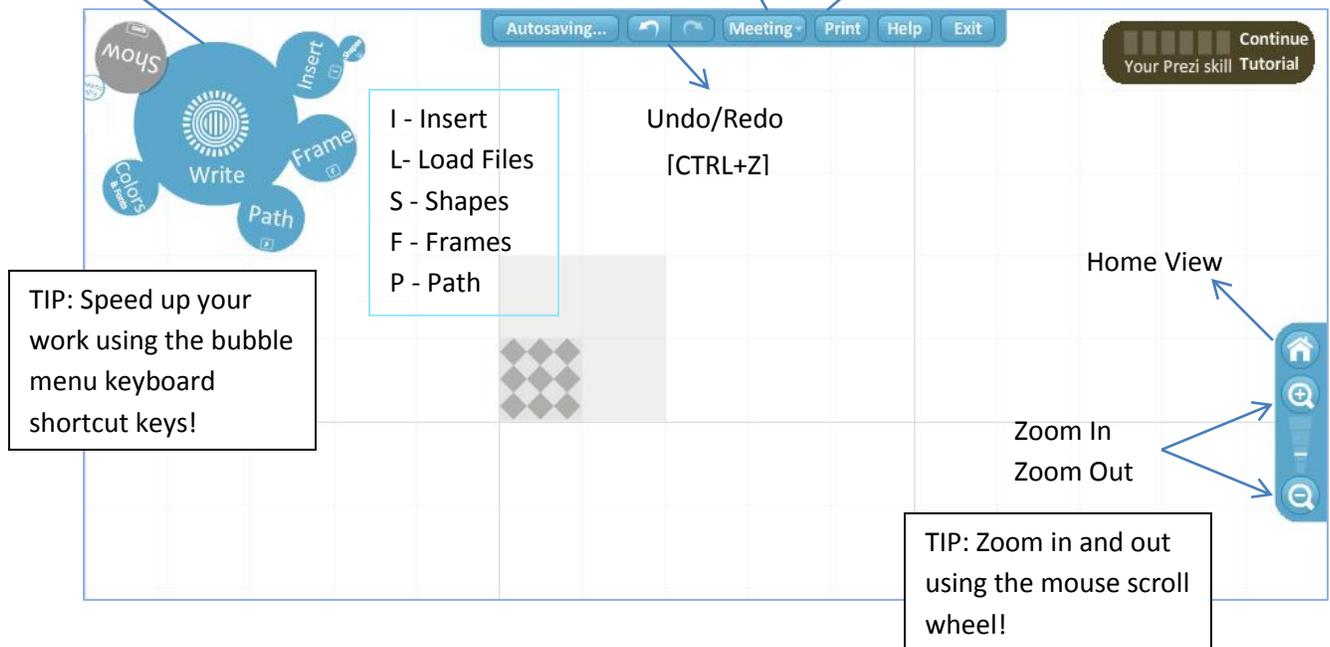# Anatomy of the Prezi Canvas

Click the blue circles to activate them, click on the parent circle to return to the main menu.

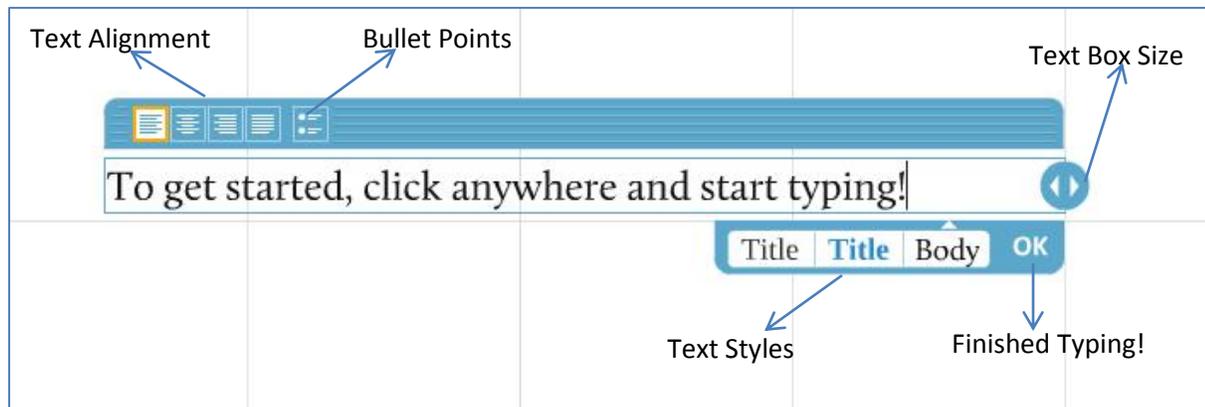Invite group members to collaborate on the Prezi canvas.

Prints Prezi and zoomed-in view of each stop on the path.

I - Insert
L- Load Files
S - Shapes
F - Frames
P - Path

Undo/Redo
[CTRL+Z]

Home View

TIP: Speed up your work using the bubble menu keyboard shortcut keys!

Zoom In
Zoom Out

TIP: Zoom in and out using the mouse scroll wheel!

Getting Started

Text Alignment

Bullet Points

Text Box Size

To get started, click anywhere and start typing!

Title | Title | Body | OK

Text Styles

Finished Typing!

Text can be *Flipped* and **changed** ʇɥ... Turned using the TRANSFORMATION ZEBRA!

Re-Size

Grab

TRAN̶̶̶̶TEXT!

Menu
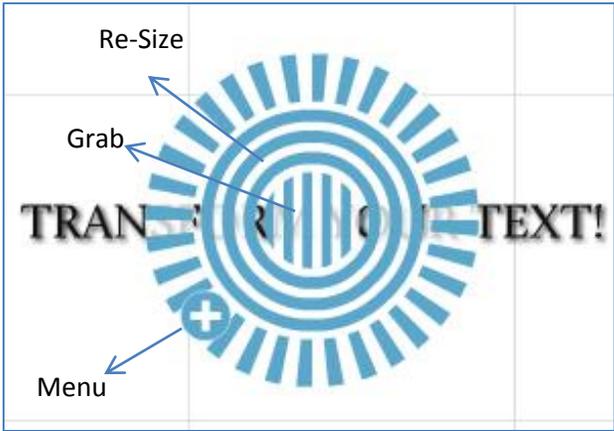
The Transformation Zebra can be used to modify all objects in the Prezi - text boxes, images, drawings, and multimedia.

TRAN͙FORM

- 🗑 Delete [Del]
- 📄 Duplicate [Ctrl][D]
- Select More [Shift]
- Bring Forward
- Send Backward
- ❓ How to Move, Resize and Rotate?

Start your Prezi by articulating your main ideas, then supporting ideas. Then use frames to group these ideas conceptually!
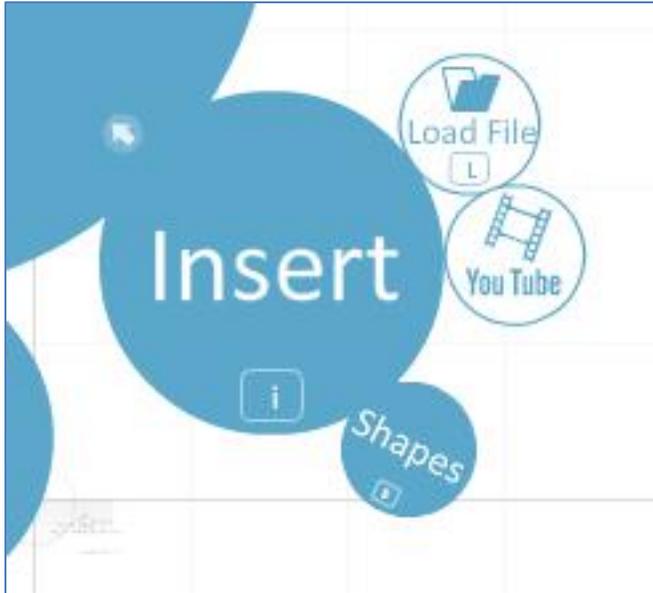
Frame [ ] ○ ▭ [F] (Hidden)
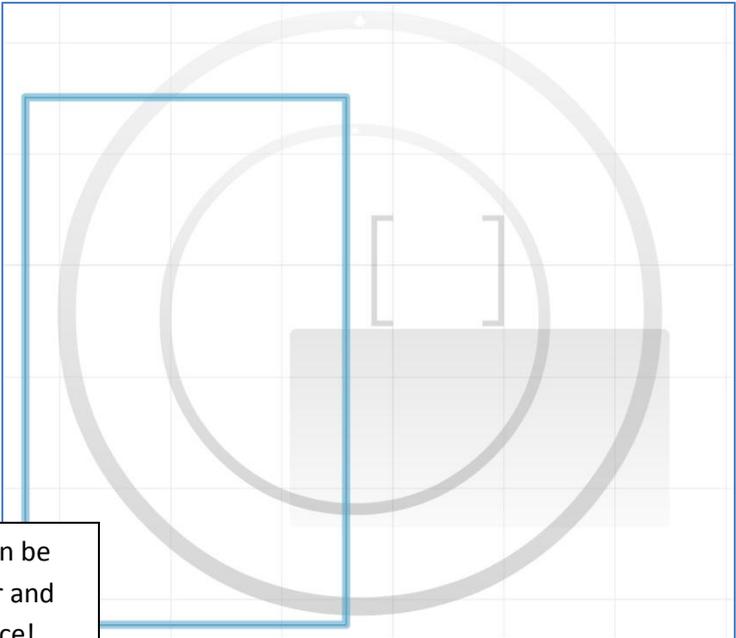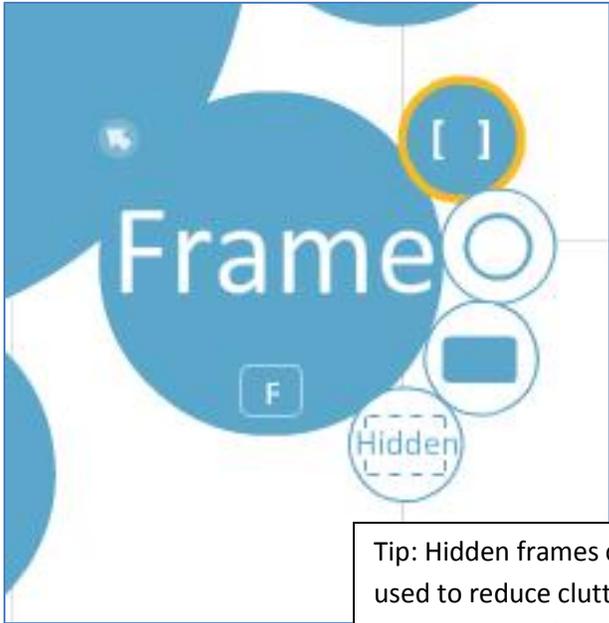
Tip: Hidden frames can be used to reduce clutter and help you organize space!

Go to the "Learn" tab on the Prezi website to see how other people have used frames in their Prezis. Prezis licensed for re-use can be used as a template or a starting off point for your own Prezi!
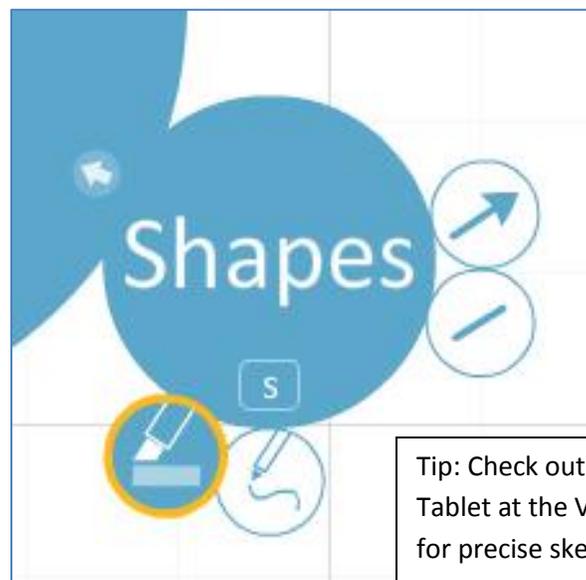
Make Your Prezi Pop!

Multimedia, Drawing, Shapes, Colors

You can upload pictures and images saved from your computer, a YouTube Video, or Flash animation.

You can also insert a YouTube video by copying the embed link into a text box and pushing OK.

Tip: YouTube videos that have had embedding disabled by the owner will not play in Prezi. Check permissions before you embed!

Shapes like arrows and lines can be used to emphasize movement or divide space. You can also use the free drawing tools to add your own personal touch!

Tip: Check out our Wacom Bamboo Tablet at the Vitale Digital Media lab for precise sketching and drawing!
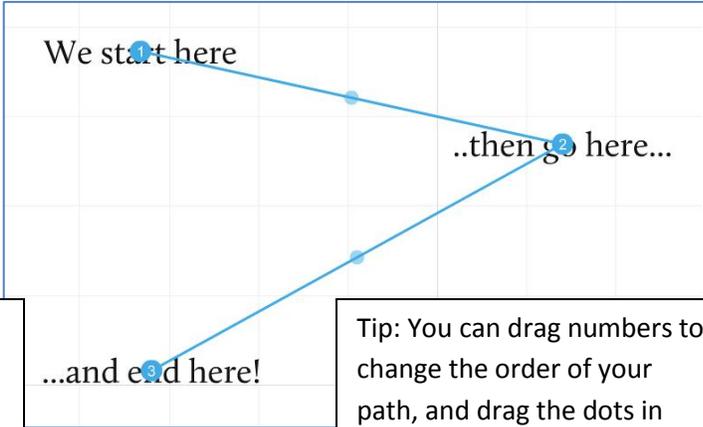
Forge Your Path!

Trace a path through your presentation by clicking on each object you'd like to include.

We start here

..then go here...

...and end here!

Tip: You can use Capture View to add a view of your Prezi to the path!
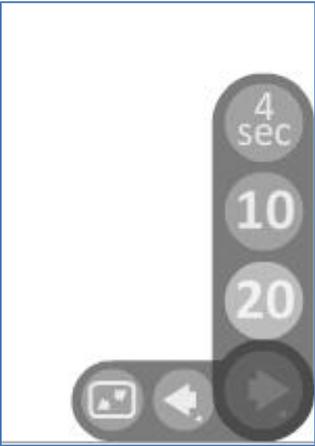
Tip: You can drag numbers to change the order of your path, and drag the dots in between points to add points on your path!

Prezi will pan and zoom so that all of your text and multimedia are shown right-side-up. Keep this in mind—panning and zooming add pizazz, but too much can make people motion-sick!

Show Time!

You can show your Prezi from Show in the Bubble Menu.

Tip: You can play through your Prezi and go from point to point by using the arrow keys, or put the Prezi on autoplay by holding down the forward arrow.

The default autoplay time is 4 seconds per stop on the path, and can be extended to 10 or 20 seconds.