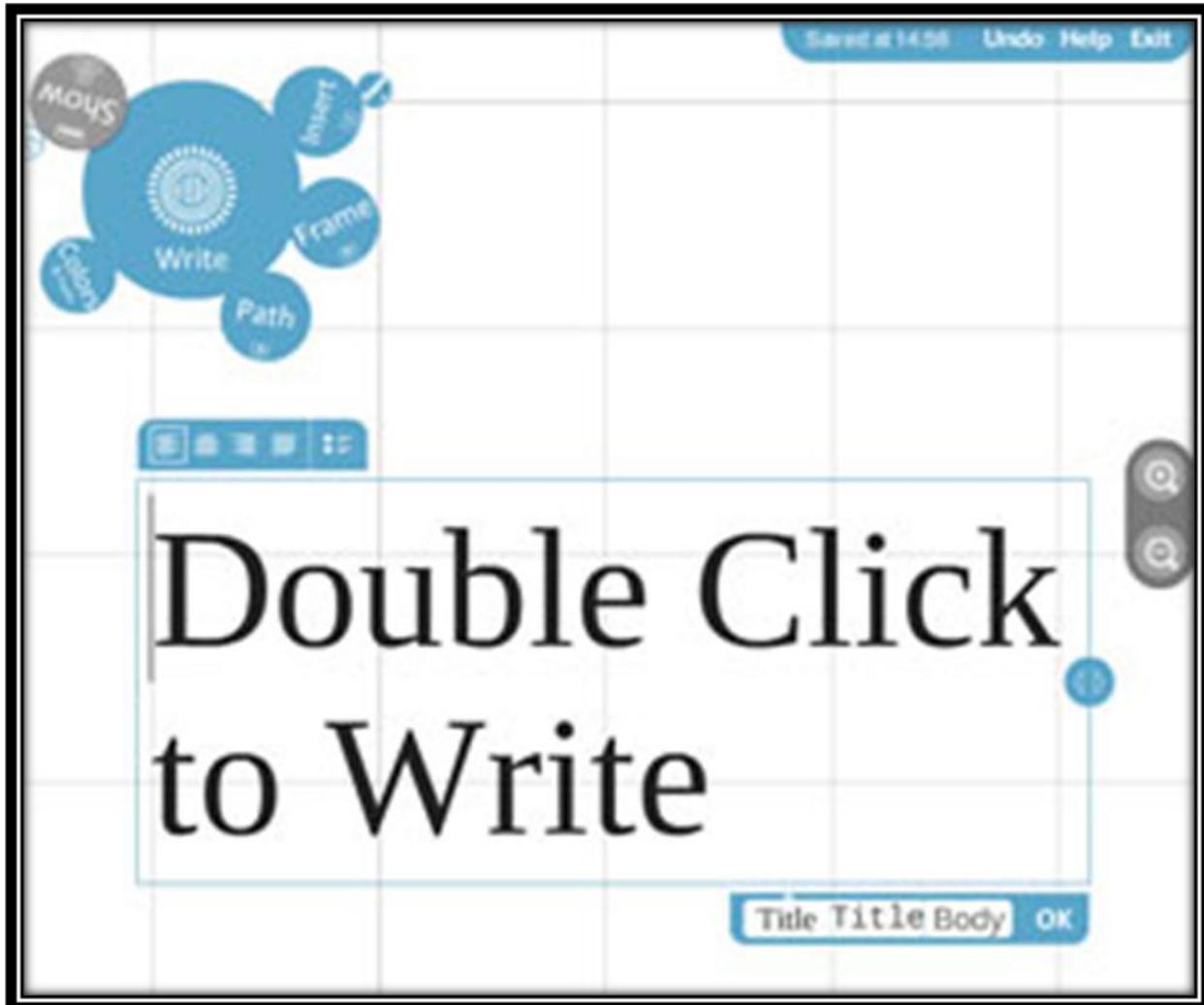


Prezi in Three Minutes

Lesson 1

1 ~ Double click anywhere to write

When you create a prezis, the canvas is your workspace. You can double-click anywhere on the canvas to add a text box to jot down your key ideas. As your ideas fill the canvas, you can drag it around to create more space.



2 ~ Zoom in to develop your ideas

Once you have added your ideas to the canvas as text, you can zoom in to these ideas to develop them and add more text. You can use the zoom buttons on the right side of the screen or scroll your mouse wheel to zoom in and out.

3 ~ Use the zebra for structure and size

Now, you can arrange your ideas and create hierarchy through size. When you click on one of the text boxes, you'll see the striped transformation zebra, which lets you move (center of the zebra), size and scale (inner ring of the zebra), and rotate objects of any kind (outer ring of the zebra).



4 ~ Add images from the Insert menu

When you're ready to add images, you can simply click Insert on the menu in the upper left, and click on the image you want to use. Once the image appears on the canvas, you can click on the image and use the zebra to move, size, or rotate it. Quick tip: before you get started, collect images you plan to use in your prezi and place them in a folder for easy access.



5 ~ Create your storyline

After you've added and arranged your text and images, it's time to add the storyline or path. Use the zoom buttons or mouse wheel to zoom out, as seeing the "big picture" can help you determine the right path for the ideas in your prezi. Click on Path, and add your storyline by clicking on the parts in the order in which you want to show them. If you want to change the order of your path, you can Delete All and start again or drag the unassigned path ball (that appears between path numbers) to the object you want to show.



6 ~ Click 'Show' to present!

Ready to present? To move into presentation mode, click on Show and step through your prezis with the arrow buttons or arrow keys. In Show, you can click to zoom in and out of your ideas at any point and press the arrows to get back to the path. Publish from Prezi.com with a click After you present, you can publish your prezis by clicking on it from prezi.com/my and checking the box marked Publish. On the Share tab, you can invite others to view or edit your prezis, and obtain an embed code to easily add the prezis to your blog.



Lesson 2: Grouping and Layering

by Angelie Agarwal

The best prezis use grouping and layering to reduce panning that causes motion sickness, and to avoid overwhelming the audience with too many details at once. Check out this short video on grouping with frames and layering to get the most out of your prezis.

Lesson 3: Presenting and Publishing

by Adam Somlai-Fischer

There are several ways you can prepare and use a prezis during a live talk, and there are also several ways to publish your prezis. Check out tips and tricks in this video, and read below this video for additional information.

Before the presentation

Better "save" than sorry

After you finish creating a prezis, you should download it - especially for an important presentation. Press Exit, and then download your file from prezi.com/my via the Download tab.

Downloaded prezis can be submitted to conference organizers, as they work on any computer without internet access -- even without prezis being installed.

With Prezi Desktop, you can export the finished prezis, which creates the same format as above: a simple prezis player.

If you have internet access, you can present directly from prezi.com. Note that keyboard shortcuts will not work in prezis Fullscreen mode when using a browser.



TED speaker, James Geary, holding a remote clicker to control his prezis with a path.

Using a projector

If using a projector to show your prezis, note that the screen resolution will change once the projector is plugged in.

Therefore, it's best to resize your downloaded prezis or browser window before plugging in the projector. Once you have projected your prezis, click Fullscreen to maximize the viewing experience.

You can also plan ahead while creating your prezis. Most laptops are wide screen, but most projectors use the 4:3 aspect ratio. Hold down shift while drawing a frame (bracket or rectangular) to keep the ratio at 4:3 - so you can see exactly how prezis will appear on a projector.



Adam, Prezi founder, using a path with a remote for the main narrative, but also zooming around freely to address audience questions.

During the presentation

The easiest way to control a prezis is using a Path with a remote clicker. If you need additional navigational freedom, here are some hints:

Step through using a Path and a Clicker

Set up a path in your prezis to establish your storyline. Create a large frame around the entire prezis, and add that to the path to show the overview. It's good practice to return to the overview during your presentation, so the audience knows where you are in your talk.

In a downloaded prezis or in Show mode, use the arrow keys on your keyboard to navigate forward and back. To jump back to Start, use your mouse to click and hold the back button on the bottom right -- a restart icon will pop up.

However, the best experience is using a remote clicker -- most will work with Prezi out of the box. Just press Next or Previous to navigate in the path. (Note: some remotes will not work in the browser in Fullscreen mode, so it's best to download your prezis).

Navigate freely through your prezis

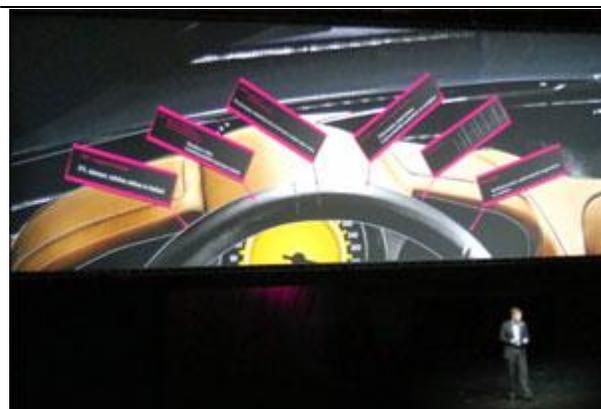
Want to respond to audience questions, and avoid jumping back through all the path steps? No problem!

Zoom out for the overview, then zoom into the subject in question. Zoom out a little to show related issues. **Navigation tips below:**

- Pan your prezis by dragging your mouse.
- Zoom into an object by clicking on it.
- Zoom out by clicking on the background.
- Use the up/down arrow keys to zoom in and out, use left/right to step through the path.



Pachube CEO, Usman Haque, navigating freely and zooming through his prezis from a laptop.



Chris Mattheisen, CEO of Magyar Telekom (Owner of T-Mobile Hungary), had an AV team controlling his prezis when addressing 6000 employees on an HD projection.

After your detour, you can return to the path by clicking Next (on the remote: right key or the arrow button)

If you want to continue your path from another point, click on any object in your path, and click Next to continue from there.



Jim Olver presenting at Banff Centre, using a laptop to control a Prezi with a Path

After the presentation ~ Publish from Prezi.com with a click

After you present, you can publish your prezi. To ensure it makes sense without a presenter, add comments and speaker notes to your prezi. Then, click on it from prezi.com/my and check the box marked Publish. In addition, you can click on the Share tab and copy the embed code to easily add the prezi to your blog.

The red notes added here would not be needed in a live presentation with a speaker, but they help drive the narrative for online viewers.