, he or she pans or zooms the canvas to bring the relevant information into view. Having all the information in a single canvas afford the opportunity to have the structure of the information itself convey relationships. In creating a presentation in Prezi, you can import images, YouTube videos, and create text areas. These media elements can be structured and placed on the canvas. After these elements have been added to the canvas, a sequence of steps for viewing those elements can be defined.



Signing up for Prezi

You must sign up to use Prezi, but there is a free option with 100 MB of space. This free option provides enough space to create several presentations. As a member of an educational institution, you can also upgrade for free to what is called an Enjoy subscription which offers more space and some other benefits. **Make sure you register with your .edu email address.** After you have signed up, click the arrow next to your name in the upper-right hand corner of the screen and select **Settings** and then **Account**.

Prezi is available at: <http://www.prezi.com/>

Create your Prezi

1. Click **New Presentation** in the 'All Presentations' gallery.. If necessary, enable Flash.
2. At this point you could select a pre-defined template for your presentation, but for the sake of this tutorial select **Start Blank Prezi**. You will now be taken to the Prezi editing interface.
3. Notice first the toolbar across the top of the page. From left to right, this includes the title of your presentation, undo and redo buttons, a save button, the insert dropdown, Customize (change theme), a button to start the presentation, share, options, and exit.
4. Along the left-hand side of the screen is a series of boxes that correspond to the 'slides' of the presentation. Slides in prezi are more analogous to frames around collections of information that are brought into view as the user navigates your Prezi.
5. The **Blank Prezi** actually contains some same text areas and a circle frame. Click the circle frame to select it (an enclosing box should appear if it is properly selected), and click the **Delete** key to remove this frame.
6. You can zoom in and out of the canvas using the scroll wheel on your mouse or, if you do not have a scroll wheel, using the plus and minus button on the right-hand side of the screen.

A blue rectangular button with the text "New presentation" in white, sans-serif font.

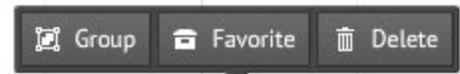
Add Text

1. Most media types are added to the Prezi using the Insert menu at the top of the screen. Text, however, can be added by simply clicking anywhere on the canvas.
2. After you have entered some text - don't worry, you can change it later - click elsewhere on the canvas to add it to the canvas. You can then click on the text to make changes to the size of the text or to rotate the text.



Add images and other media

1. Other media, including images from your computer, YouTube videos, symbols and shapes, PDF files, and lines and arrows, can be added from the **Insert** dropdown menu at the top of the screen.
2. After you have added several elements and laid them out the way you wish, you might want to group the elements together so that you can move or rotate them all together as a whole. To do this, hold down the Shift key while clicking each of the elements and then click the **Group** button.



Create a sequence

1. A Prezi sequence is defined by a series of frames. These will define the viewer's screen area as the viewer navigates through your Prezi.
2. To define a frame, find the Add Frame tool in the upper-right hand corner of the screen. Click the dropdown menu to select a type of frame: **Bracket**, **Circle**, **Square** or **Invisible** (square).
3. Select one of the frame types and click the blue plus sign just above the dropdown menu. This will insert a frame into your canvas. Drag and resize the frame to enclose the content you would like to be presented on your first 'slide'.
4. Notice that the frame is numbered on the left-hand side and that that number corresponds to a thumbnail of that frame in the left-hand gallery.
5. The thumbnail slides in the left-hand gallery can be re-sequenced by dragging and dropping the thumbnails.
6. At any time, you can see how your presentation will appear by clicking the **Present** button at the top of the screen.



Recording your presentation

A Prezi can be opened on the web during a presentation or embedded in a webpage but does not include any tools for exporting your presentation as a video file. The best way to do this is to perform a live presentation using your Prezi in Present mode while you are capturing your screen and optionally, recording your narration. There are various platforms for screen capture, but the simplest, if you are on a Mac, would be using Quicktime. Quicktime is available for free and is available on the public computers in the **Digital Learning Lab** in 130 Lewis Library Building or in the **Julian Street Library** in Wilson College.

In **Quicktime Player**, select **New Screen Recording** from the File dropdown menu and follow the prompts.