

Creating Presentations with Prezi Next

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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 affords 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. On the Prezi website, click **Getting Started** and then **Sign up** to create an account if you do not already have one. From the tabs across the top of the screen, select **Basic**, then click **Continue** under the Free plan. While creating your account, if given the choice, choose **Start From Scratch** rather than using a pre-made template. **Prezi is available at:** <http://www.prezi.com/>

Create your Prezi

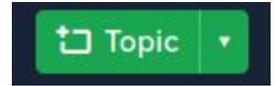
1. If you just created a new account, you will be taken immediately into editing your first presentation. If you have used Prezi in the past, click the tile with a plus sign in your presentation gallery to start a new presentation.
2. Once the initial screen loads, make sure to name your presentation in the upper-left hand corner. The initial screen shows you what is called the Overview. This is the most zoomed out view of your canvas. It is into this canvas that you will be adding topic and subtopic regions that include text and other media elements.



3. Notice first the toolbar across the top of the page. The upper toolbar includes three buttons: Style, Insert, and Share. Style allows you to change the theme. The Insert button allows you to insert text and other media into your presentation, and the Share button gives you options for making your presentation available, including importantly, an option to Present. The second, lower toolbar changes its options based on what is selected in the upper toolbar.
4. You can zoom in and out of the canvas using the scroll wheel on your mouse or using two fingers on a trackpad.

Topics and subtopics

While the overview screen includes some text areas and can include images and other media, most of the information you add to Prezi will be within **Topics** and **Subtopics**. When topics and subtopics are created, they are added to the gallery of thumbnails on the left. The first thumbnail is the **Overview** and you can always return to the top, overview by clicking **Overview**. Topics are the regions within your canvas that act as slides in a presentation. The sequence of these topics are represented in the order of the thumbnails in the left-hand gallery, but also indicated with a faint line that connects the topics in your main canvas.



1. If you have a topic on your screen, **double click** it to 'enter' that topic. If you do not have an existing Topics, click the green Topic button in the upper-right.
2. Once 'inside' the Topic, you may add text, images, and other media types. New elements can be added using the **Insert** menu at the top of the screen. Usually a Topic is created by default with two text areas, much like Powerpoint. Click these regions once to make them editable.



Topics can also have one or more subtopics. Not only can a topic have multiple subtopics, subtopics can have many generations of subtopics. Notice that once you are 'inside' a topic, the green button in the upper-left changes to read **Subtopic**.

Add text and other media

Once you are within a Topic or Subtopic, you can add many different types of media from the Insert menu at the top of the screen. Media elements, including text, can be stretched by dragging the anchor boxes in the four corners of the selection box around the element. Most media elements can also be **rotated**. On a Mac, hold down the Command button while hovering your mouse over one of the four corners. On Windows, hold down Alt + Ctrl.

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:

1. Hold down the Shift key while clicking each of the elements and then click the **Group** button.
2. Right-click (Control+click on a Mac) on the selected elements and choose **Group**

Recording your presentation

You may have noticed that one of the Share options was called Prezi Video. This is a way (at least in Chrome) to record your presentation as a video file. This option however also records video of your face within the presentation. A more straightforward way to make a video from your presentation is to record your computer screen while actually performing your presentation in Present mode. 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.