

**TECH
UP**

Upgrade Your Computer Skills

Prezi



LEARNING COMMONS

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Everything You Need to Succeed

User's Guide

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WORKSHOP DESCRIPTION

The purpose of this hands-on workshop is to introduce the online presentation software, Prezi. The entire training should be done from Prezi, and each user will need to create a free account. This user guide is designed to supplement the workshop and describes the material covered in the workshop.

LEARNING OBJECTIVES

Participants will learn:

1. The benefits of Prezi.
2. An overview of how Prezi works.
3. How to create an account.
4. How to use the software:
 - a. Finding Home Screen
 - b. Inserting Text
 - c. Manipulating Objects
 - d. Inserting Online Images
 - e. Using Frames
 - f. Editing Paths
 - g. Presenting
5. How to create a new prezi.
6. How to save a prezi as a pdf.
7. Where to find additional Prezi tutorials.

MATERIAL COVERED

1. What are the benefits of Prezi?

- It is a free, online, presentation tool. Registration for a basic account is free, and you have access to the software anytime you have access to the internet.
- It is non-linear, able to zoom in and out and travel in unique paths to each frame, so it sets itself apart from more traditional presentation software like PowerPoint.
- It can be collaborative: you can share your presentation and allow others to edit it via a hyperlink or email.

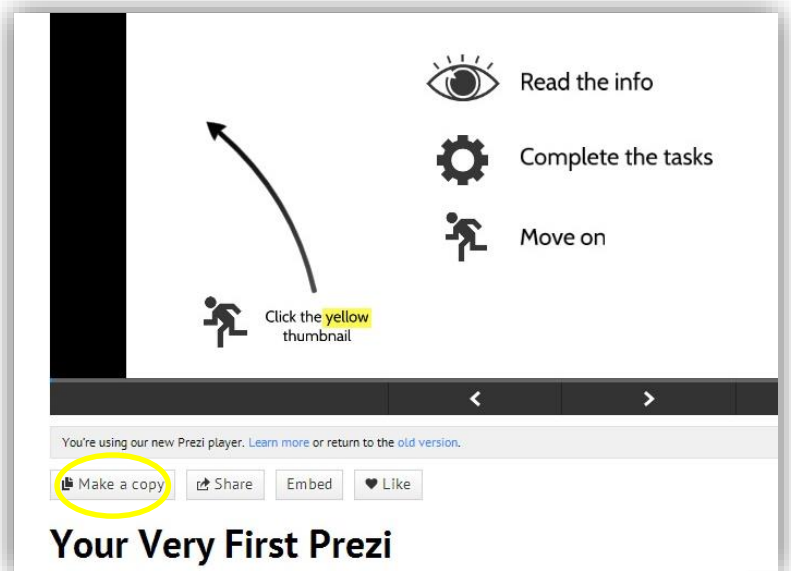
2. Let's watch a preview of Prezi: https://www.youtube.com/watch?v=bluOTt_e4qU

3. How do I create an account?

- Type in www.prezi.com.
- Click **Get Started**.
- Opt for the free, public account [**Continue with public presentations**].
- Fill in the required information, using whatever email you use most frequently and choosing a password you will remember. You may want to write down this information.

4. How do I use this software?

- Click on Explore in the top navigation bar. (Your Prezis, Learn & Support, **Explore**)
- Scroll all the way down to *Learning To Use Prezi*. Click on [Your Very First Prezi](#).
- Beneath the Prezi, click the **Make a copy** button.

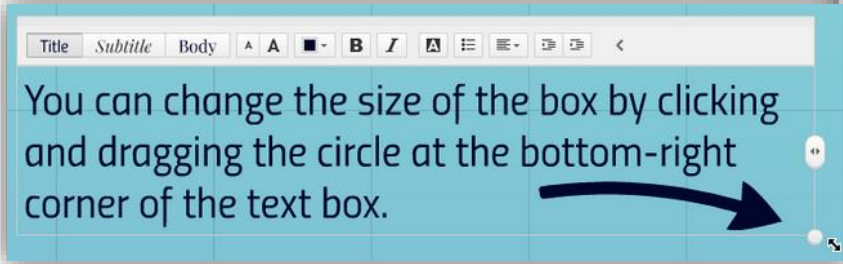


d. Click on the **Edit button** on the Prezi in your Home screen to open it.

e. Follow the steps of the Prezi tutorial:

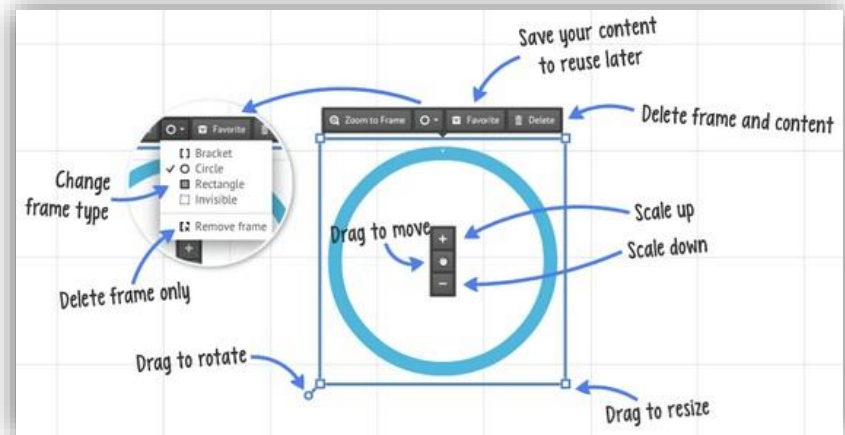
i. **Finding Home Screen:** Hover on the right-hand side of the canvas til you see the small icon of a house and a plus/minus sign.

ii. **Inserting Text:** Click anywhere on the canvas to open a text box and start typing.



You can edit the size, color, font, and alignment from the tool bar above the textbox.

iii. **Manipulating Objects:** Click on any object to bring up the **Transformation Tool**. With it, you can move, rotate, resize, scale up or down, delete, or save the object or frame. You can also cut, copy, and paste objects with keyboard shortcuts or by right-clicking, and can send an object forward or backward by right-clicking, as well.



iv. **Inserting Online Images:** Click **Insert** on the top navigation bar, then **Image**, then type in the Google search box. Select the image you want and either double-click it or drag it to the canvas,

v. **Using Frames:** Frames work like slides and group together your ideas/content. They can be a circle, rectangle, bracket, or invisible, and when you rotate, move, or alter the frame, the content of the frame is affected as well. Similar to PowerPoint, you can add animation to your frames to control how material appears, too. You can insert a new frame on the left sidebar or in the **Insert** menu under **Layout**.

vi. **Editing Paths:** Paths control how content is viewed during the presentation, from one point to the next. However, you control what each point is, which can create zooming and swooping affects as you move between frames. To edit your path, click the **Edit**

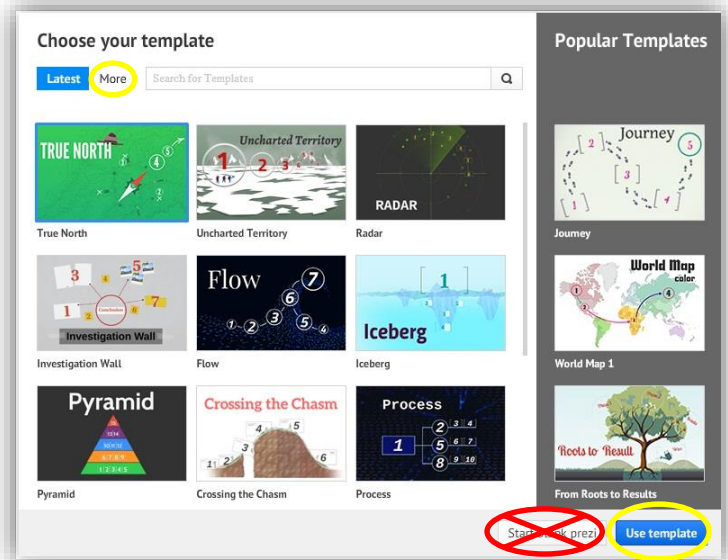
Path button on the left sidebar. You can also drag and drop the slides in the sidebar to quickly reorganize the order of the path as well.

- vii. **Presenting:** There are two modes in Prezi: Edit Mode and Present Mode. When in Edit Mode, you can click the Present button on the top right of the navigation bar. You can advance the presentation with mouse clicks or with arrow keys. To leave the presentation mode, push the ESC key or hover over the top right-hand corner to see the pencil icon and click it.

5. How do I create my own Prezi?

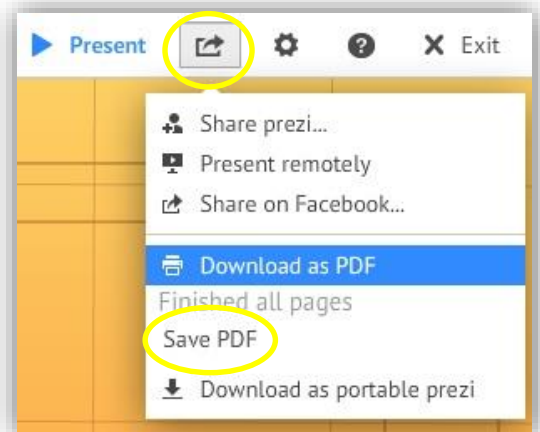


- a. Click on the New Prezi button.
- b. Choose a template (for now, do not choose Start blank prezi).
- c. You can view other templates by clicking **More** at the top.
- d. Once you have selected a template, click **Use template**.
- e. The new prezi should appear; give it a title by clicking on **Click to add Title**.



6. When I'm done, how do I create a PDF?

- a. In Edit mode, click the **Share** button in the right corner of the top navigation bar.
- b. Select Download as PDF.
- c. When the PDF has been created, "Finished all pages" will appear. Click Save PDF, rename your file, then save the file in the desired location.



7. Prezi Tutorials

a. Getting Started

- i. "[Get Started with Prezi](http://bit.ly/1q5UZ4j)" Article (<http://bit.ly/1q5UZ4j>)
- ii. "[Get Started with Prezi](http://bit.ly/1j9XJPU)" Video (<http://bit.ly/1j9XJPU>)

b. Design Tips

- i. "[Five Simple Steps to a Great Prezi](http://bit.ly/1ujt0o7)" Article (<http://bit.ly/1ujt0o7>)
- ii. "[Simple Steps to a Great Prezi](http://bit.ly/1oirZYW)" Video (<http://bit.ly/1oirZYW>)

c. Keyboard Shortcuts

- i. "[Keyboard Shortcuts](http://bit.ly/1qCMhPN)" Article (<http://bit.ly/1qCMhPN>)
- ii. "[The Official Prezi Shortcuts Tutorial](http://bit.ly/1rPIJYN)" Prezi (<http://bit.ly/1rPIJYN>)

PREZI PRE/POST TEST

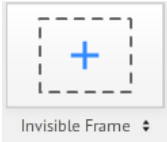
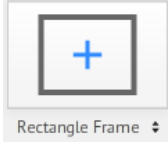
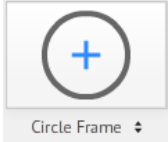
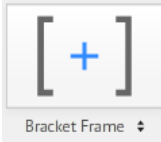
1. What is Prezi?
 - a. An online program that will make free presentations for you.
 - b. A free, online presentation tool that uses zooming and paths to be less traditional.
 - c. A nonlinear, online presentation tool that you can use as a free trial, but then must pay for.
 - d. A nightmare designed just to confuse you.
2. What are the benefits of Prezi?
 - a. It is online, so you do not have to use a flash drive or email the file to yourself.
 - b. It can be collaborative, so you can work on the presentation with other people.
 - c. It allows multiple forms of media to be embedded easily, like videos, audio, images, and files.
 - d. All of the above!
3. Once you choose a template you cannot change to a different template without deleting the prezi.
 - a. True
 - b. False
4. What is the name of the object that organizes your content in a prezi?
 - a. Slide
 - b. Canvas
 - c. Frame
 - d. Animator
5. What function allows you to decide how to move between content in a prezi?
 - a. Edit path
 - b. Edit frames
 - c. Zoom in/out
 - d. Explore canvas

PREZI TIPS & REMINDERS

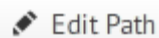
KEY TERMS & FUNCTIONS



Edit Mode is the one to use for editing of all your content. You know you're in Edit Mode when you see **gridlines** across your canvas.



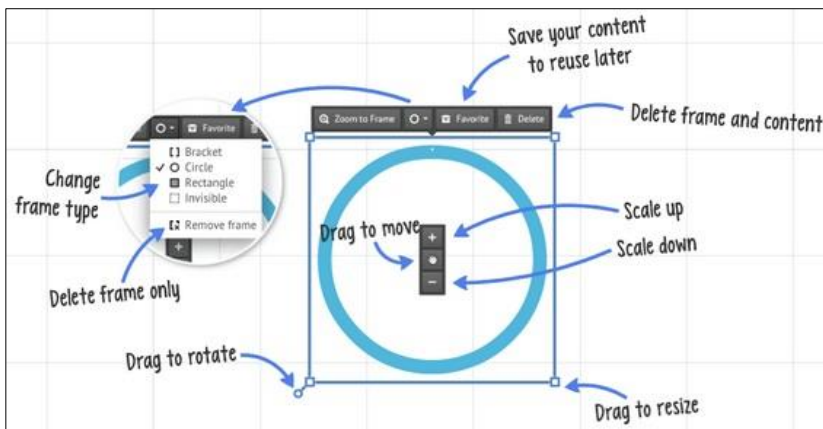
Frames: Group content together and function to move, size, and rotate all content within the frame at once.



Path: The route you and your audience take as you travel through the ideas in your prezis.



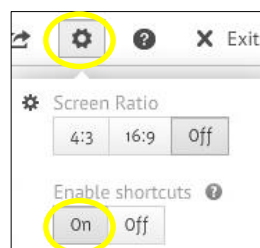
Customize: Click Customize in the top navigation bar to change the theme of your prezis, which includes your choice of background, colors, and fonts.



Transformation Tool: Once you add anything to your prezis canvas, click on it once to bring up this tool to alter, move, size, or rotate the content.

SHORTCUTS

- Under **Settings**, Select **Enable Shortcuts**
- **F** - Draw frame; press again to change frame type
- **L** - Load a file on your canvas
- **S** - Draw a shape, press again to change shape type
- **P** - Go to Path mode
- **1** - Zoom in
- **2** - Zoom out
- **3** - Rotate clockwise
- **4** - Rotate counter clockwise
- **Delete, Backspace** - Delete selected object(s)



- **Left, Right, Up, Down** - Move the selection 1 pixel
- **SHIFT + Left, Right, Up, Down** - Move the selection 10 pixels
- **CTRL + S** - Save prezis
- **CTRL + Z** - Undo last action
- **CTRL + Y** - Redo last undone action
- **CTRL + D** - Duplicate selected object(s)
- **CTRL + C** - Copy selected object(s)
- **CTRL + V** - Paste copied object(s)
- **CTRL + SHIFT + D** - Duplicates and flips your content
- **Esc** - Finish action or close open dialog
- **Space** - Enter Present mode → hit B to blackout
- **Alt** - Move frame without adjusting size of content

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RESOURCES



LEARNING COMMONS

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Everything You Need to Succeed

FalconAid Student Help Desk

Daytonastate.edu/falconaid
386.506.4243

Academic Support Center

Daytonastate.edu/ASC
386.506.4217

Library

Daytonastate.edu/library
386.506.3518

DSC-UCF Writing Center

Daytonastate.edu/CWC
386.506.3297

ADDITIONAL RESOURCES

Prezi YouTube Channel: <http://bit.ly/1Ac2pK8>

WORKSHOP EVALUATIONS

Workshop Name: _____

Date: _____

Time: _____

1. How did you learn about this workshop?

Via Email

Posters

Postcard

Faculty or Staff Announcement

Website or Falcon Online

Other: _____

2. Did the workshop meet your expectations?

a. Yes

b. No

c. Comments: _____

3. Would you recommend this workshop to others?

a. Yes

b. No

c. Comments: _____

4. Are you going to be using the handouts provided after the workshop?

a. Yes

b. No

c. Comments: _____

5. What is/are the most important thing you learned from this workshop?

6. Ways to improve this workshop:
