

## Introduction

Prezi.com offers a way to create presentations that engage the audience in an interesting and non-traditional way. It is a virtual whiteboard that transforms presentations from monologues into conversation: enabling people to see, understand, and remember ideas. The program allows you to zoom out to see the bigger picture and zoom in to see the details. It's 3-dimensional canvas is a virtual space where you can delve deeper and pan wider to broaden the conversation.

I suggest that you look at some Prezi examples before delving into this tutorial to get a sense of the flow of Prezi and purpose of Prezi presentations.

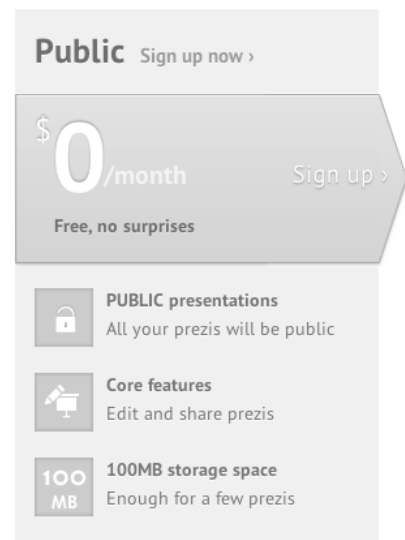
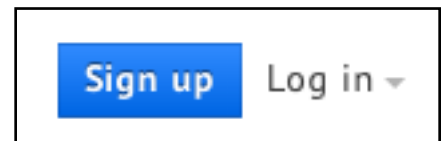
## Creating an Account

If you don't already have an account, go ahead and visit <http://www.prezi.com> and find the 'Sign Up' button.

In this tutorial, we are going to use a **Free Public account**.

**Note:** Prezi offers paid accounts that offer more space as well as the ability to create private presentations.

You will then be directed to fill out your personal info. Once you're done, click on the 'Sign Up' button.



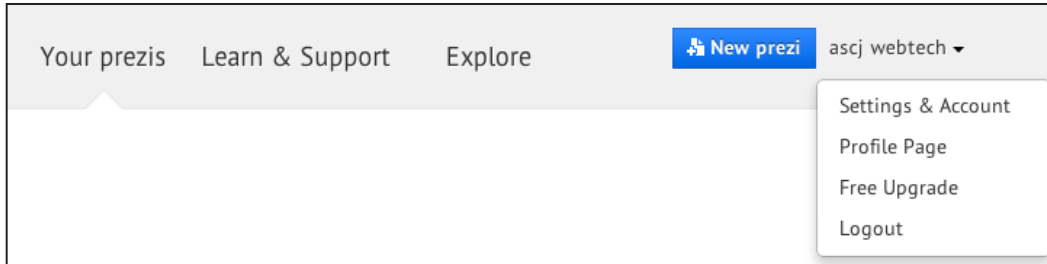
### Your personal info




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

## Navigation

Once you've logged into your account, there will be a main navigation at the top (pictured below).



**Your Prezis:** View and Edit your Prezis.

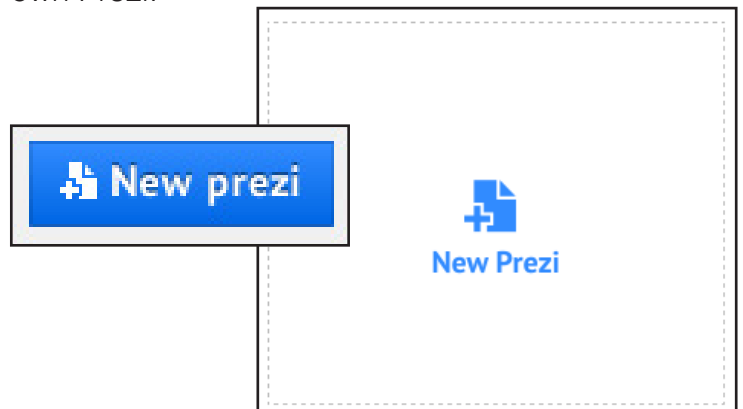
**Learn & Support:** Watch Prezi's instructional videos and demonstrations

**Explore:** View other user's Prezis to glean ideas and inspiration.

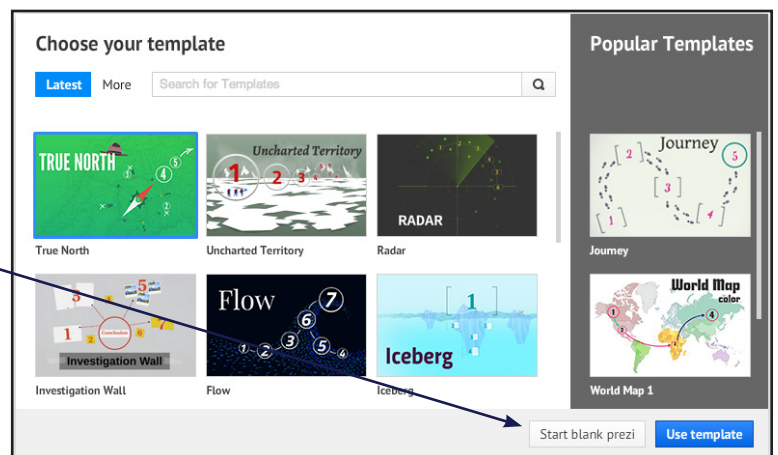
**“New Prezi”:** This button will allow you to start your own Prezi.

## Creating a Prezi

1) You can either click on the “New Prezi” button on the top navigation or the new Prezi button on the ‘Your Prezis’ page.

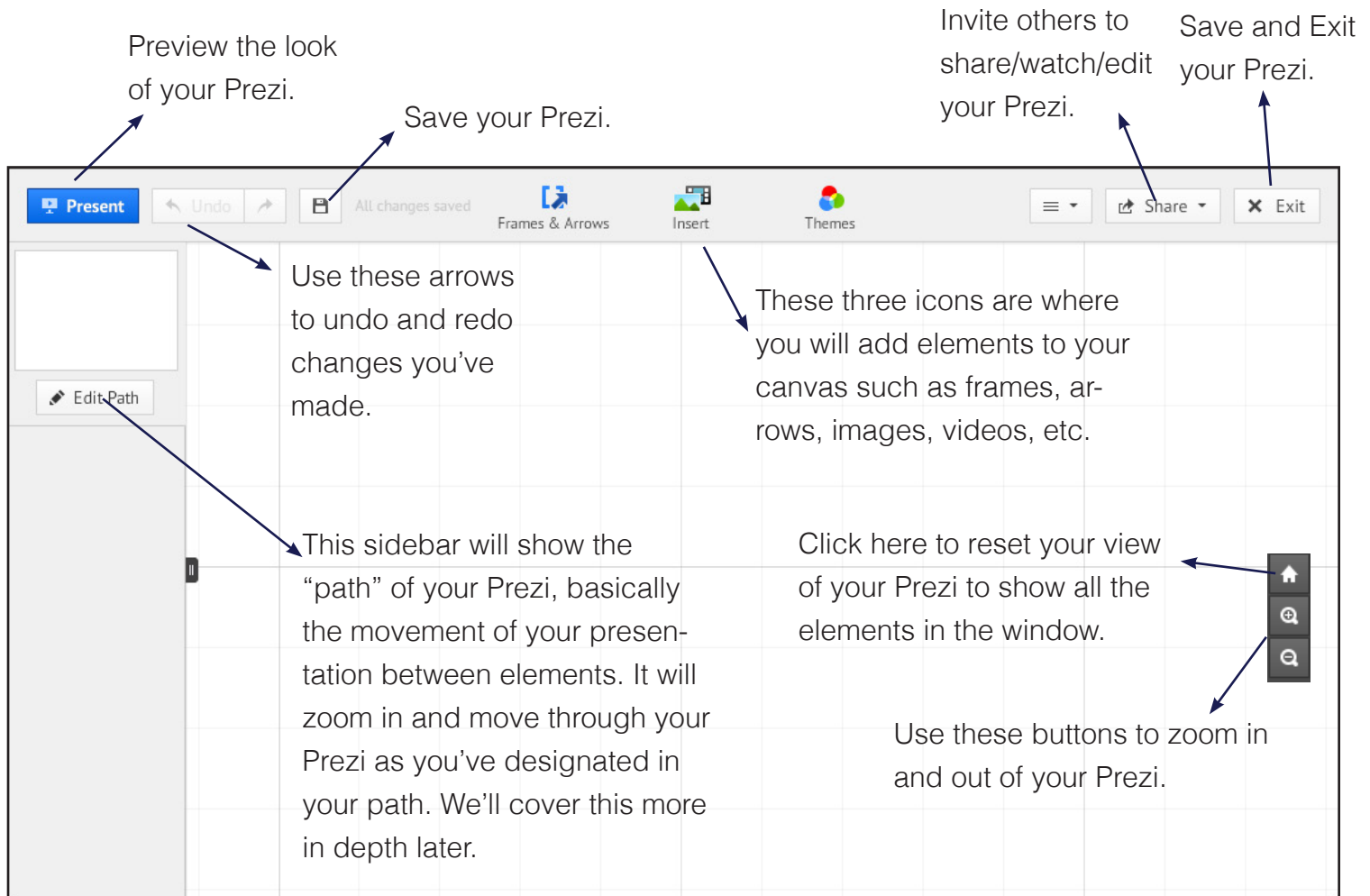


2) Prezi.com offers pre-made templates. If you are using a template, choose one that you like and then click on the **“Use Template”** button. You can also start with a blank canvas by clicking on **“Start Blank Prezi.”** In this tutorial, let's work from a Blank Prezi.



## Editing a Prezi

Once you've selected a template, you'll be taken to this screen. This is where you will edit and add elements to your presentation.



## Tips

1. If on a computer, you can use the scrolling wheel on your mouse to zoom in and out of your Prezi quickly. On a laptop, swipe up and down on your trackpad to zoom in and out.
2. You can quickly create a text box by double clicking anywhere on the page.

## Understanding Paths & Frames

In Prezi, you need to specify how you want your presentation to flow - in order to do this, you need to designate a path, which will dictate the order of elements and when they appear. It will act like slides in a traditional Powerpoint presentation. When you click on the arrow keys during your presentation, this is how it will navigate and present your Prezi. These so-called slides in Prezi are called “Path Points.”

Frames can be useful to help create paths, when you want a group of elements to be one path point as well as give an aesthetic of a slide.

Invisible Frames can help you create a path point without having a visible element. This can be useful when you want a full picture of a bunch of elements on your Prezi without adding a frame.

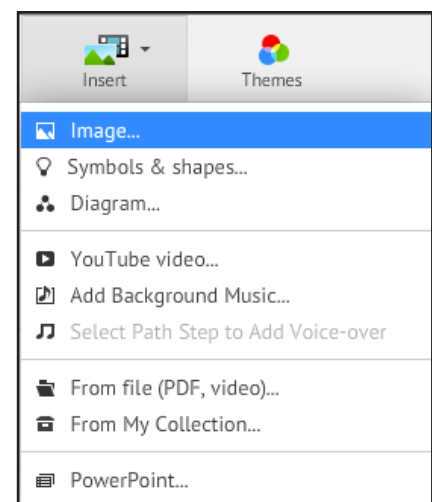
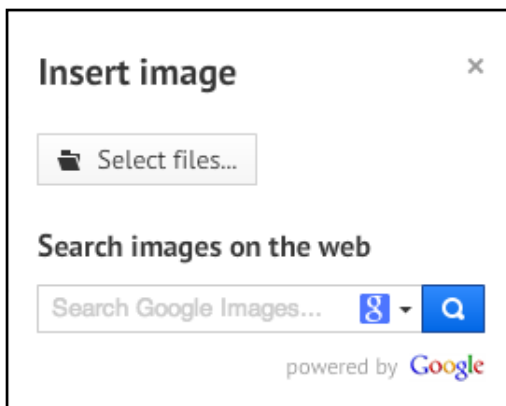
Again, it is helpful to explore other Prezis to better understand the Path Process.

Let's do an example. In this tutorial, we're going to do a simple Prezi about Adobe Creative Cloud. In this Prezi, to get the sense of my topic, I'm going to use clouds elements in my Prezi. Get creative when coming up with concepts for your Prezi!

## Example Prezi

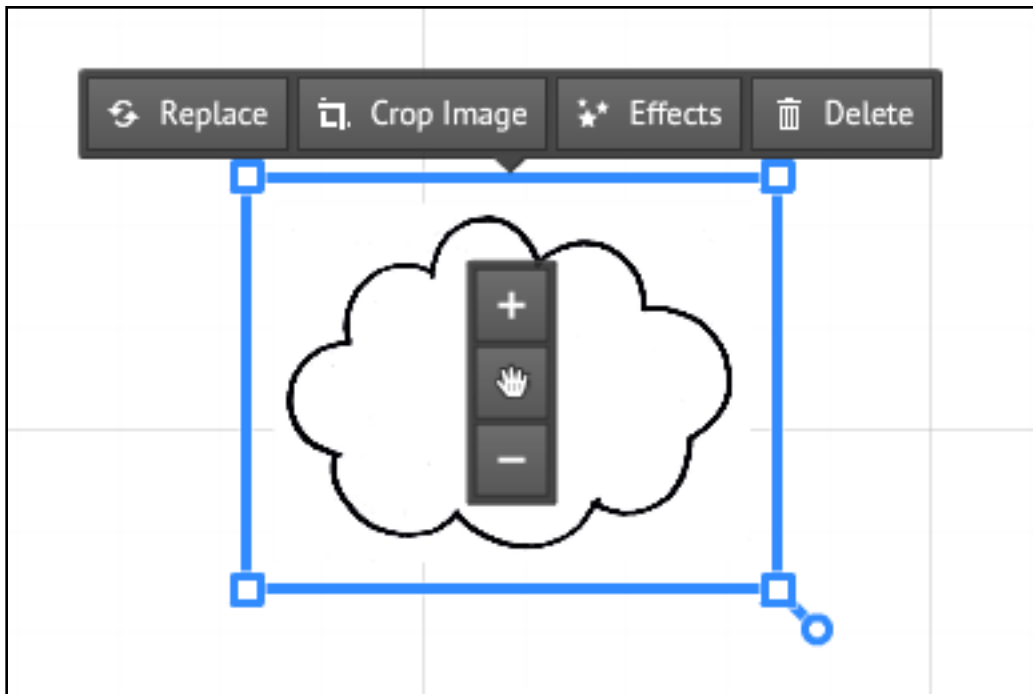
1) First, I'm going to add a cloud by clicking on **Insert > Image...**

2) A sidebar will appear on the left hand side that will allow you to upload an image from your computer by clicking on “**Select Files..**” or Google search an image to insert by using the search bar.

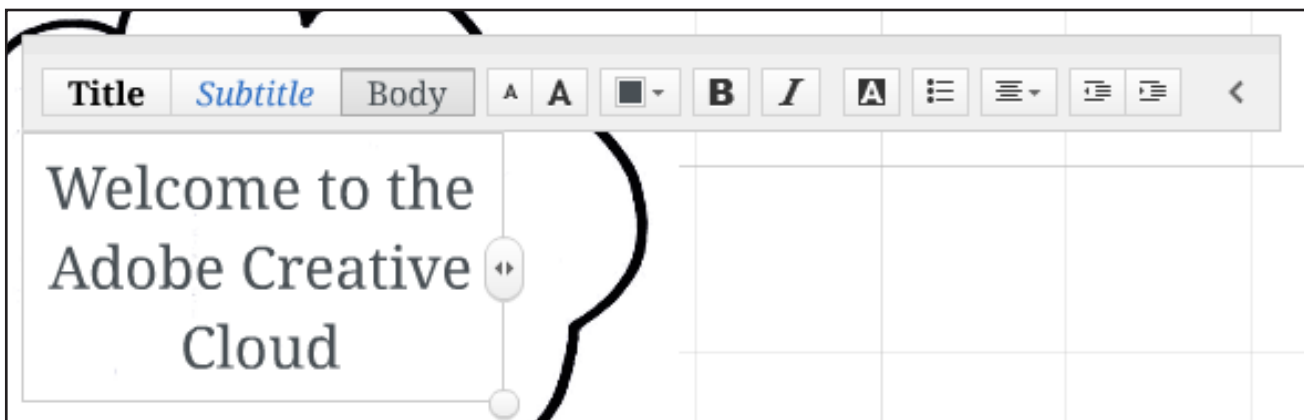


3) Once you've found your image either from your computer or from Google Search (drag your image into the window from the Google Search), you will be able to resize, crop, and edit your image. Click on the corners of the image to drag in and out to increase or decrease the size of your image. You can also use the + and - buttons to do the same thing. Click and hold on the "Hand" icon to move your image around the window.

Let's increase the size of the cloud.

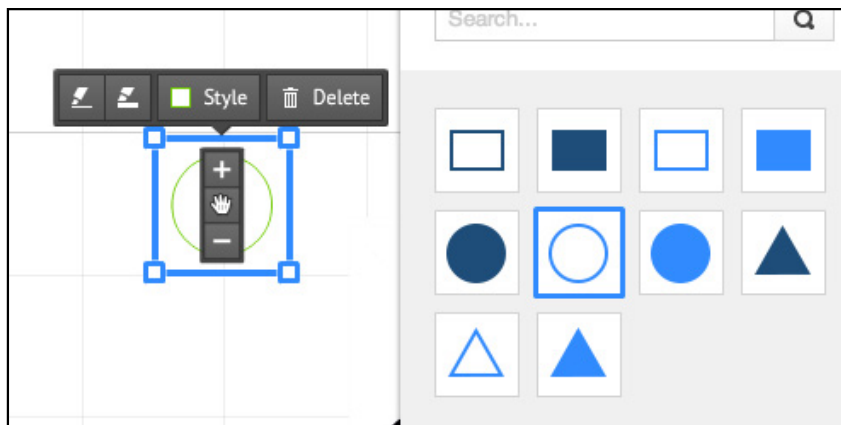


4) Now, let's add text. I'm going to double click until a text box appears and type in "Welcome to the Adobe Creative Cloud" I'm going to center the text. Note how you can bold, italicize, highlight, indent, and format the text in many different ways!

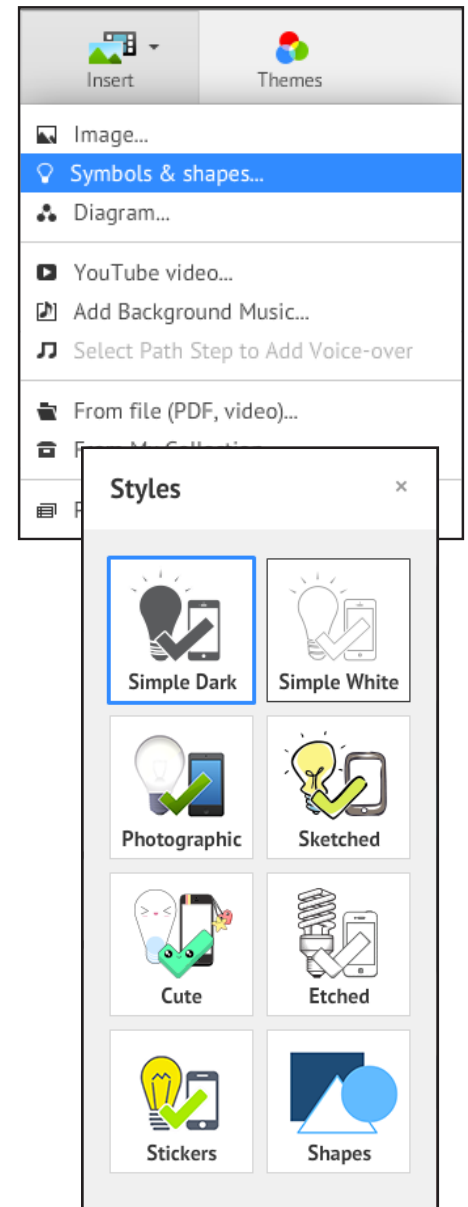
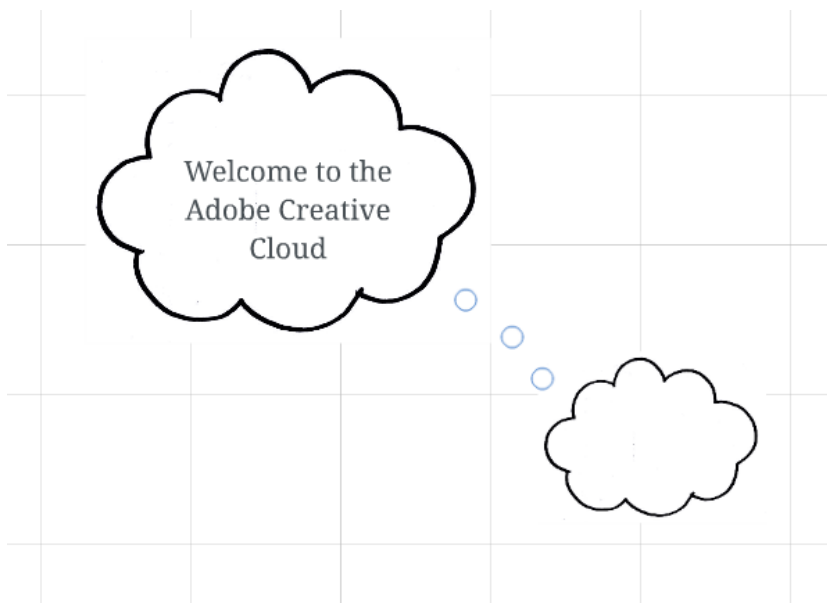


5) Let's add some other elements. I'm going to have circles that connect from one slide to another like thought bubbles. To insert shapes, I'll go to **Insert > Symbols & Shapes...**

6) A sidebar will appear that has a ton of different options for the style of symbols, shapes & objects. I'm going to choose "Shapes" and insert some circles by dragging the one I want into the window. Note how you can change elements of the shape such as the style and in this case, the thickness of the line of the circle.

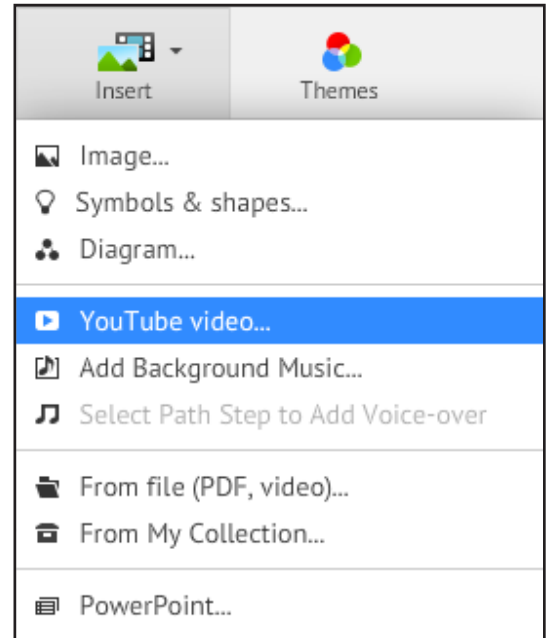
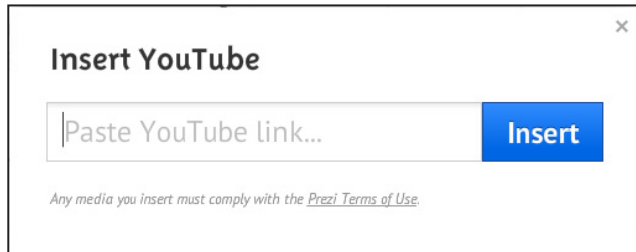


7) This is how my Prezi looks now. Note that you can use CTRL + C and CTRL + V to quickly copy and paste elements. In this case, I've simply copied and pasted the cloud again to duplicate the element.



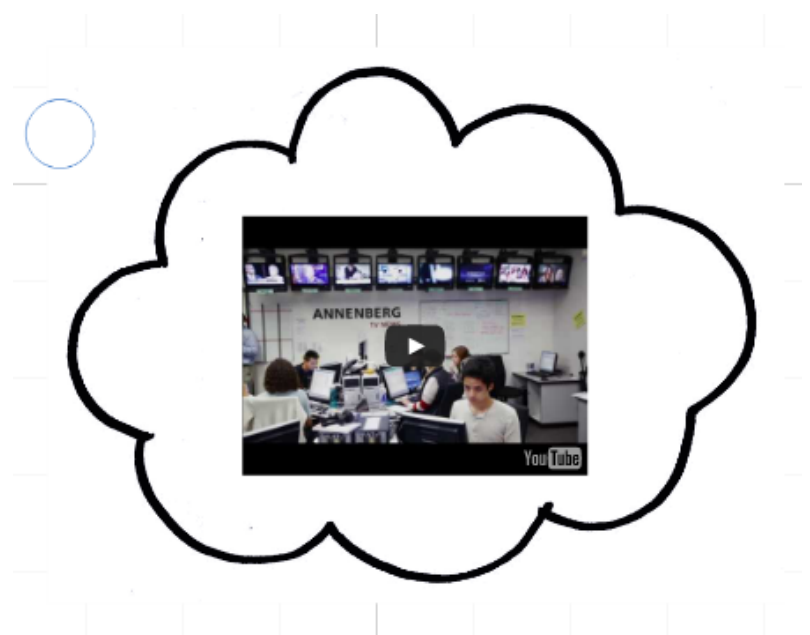
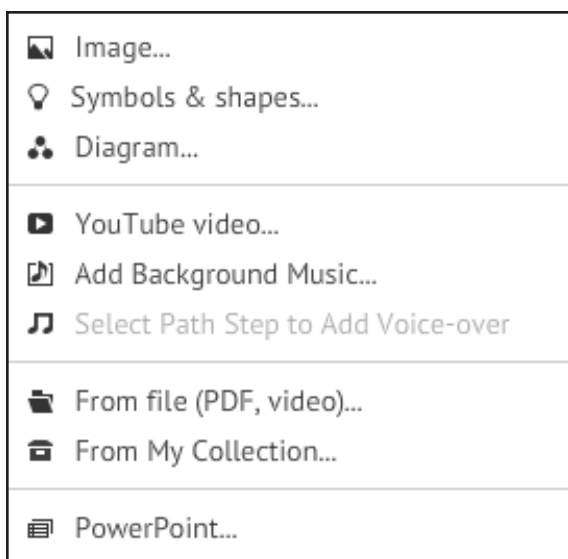
8) Let's add a video inside the next cloud. Go to **Insert > YouTube video...** You can also upload a video from your computer by going to Insert > From File (PDF, video)...

When uploading a YouTube video, a new window will pop up where you can paste the link to the video and then click **Insert**.



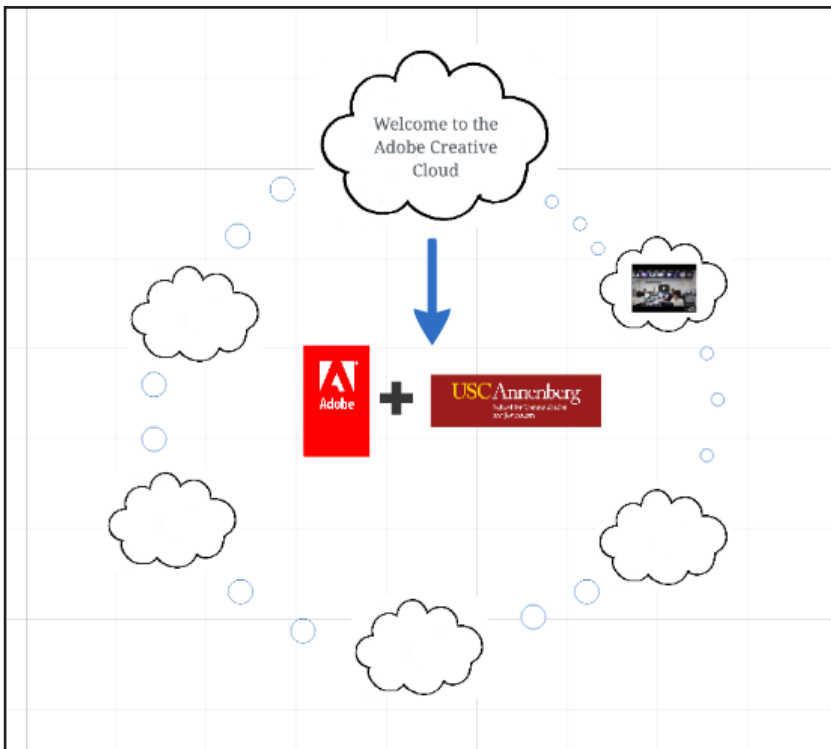
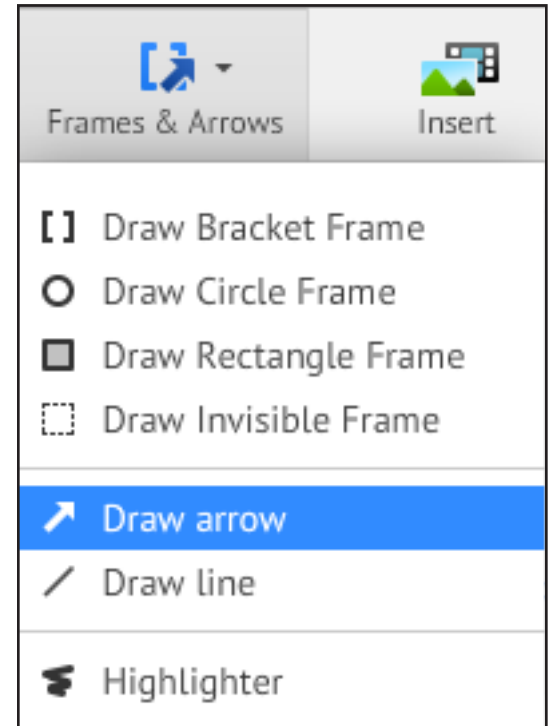
9) The video will then load on your screen. Again, you can drag the corners in and out to increase the size of your video. In Prezi, when you make the video a path point, the video will automatically start playing when you reach it in your presentation.

10) There are other things you can Insert such as Diagrams, Background music, a Powerpoint, etc.



11) You can also use frames to help create “slide” like frames in your Prezi. Prezi includes Bracket Frames, Circle Frames, Rectangle Frames, and Invisible Frames. You can also draw arrows, lines, and highlight information in your Prezi.

Once you’ve added all your elements, you need to create your path points, so that your presentation flows correctly.



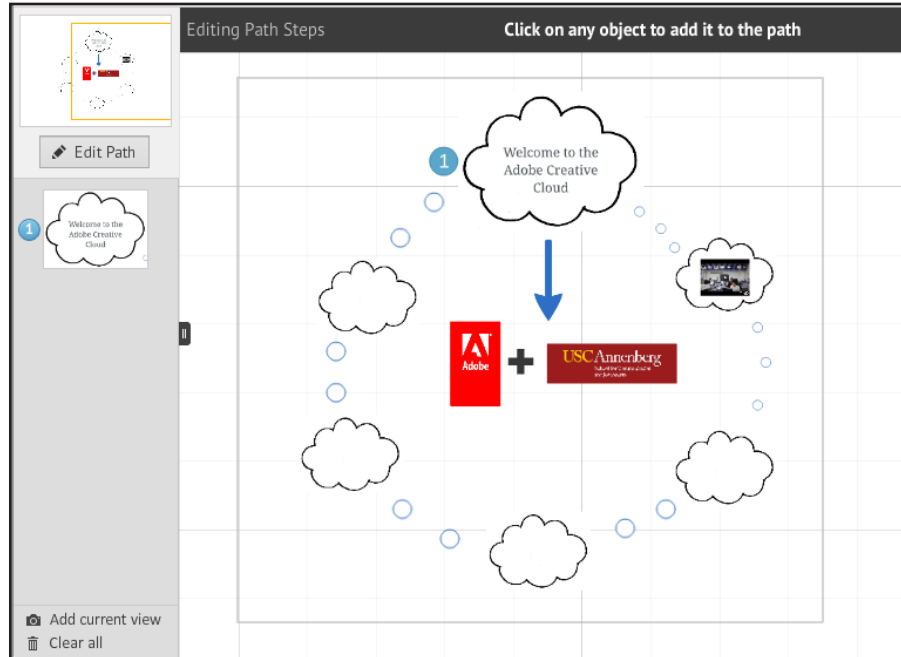
11) To start editing your path, go to the left hand sidebar and click on **Edit Path**.



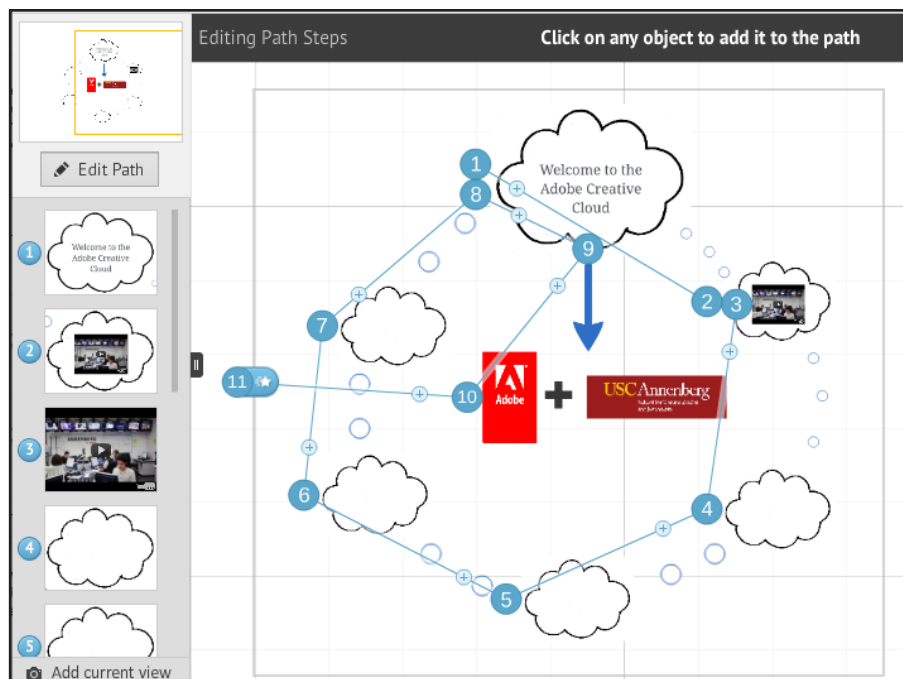
The first “slide” or image that I want the viewer to see on my presentation is the cloud with “Welcome to the Adobe Creative Cloud.” To start adding path points, you simply start clicking on the objects. Therefore, I’m going to click on that cloud as my first path point.



12) Once you've clicked on an element or object, a number will appear next to the element, to indicate what slide it is. You'll notice that on the left hand side, you'll get a visual of flow of your presentation. Continue to click on elements until you've reached the end of your presentation.



13) To end my presentation, I want the Prezi to zoom out and see the whole picture of my presentation. In order to this, I've added an "Invisible Frame" around all the elements. For the last path point, I've clicked on the Invisible Frame that I added.



14) Now you can preview your presentation by clicking on the **Present** button.



## Themes

1) You can change the template scheme and colors at anytime by clicking on Themes. You can even customize your own theme as well and save it for later use.

