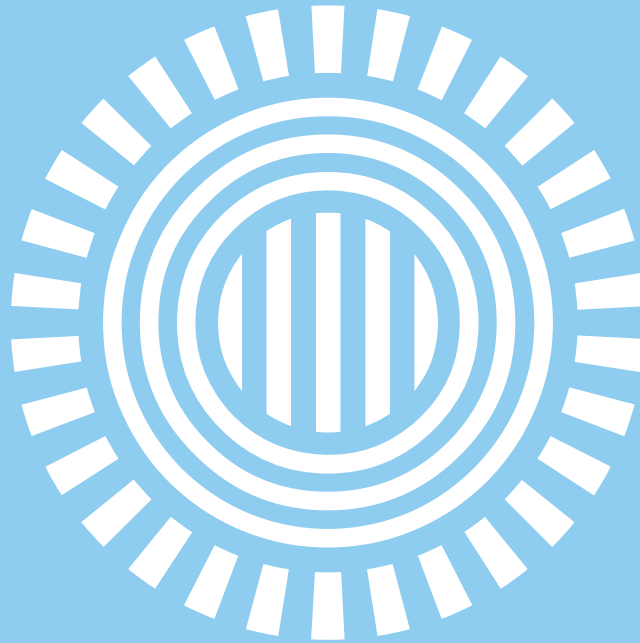


Creating interactive presentations with



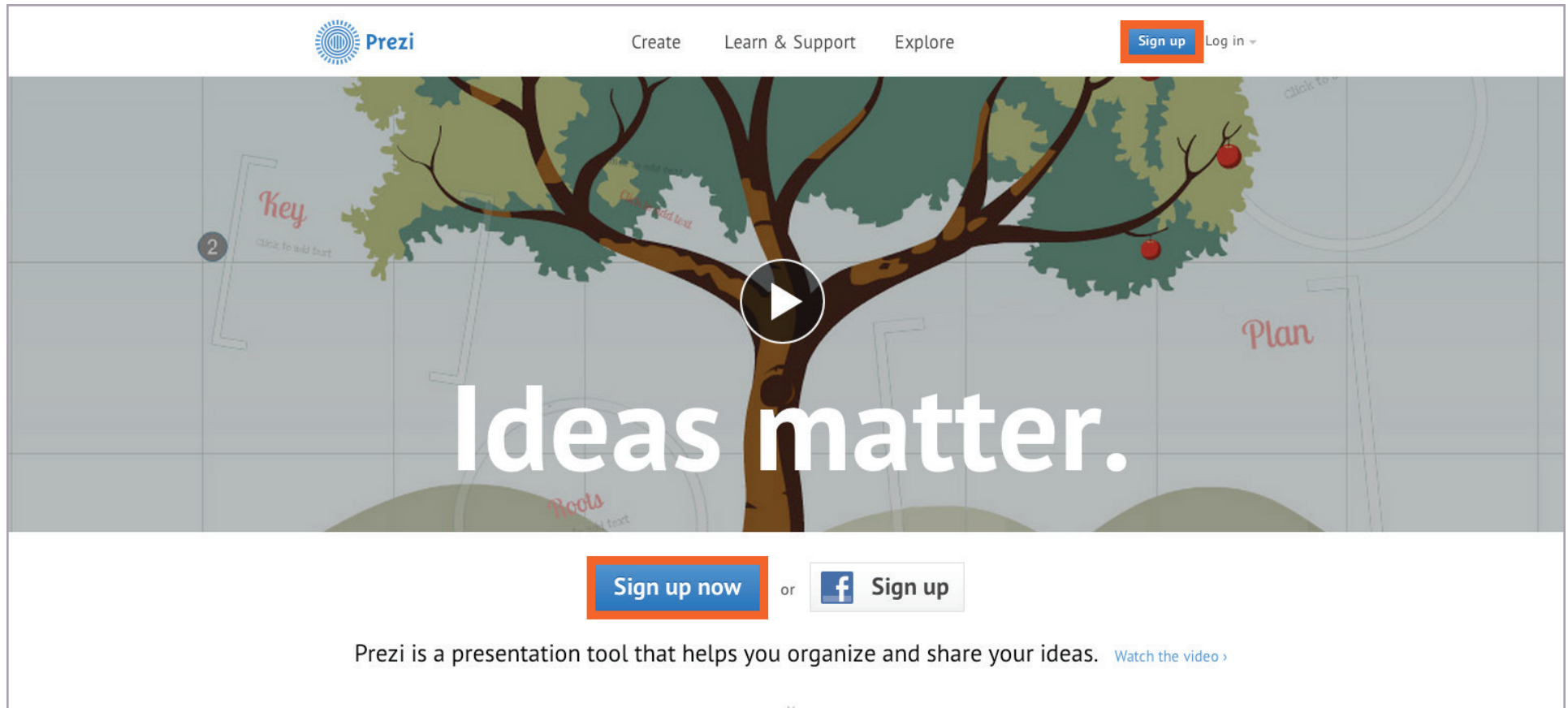
Prezi

This guide will introduce you to the Prezi (online) interface and allow you to create dynamic, engaging content in no time. Let's get zooming!

Setting up your Prezi account

Setting up a Prezi account is quick and easy. There are several options that we will explore below:

1. Head on over to Prezi's website at www.prezi.com.
2. You can register using the “**Sign up**” button on the main navigation menu or the large “**Sign up now**” button on the homepage. Additionally, you can sign up using Facebook (access to your profile will be needed).



Prezi homepage

Choosing your license type

Student and Teacher License

A “*Student and Teacher*” license gives you access to some of the paid features of Prezi including the option to place your own institute logo, make your prezi private and offers 500MB of storage.

Choose your Prezi license

Public Sign up now >

Enjoy Start 30 day trial >

Pro Start 30 day trial >

Public \$0/month Free, no surprises

Enjoy \$4.92/month \$59 billed annually

Pro \$13.25/month \$159 billed annually

Public features:

- PUBLIC presentations: All your prezis will be public
- Core features: Edit and share prezis
- 100 MB: 100MB storage space. Enough for a few prezis

Enjoy features:

- PRIVATE presentations: Choose who to share with
- TM: Use your own logo. Get rid of the Prezi logo
- Premium support: Answers in less than a day
- 500 MB: 500MB storage space. Lots of prezis

Pro features:

- WORK OFFLINE securely: Use Prezi Desktop
- PRIVATE presentations: Choose who to share with
- TM: Use your own logo. Get rid of the Prezi logo
- Premium support: Answers in less than a day
- 2 GB: 2GB storage space. Lots of prezis

Student & Teacher licenses >

Note: Prezi educational licenses can be registered with educational email addresses only that match the school's domain.

Student & Teacher Licenses

Enjoy Edu Sign up now >

Pro Edu 30 day trial >

Enjoy Edu \$0/month \$0 billed annually

Pro Edu \$4.92/month \$59 billed annually

Enjoy Edu features:

- PRIVATE presentations: Choose who to share with
- TM: Use your own logo. Get rid of the Prezi logo
- 500 MB: 500MB storage space. Lots of prezis

Pro Edu features:

- WORK OFFLINE securely: Use Prezi Desktop
- PRIVATE presentations: Secure your content
- TM: Use your own logo. Get rid of the Prezi logo
- Premium support: Answers in less than a day
- 2 GB: 2GB storage space. Lots of prezis

1. Click “*Student and Teacher licenses*” on the bottom of the sign up page.
2. Select the “*Enjoy Edu*” option.



Create Learn & Support Explore [Sign up](#) Log in ▾

Student/Teacher Verification

Please provide your email address. To register for an educational account you need to use an email address that clearly belongs to your educational institute.

Please note: Your email will be your username. [Back](#) [Continue](#)

Don't have a school email account?

We realize not all students are provided email accounts by their school. If you are a teacher, you can register bulk email accounts for your students with quite a few providers out there.

Already have an account at Prezi?

If you want to change your existing license to an EDU license, you need to [sign in](#) first and choose Upgrade on Settings and License page.

Company	Product	Customers	Community	Support
About / Team	Pricing	Prezi for Business	All Communities	All Support
Our Values	Prezi Online	Prezi for Conferences	Blog / Design Blog	Get Started
Jobs	Prezi Desktop	Prezi for Education	Facebook / Twitter	Manual/FAQ



Educational license registration

A confirmation email has been sent to you.
Please open the email and click on the link to complete the registration.
You can close this browser window now.

[Close](#)





Dear rashidah.khan-vire@utt.edu.tt,

Welcome to Prezi!

To finish your Prezi EDU License registration, click the following link:

<https://prezi.com/profile/verify/edu/ac22f1aa61cee318781c88d63fe9b6b7444db7d/>

This link will be active for 4 days.

Happy zooming!
Prezi Team

- Input your **institute** email address, i.e. `firstname.lastname@utt.edu.tt`.
- A verification email will be sent to your inbox, click on the confirmation link to verify your account.

CreateLearn & SupportExploreSign upLog in

Sign up to Prezi

You have chosen "Enjoy Edu" for \$0/year

Your personal info

Sign up

☐ I agree to the [terms of use](#).

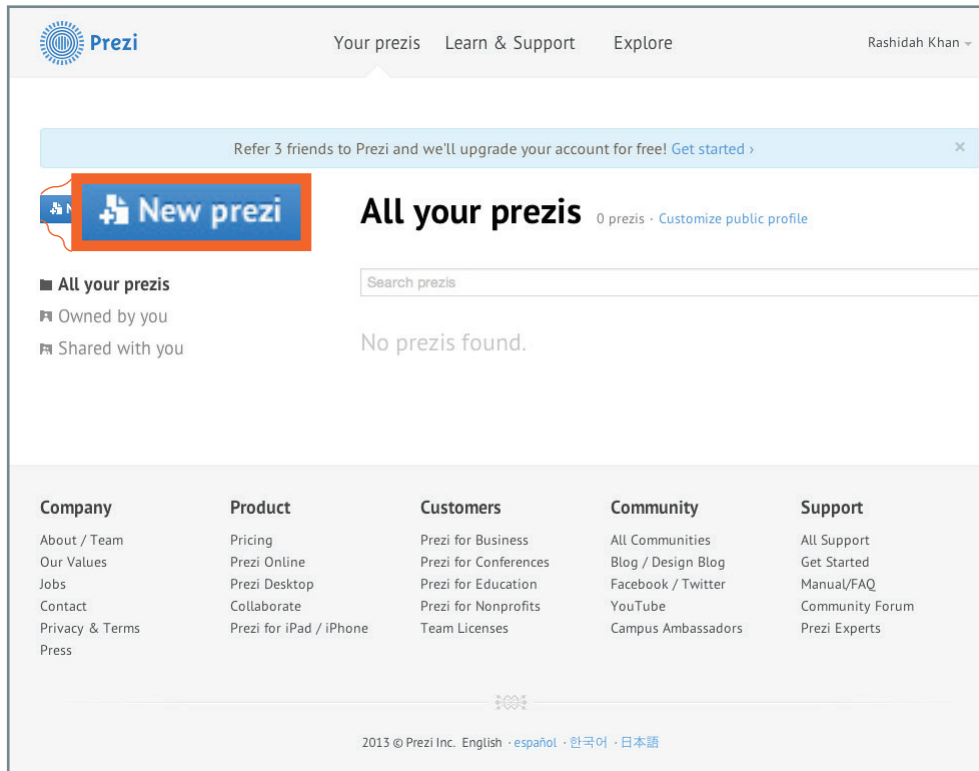
Company	Product	Customers	Community	Support
About / Team	Pricing	Prezi for Business	All Communities	All Support
Our Values	Prezi Online	Prezi for Conferences	Blog / Design Blog	Get Started
Jobs	Prezi Desktop	Prezi for Education	Facebook / Twitter	Manual/FAQ
Contact	Collaborate	Prezi for Nonprofits	YouTube	Community Forum

5. Input your account information and click “*Sign up*”.

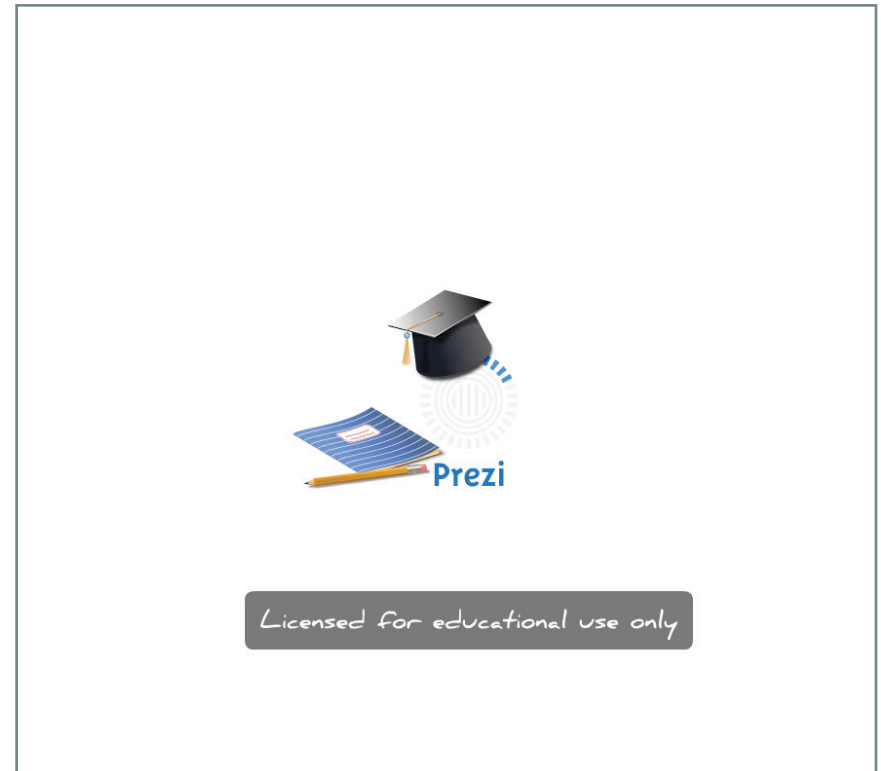
Note: You must also agree to the terms of use.

Creating your first Prezi

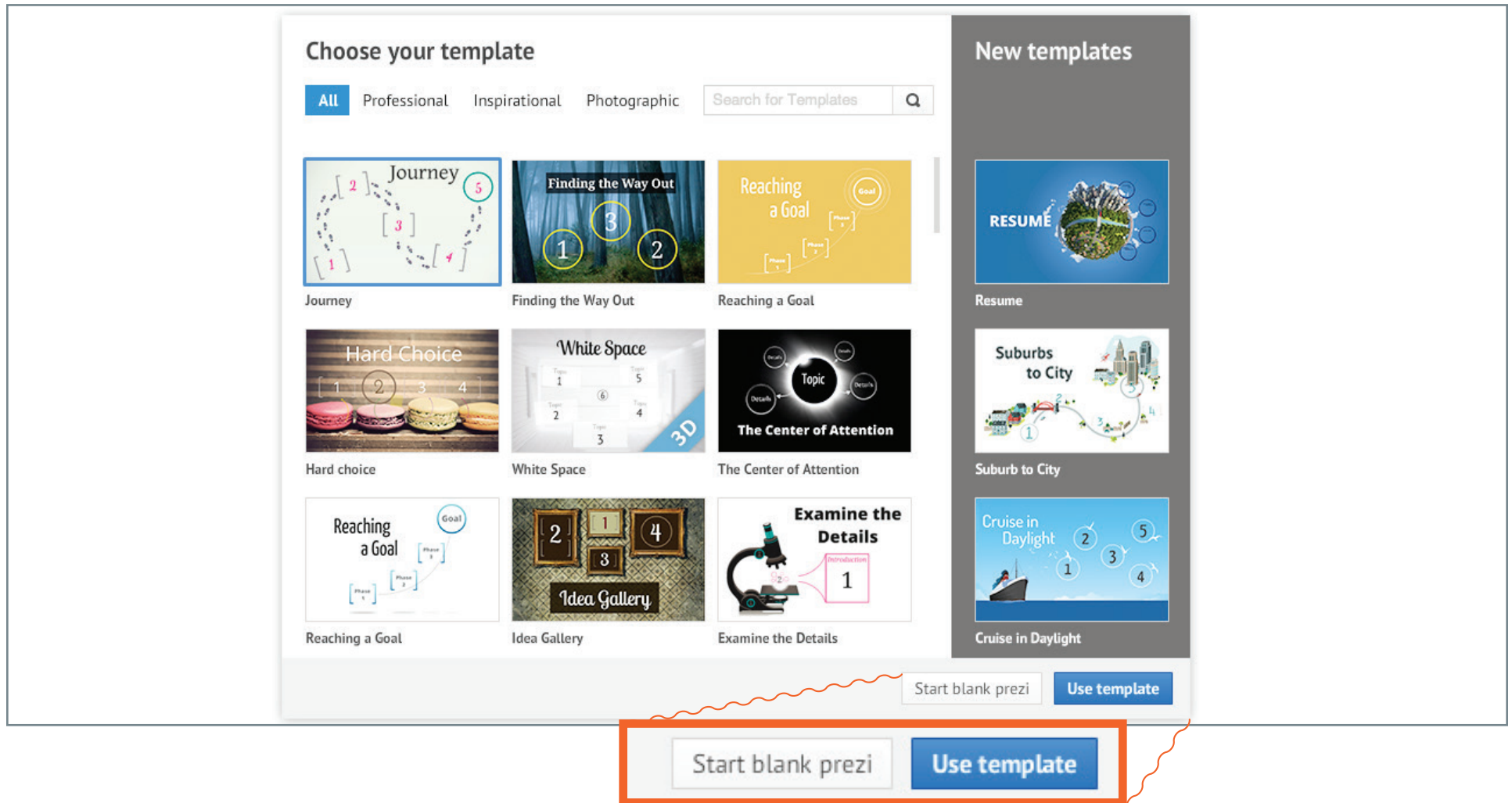
After you have logged in you can start creating your first prezi.



1. Click on “*New prezi*”.

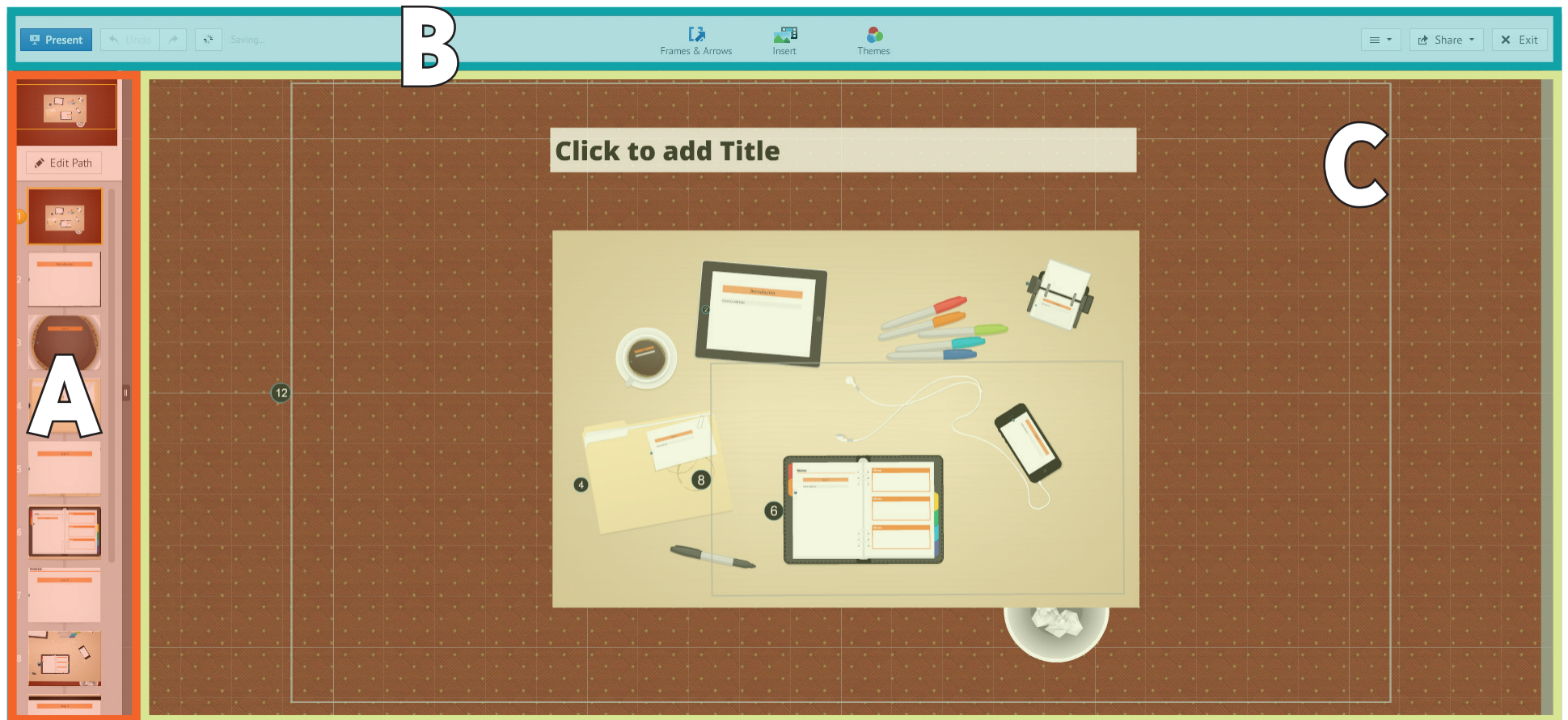


2. Wait for the interface to load.



3. You will be presented with a list of templates to choose from. For easy reference, popular categories such as ***“Professional”*** are listed as tabs on the top of the box. You can also search for templates by name using the ***“Search for Template”*** box.
4. Select the template of your choice and click ***“Use Template”***. If you do not wish to use a template, you can click ***“Start blank prez”***.

The Prezi interface

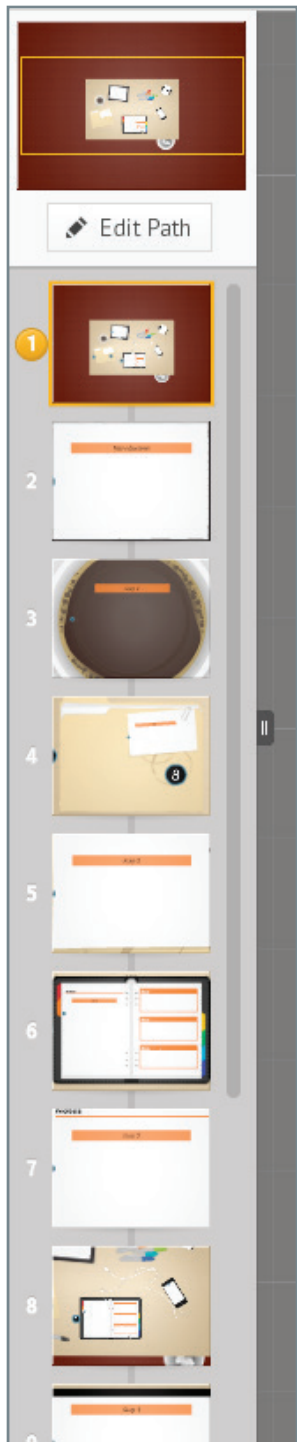


The Prezi interface also called the canvas.

A:- The Edit Path sidebar.

B:- The Top Menu.

C:- The Canvas.



The Edit Path Sidebar

To the left of the interface is the “*Edit Path*” sidebar. This allows you to arrange your frames (similar to slides) as well as edit the path that the prezi takes.

When a new frame is created it appears in the sidebar. The order in which frames appear is the order in which they will play in Prezi.

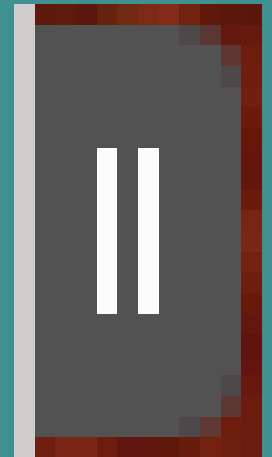
Each frame is represented by a thumbnail of what is in it to allow you to get an idea of how your prezi is shaping up at a glance.

At the top of the sidebar is the “*Navigation preview*”, this gives an overview of your entire prezi. The yellow rectangle shows you exactly which point you are at, while the grey rectangle indicates the location with regards to the entire prezi.

Quick Tips

Hiding the sidebar

Sometimes the sidebar may get in the way of your creative genius at work, to hide it and get some more room to work simply click on the double line tab. If you need the toolbar at a later time, simply clicking the tab again will reveal it.

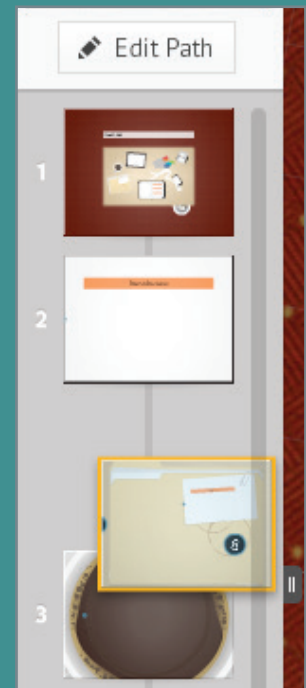


Reordering frames

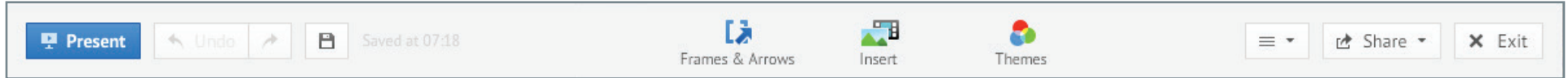
To reorder frames, simply click on the frame and drag into position. Frames can be moved from anywhere in your prezi.

Deleting frames

Click on “*Edit Path*”, a red X will appear to the top right, click it to delete the frame.



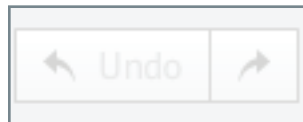
The Top Menu



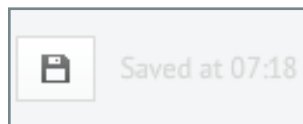
The “Top Menu” provides the main tools and functions available in Prezi.



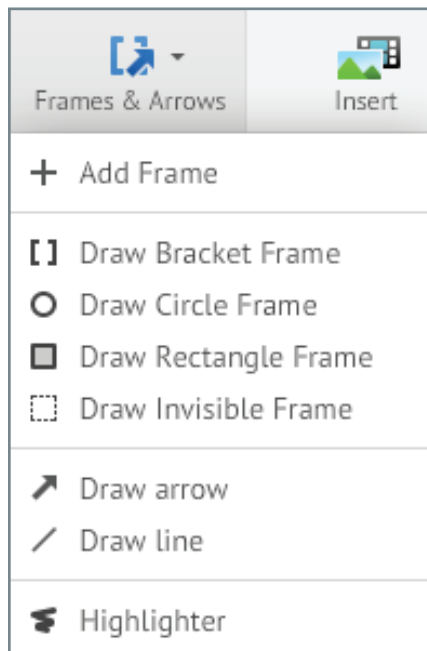
You can preview your prezi with the “*Present*” button.



Undo and re-do previous changes to your prezi with the “*Undo*” button.



Prezi auto-saves every 3 minutes, however, if that’s too long for you, the “*Save*” button can be clicked at any time to save your prezi.



Frames are the core of Prezi and they allow you to create dynamic presentations as well as group objects together.

Add Frame and Draw Bracket Frame: Adds a bracket frame to the current view.

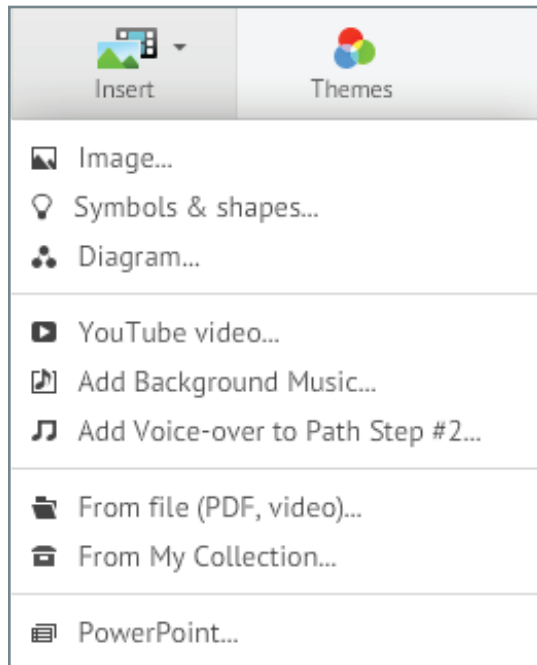
Draw Circle Frame: Adds a circular frame that has a border; the border colour is dependent on the colour scheme selected.

Draw Rectangle Frame: Creates a frame with a fill; the fill colour is dependent on the colour scheme selected.

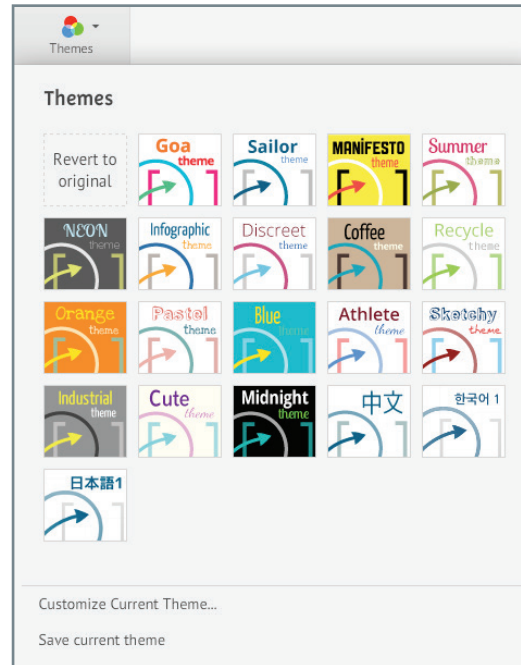
Draw Invisible Frame: Creates an invisible frame, it will still be visible when you are editing in Prezi but will not show up in the presentation version.

Draw Arrow & Draw Line: Allows you to create arrows and lines whereby colours can be edited independently to the colour scheme; line thickness can also be set.

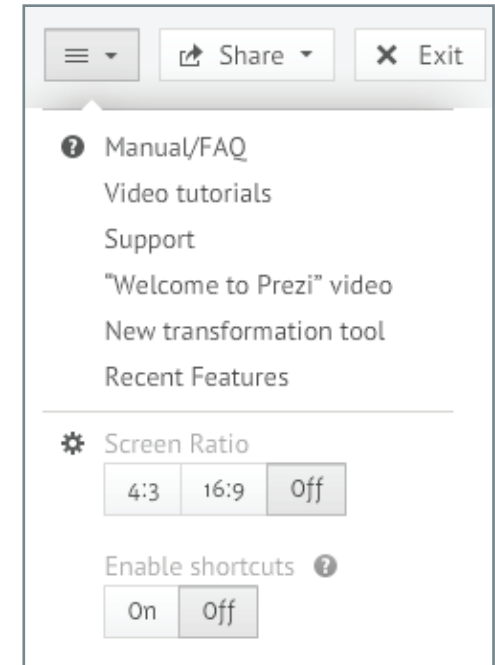
Highlighter: Lets you create a transparent free-form shape; the colour of the shape is dependent on the colour scheme selected.



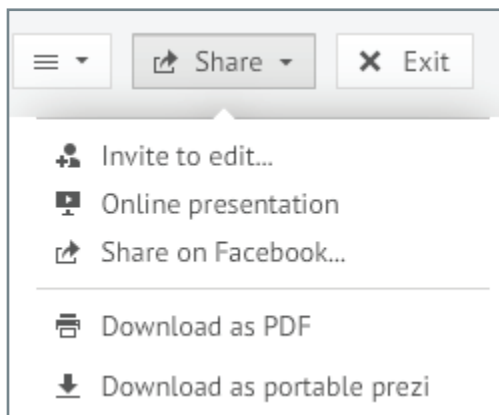
The “**Insert**” option allows you to input various types of objects, multimedia files and even PowerPoint documents.



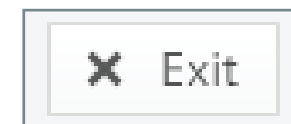
The “**Themes**” tab allows you to change the colour scheme of text, frames, highlights, arrows and lines all in one location.



The “**Help and Settings**” tab gives you access to Prez’s manuals, video tutorials, support, shows recent features, toggle shortcuts on/off and allows you to adjust the resolution of Prez itself.



The “**Share**” tab allows you to collaborate with your colleagues, present Your prez online, share you prez to social media sites and download a PDF or portable version of your prez for offline presenting.



When you are finished click “**Exit**”.

Note: Saving is mandatory for exiting.

The Canvas



This is where it all happens, where you allow your imagination to soar and create content to engage and effectively communicate. The canvas also has a feature called the *Transform Tool* which allows you to access key features as you click on objects, frames and text.

View options for the canvas



Additional options to change the canvas view are possible by hovering the mouse to the right of the screen.



Show an overview of your prezi.

Zoom in.

Zoom out.

Transform Tool for type



The transform tool options for text boxes allow you to quickly edit or delete them. You can scale the size of the text using the blue boxes in the corner of the frame or the plus tool (shown below).



Makes the text larger.

Lets you move the text box.

Makes the text smaller.



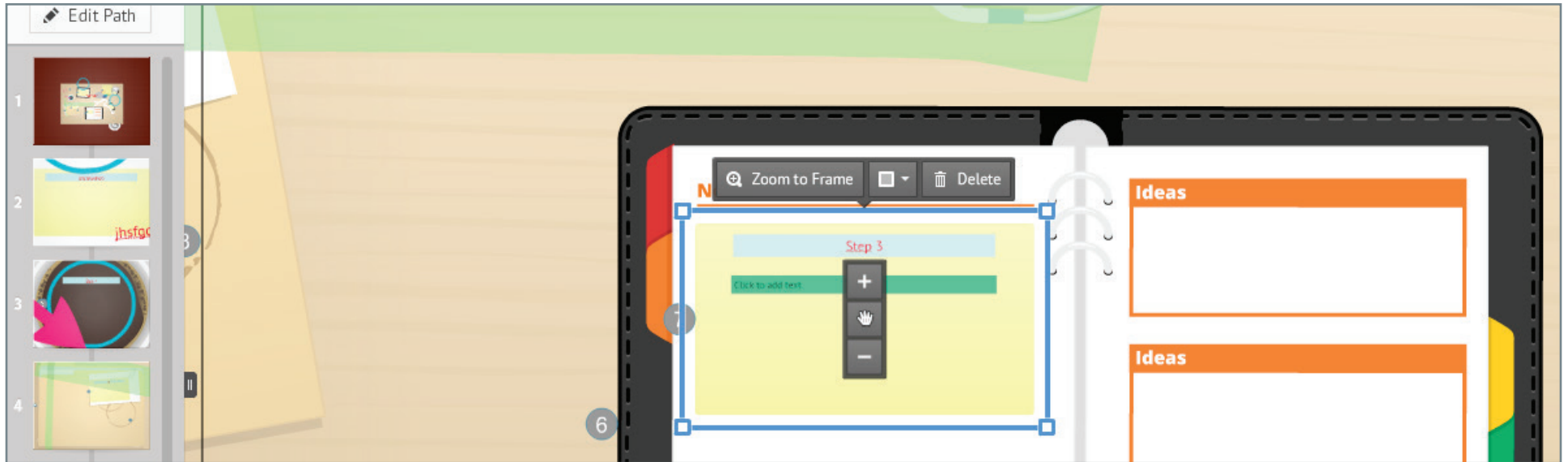
Gives further editing options.

Deletes the text box.



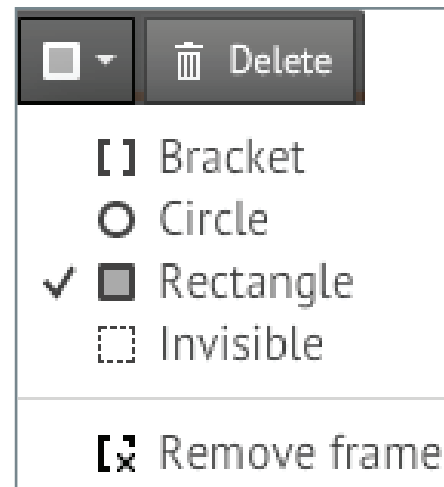
Further text editing options, accessed by clicking “*Edit Text*”, allows you to change the text colour, indent, format type, size, etc. If you do not see all the editing options at a first glance, click the chevron (more options) arrow **1** to access them.

Transform Tool for frames



Zoom in on frame for easy editing.

Deletes the frame and its contents.



The “*Frame Options*” button allows you to change the frame type and delete the frame only.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Notes