

# How to Create a Prezi



## Getting Started

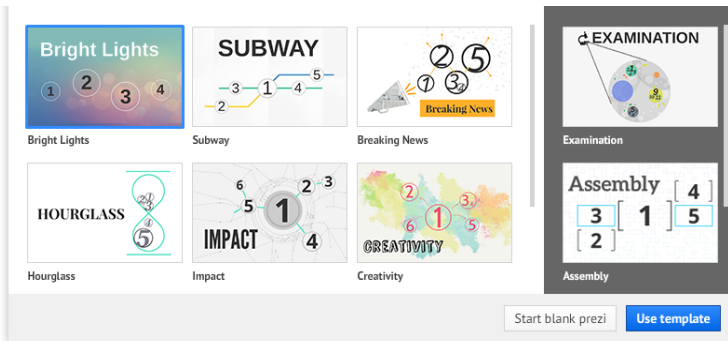
**Step 1:** Go to Prezi.com

**Step 2:** Create an account (you can use your Antioch email and make a **free** .edu account).

**Step 3:** Make a “New Prezi” by clicking on the blue icon:

Create a new prezi

**Step 4:** Choose a **template!**



## Templates:

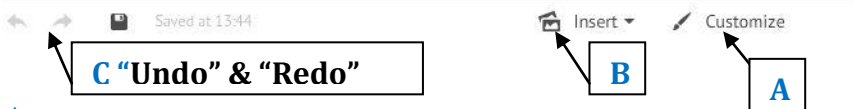
There are many options. Choose a template that fits the content you want to communicate.

You can customize the templates to make them more visually appealing.

You can also start with a blank Prezi canvas, but starting with a template can save you time.

## Editing/Building Your Prezi

The Prezi toolbar at the top of the screen shows some of your editing options.



**A: Customize** (change color themes):

Select “customize” and a menu will appear on the upper right corner of the screen.

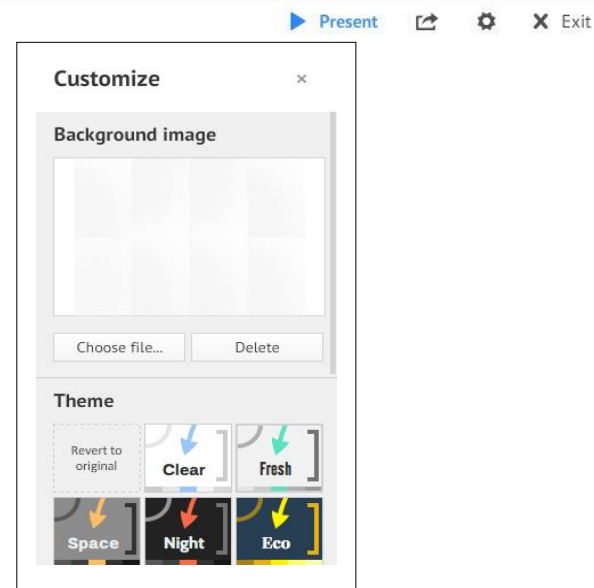
### Customize the background image:

You can insert a background image from an image saved on your computer to give your Prezi a more interesting look.

### Customize the theme:

You can choose different colors for the background, arrows, fonts, frames, etc.

The wizard tool gives you color and font options.



**B: Insert a photo, video, symbol, or layout:** (Upper middle screen)

### Images:

Save a photo from the internet to your computer. Upload a photo to your Prezi by clicking “Insert” and “Image...”

### Symbols & Shapes:

Insert symbols and shapes for different ways of highlighting your information.

### YouTube video:

Include a YouTube video by copying and pasting your desired video’s URL right onto the Prezi canvas. Press enter and click outside the box and the video will appear on the screen.

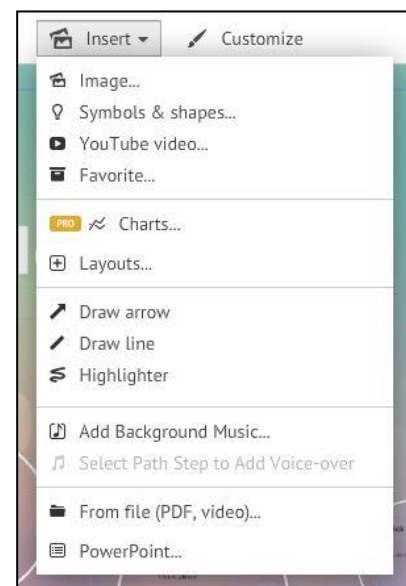
### LAYOUTS:

Use a premade layout to organize ideas into main/sub-points.

### From File (e.g. PDF, video files)

Insert files and documents from your computer via “From file.”

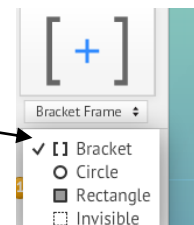
**C: Undo & Redo Buttons:** Use to undo or redo any action.



## Frames:

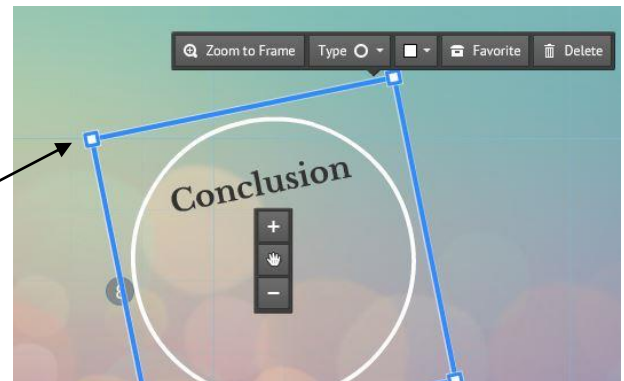
There are a few styles of frames to choose from.

You can insert an invisible frame to keep a few items grouped together (such as a picture, some text, and a video) which makes it easier to move and rearrange your content.



## Editing Within Frames

1. The hand symbol in the center of the highlighted frame is used to move the entire figure to the desired location.
2. The + and – symbols increase or decrease the frame size.
3. To change the shape of the frame you are working with, choose the circle symbol, and change the frame there.
4. Delete the entire frame with the trash can symbol.
5. To rotate the entire frame, hover over the white square at any of the corners of the frame & click and drag the circle that appears.



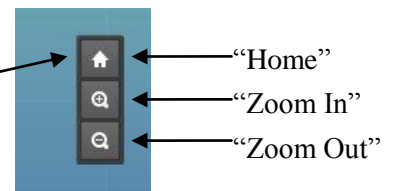
## Editing the Path (The order your Prezi content will appear)

### To edit the path:

1. Click on the highlighted pencil symbol on the left hand toolbar (where you see all of the path points in the order they are going to appear).
2. All of the frames will be numbered in the order they will appear. You can click on a frame and drag it up or down to change the order it will appear.
3. To add a frame to the path, click "+Add" then click on any object to add it to the path.
4. You can use the "Undo" and "Redo" arrows.

## Zooming in and Out: 4 Ways

1. Use your mouse's click wheel in order to zoom in/out.
2. Use the "Zoom in/out" buttons and the "Home" button.
3. Use the "Path Points" on the left hand side of the screen to zoom to that frame
4. Click on the frame you want to work on and choose "Zoom to Frame"



## To Preview Your Prezi

If you're ready to see what you have so far, choose "Present" in the upper right hand corner, and preview what your presentation will look like when you're showing it to your audience.

## To Go Back and Edit Your Prezi:

Press "Escape" to exit full screen/Presentation mode and return to editing and building your Prezi.

## FAQs:

### **1) How do I save my Prezi?**

Prezi automatically saves your work, but you should save your changes before logging out of Prezi. In the upper left-hand corner you will see an image of a disk that you can click to make sure your work is saved.

### **2) Do I need an internet connection to present my Prezi?**

All of your Prezis are automatically stored online, as are the videos you are including in your presentation. If you have videos in your Prezi, you *will* need an internet connection for those videos to play.

### **3) Should I cite quotes and sources I consulted in my Prezi?**

Yes! You should give credit to any ideas that are not your own. Depending on the information you include, you might want to cite right next to the borrowed information, or include a references frame/slide, or both.

### **4) Can I share my Prezi?**

Yes! You can send a share link so that an instructor or friend can view (but not edit) your Prezi.

### **5) Can multiple people work on the same Prezi at once?**

No. The free version of Prezi only lets you log into an account on one device at a time, so you can't collaborate remotely.