Intro to Prezi: Presentations beyond PowerPoint

UPDATED: August 2015

This reference sheet will provide a quick overview of how to do the following:

- Register for a free Prezi educational license
- Create a new Prezi using a pre-made template
- Insert Text, Images, and Videos into your presentation
- Work with Frames and Path Points

Registering for a Prezi Educational License

As an AU faculty member, you are entitled to a free educational license (regular price is $5/month).

Education:	Edu Enjoy	Edu Pro	Edu Teams
Storage	4GB	Unlimited	Unlimited
Control privacy settings	●	●	●
Access on any device	●	●	●
Premium Support		●	●

1. Go to www.prezi.com
2. Click on the **GET STARTED** button on the main page.
3. Click the **EDUCATIONAL PLANS** link on the right side of the screen under "Students & Teachers."
4. Continue with the **EDU ENJOY** option and use your AU email address to register.

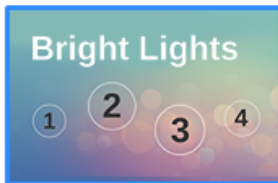**For questions, comments, or concerns, contact CTRL's Teaching and Learning Resources**
Tel: 202-885-3926 **||** CTRLtlr@american.edu
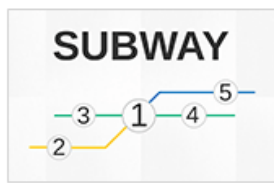
1 | P a g e

Creating a New Prezi

Once logged in, you will automatically be brought to your home page, which displays the Prezis you've created as well as the option to create a **NEW PREZI**.
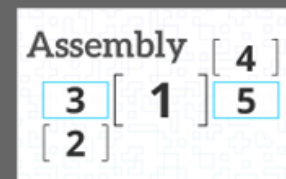
Working from a pre-made template

You may choose from a variety of templates available. The key is choosing the right template to fit with your ideas for presentation delivery. **Pros:** Frames and path points are automatically generated, colors and fonts are pre-selected, and you don't have to worry about presentation design.

Working from a blank canvas

Selecting **START BLANK PREZI** will allow you free reign to design your own layouts. **Pros:** Since Prezi is highly flexible and customizable, you can truly make your presentation look and feel the way you want.

Navigating your Prezi Canvas

Zoom In, Zoom Out!

One of the distinct features of any Prezi is the zooming mechanism. Your **CANVAS** can be as large as you want it to be, allowing for endless possibilities.

Zoom using the middle scroll on your mouse, or by using the small **NAVIGATION MENU** that appears on the right side of your activated canvas.
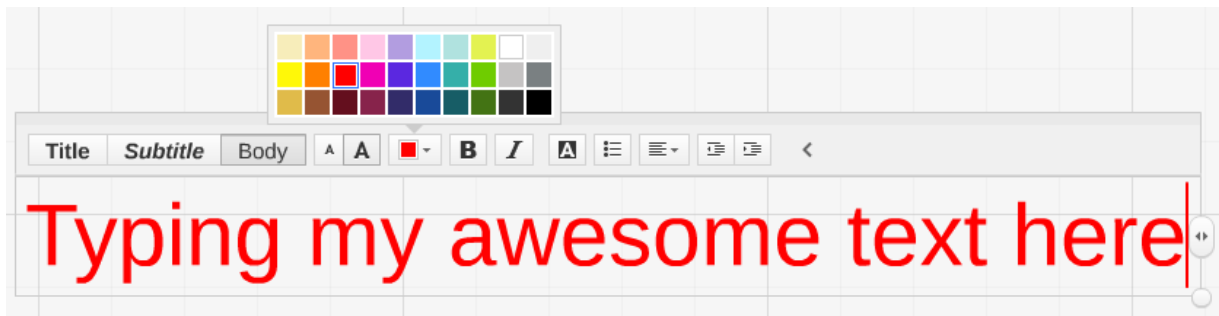
You can also navigate your Prezi canvas by clicking and holding your mouse to drag your screen view and pan around the different areas of your canvas.
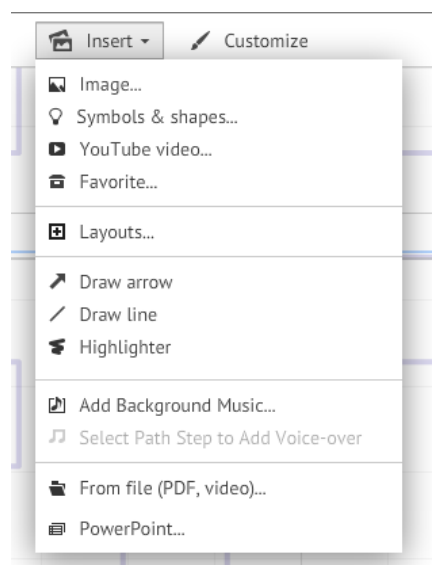

HOME

ZOOM IN

ZOOM OUT
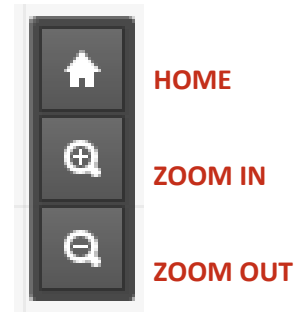
Inserting Text, Images, and Videos

Adding Text is simple!
Click anywhere on your canvas (preferably in a frame), and the **TEXTBOX** options will appear.

There are 3 distinct text classes: **Title, Subtitle,** and **Body.** The font types and general color are already pre-generated according to the **THEME** you use. You can change the overall theme under the **CUSTOMIZE** button located at the top menu bar.

The **INSERT** button located at the top menu bar provides a variety of creative options:

IMAGES: Find the right image to bring home your point. Prezi uses its embedded **GOOGLE IMAGE SEARCH**, making it quick and easy to ad graphics to your presentation.

YOUTUBE: With only the URL, you can embed any YouTube video directly into your presentation.

SHAPES & SYMBOLS: These can add extra guidance and dimension to your presentation.

Introducing Frames & Path Points

FRAMES and **PATH POINTS** are integral to any Prezi.

WHAT ARE FRAMES?

Frames carry all of the essential content of your presentation, including text, images, and videos. They group ideas and could be considered similar to the slides in a PowerPoint presentation.
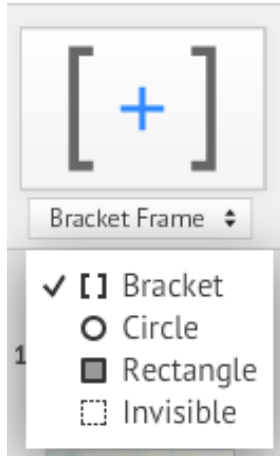

The **FRAME MENU** is located in the top left corner of your Prezi screen. Frames can display your content in a variety of shapes and sizes:

- Bracket
- Circle
- Rectangle
- Invisible

You can use the **INVISIBLE FRAME** in a variety of creative ways. For example, you can use it to pinpoint a specific location on an image to zoom to during a presentation.

You can also embed a variety **FRAMES WITHIN FRAMES**! In this example, all of the frames are within an invisible frame.
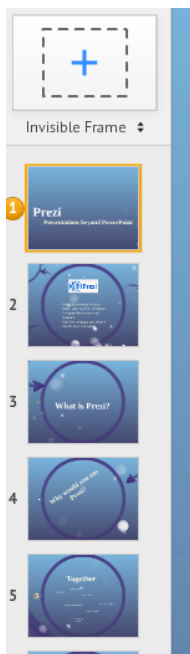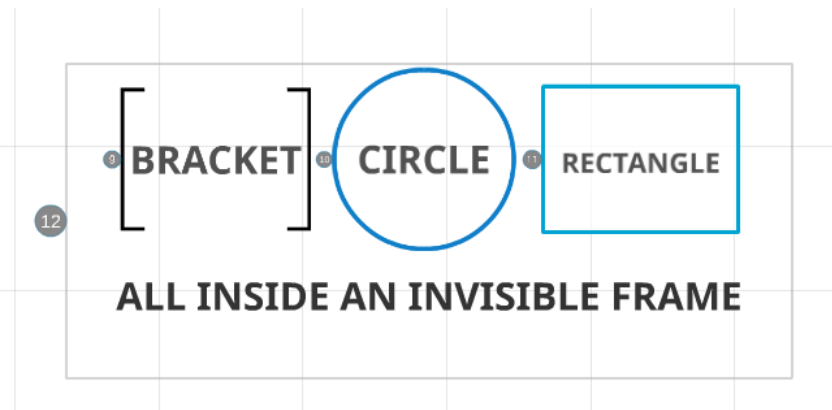
WHAT ARE PATH POINTS?

Path points define the order of the frames in your presentation. When you create a new Frame, a new path point is automatically added to the bottom. All of your existing Path Points are displayed on the left sidebar. To edit your path, click and drag frames into the appropriate slots in your sidebar.