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Web 2.0
2014

PREZI

PREZI

The Zooming Presentation

Prezi is a presentation tool, a bit like PowerPoint. With zooming.

www.prezi.com

Fast Facts...

Why use it?
- *Collaboration* – up to 10 students can work together on a presentation, in real time.
- *Zooming* – the overall map and zooming gives your audience a feel for how the ideas are connected.

Any warnings?
Like PowerPoint, Prezi is just a tool. YOU have to make YOUR presentations interesting (the website can't do this for you). Oh, and you might get a bit of motion sickness after a class load of Prezis.

Is it Free?
Most things are. You are best off with an educational email address at sign up, otherwise your presentations will automatically be made public (in which case you should search for free images on Google).

These instructions are for the Prezi website, which works with a Flash enabled browser. There is also a download installation for both PC and Mac, as well as an app for the iPad. These other versions are slightly different.

Hey! Things change quickly in the online world. Please email res@orbeducation.com if you find something that needs updating. Thanks ☺

Getting In

a. Go to www.prezi.com and click 'Get Started'.

b. Scroll down and click on 'Educational licenses' near the base of the page. Click 'Continue' under 'Edu Enjoy' for a free, private account.
Note: You can also sign up for a non-educational account if you don't have an edu email address.

c. Enter your education email address and click 'Verify'. You will be sent a verification email.

d. Click on the link in your email (if it doesn't arrive in your inbox, wait for a few minutes and check your junk folder). Complete the form and submit. You will be taken to your Prezi homepage.
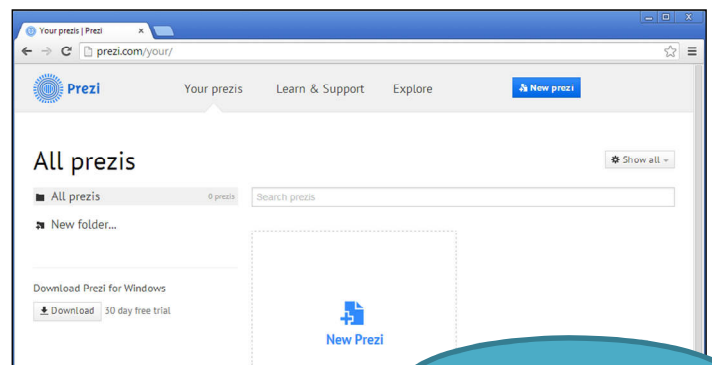
**Did you note your login details?**
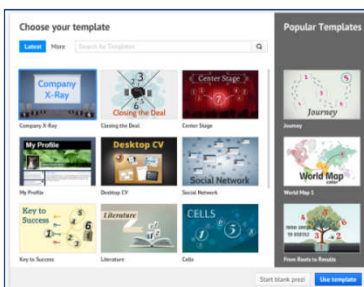
Selecting a Template

- Simply click on the 'New Prezi' button to start the process.

- Scroll down or try the 'More' button to view more templates.

- Select a template and click on the 'Use Template' button.

- If you'd prefer to start from scratch, click on the 'Start blank prezi' button.
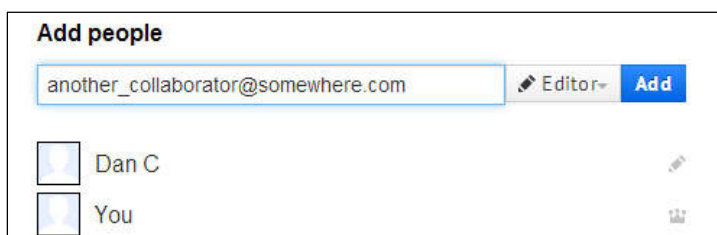
Collaborating on a Presentation

Up to ten users can collaborate on a presentation in real time, which means that any changes show up immediately on all screens. Also, each user can see which part of the presentation each other user is focussing on. Chat software isn't included, so if you are not sitting next to your collaborators, you could use another application (e.g. Skype) to discuss the changes that you are making.

To collaborate:

a. Make sure that all your collaborators also have an account on prezi.com.

b. Create your blank presentation, as shown previously.

c. Click on the 'Share' button in the top-right of the screen and select 'Share prezi…'.
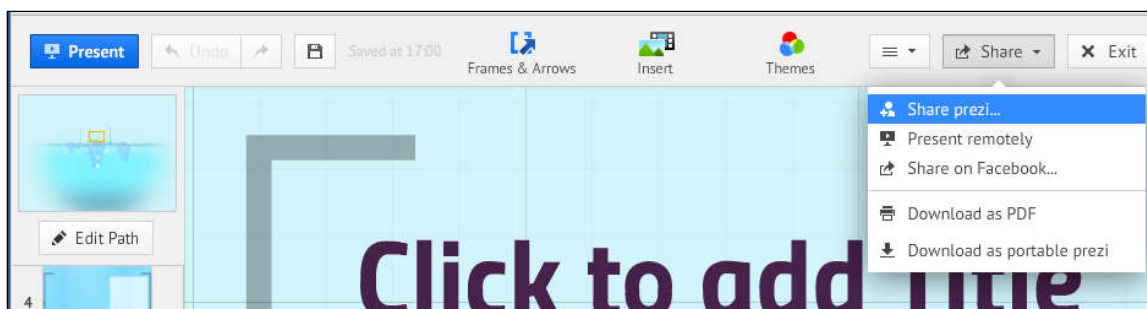
d. Enter the email address of your first collaborator in the box, leave as 'Editor' and click 'Add'. An invitation will be emailed to your friend. Repeat this for any other collaborators.

e. **Your collaborators** need to find the invitation in their email inboxes (remind them to check their junk email if the email doesn't show up).
You need to click the cross in the top-right of the white box to return to your presentation.

f. When your collaborators click on the link in their invitation emails and log in, they will show up as coloured squares on the right of the screen.

g. The coloured squares on the presentation tell you which section other users are working on.
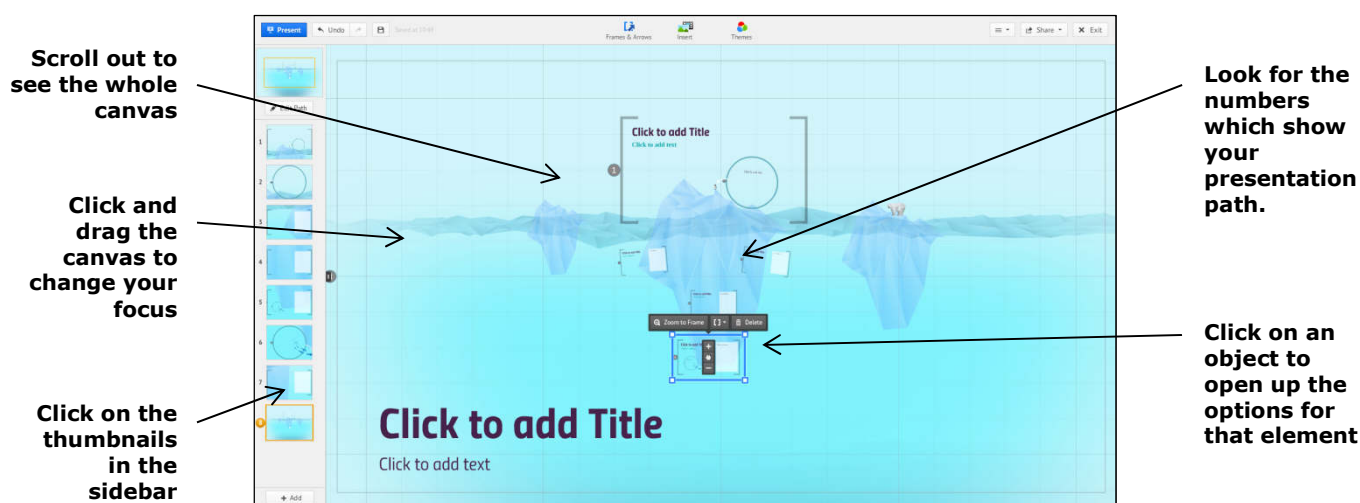

IMPORTANT *If you delete your presentation, none of your collaborators can continue to work on it. It will disappear forever.*

ORB Education Quality Teaching Resources – Free Sample Materials

Getting Your Bearings

Like all new applications, Prezi can be a little confusing until you understand how it works. Try these things in order to get a feel for the navigation in your presentation.

- Scroll out using the wheel on your mouse so that you can see the whole presentation canvas (as in the picture below). Scroll back in again. If you don't have a scrolling mouse, move your mouse pointer to the right of the screen and use the scroll controls that appear.

- Click on the background and drag your mouse around. You can decide which part of the canvas is in the centre of your screen whilst editing. Zooming in then focuses on this spot.

- Look at the column of thumbnails in the sidebar on the left. These are the different frames in your presentation, laid out in the order that they will be shown in your presentation. Try clicking on a few.

- Look for the numbers in small grey circles. These relate to the numbers by the frames on the left.

- Click on an object so that the options appear for the element. Options include the shape of a frame, the font and style of text and the appearance of an image.

Scroll out to see the whole canvas

Click and drag the canvas to change your focus

Click on the thumbnails in the sidebar

Look for the numbers which show your presentation path.

Click on an object to open up the options for that element

Creating a Presentation

Start to put some of your ideas into place. Most of the tools are easy to use, so have a play and work out what to do. There is an 'Undo' button in the top-left if you need to correct a mistake. Your work will be saved automatically occasionally, but you can click the 'Save' button just to make sure you don't lose anything.

- Click on the 'Insert' button at the top of the canvas and select 'Image'. Search for and choose an image using the panel on the right. Drag your chosen image onto the canvas; you may then rotate, resize and crop it.

- Click on a text box and type some text (remember that changes will show up on your collaborators' screens immediately).

- Change the order that your objects are shown by dragging the thumbnails into a new position. The numbering will be taken care of.

- If you need an extra frame, click on the 'Add' button in the bottom left and then select a new frame from the designs shown on the right. Drag the frame into place as you did with your image.
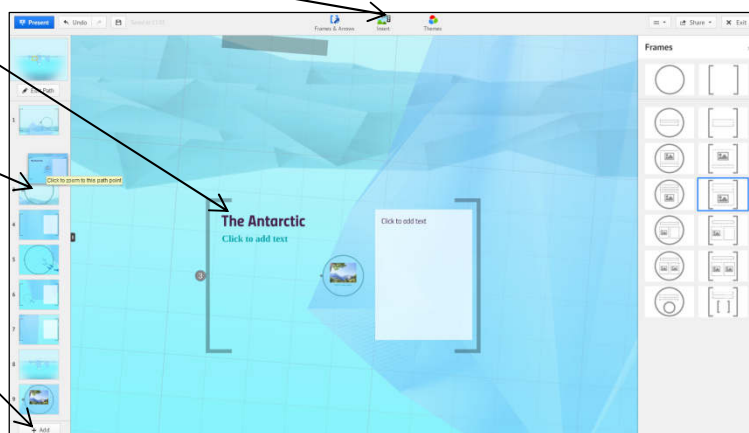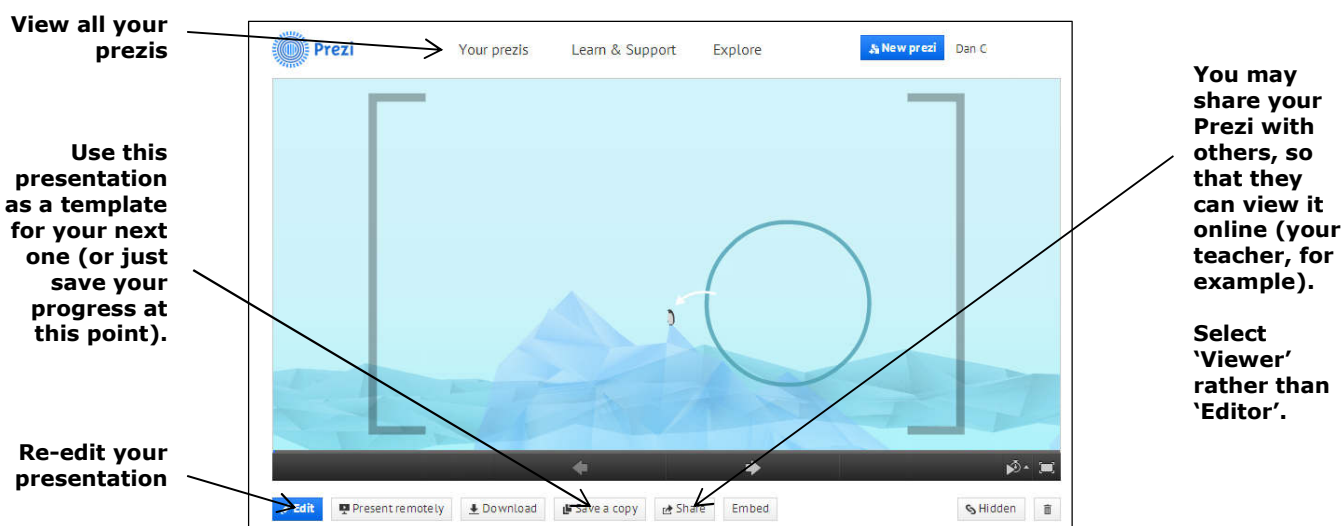
Show Mode

You may use Show Mode at any time in order to see what your presentation looks like when finally viewed.

- To enter Show Mode, click on the blue 'Present' button in the top-left. At this point, the presentation will start from the object you are focussing on.

- To move to the next object, move your mouse to the bottom of the screen and click on the forward or back arrow. You may also use the Left and Right keys on the keyboard.

- Click on the small black icon in the middle of the left edge to show the Left Sidebar. You may then easily navigate to any part of the show.

- Move your mouse to the top-right and click on the pencil icon to enter 'Edit Mode' again, or simply press the 'Escape' key.

- Whilst in Edit Mode, you can use the 'Download' button in the top-right to download your presentation as a PDF file.

- When you have finished editing, click the 'Exit' button in the top-right.

Other Options

On exiting, you may view the presentation using the controls mentioned above. It is normal to enter 'Full Screen Mode' when presenting.

View all your prezis

Use this presentation as a template for your next one (or just save your progress at this point).

Re-edit your presentation

You may share your Prezi with others, so that they can view it online (your teacher, for example).

Select 'Viewer' rather than 'Editor'.

Final Thoughts

- Prezi is great, but it is your presentation that needs to be interesting. Your audience should not be distracted by the animations. Remember that your message is the most important thing.

- Use Prezi's zooming ability to focus on ideas. You can show the outline of a point, then zoom in on the relevant detail.

- If you run into difficulties, try the excellent videos and information in the help section. Or just search for a YouTube video that explains how to do something. However, if you are searching on the web, remember that early versions of Prezi were very different. Any talk of 'wheels' has now passed.

- If you are presenting to a class, test your presentation on the machine and interactive whiteboard first. Some things may not appear exactly as you thought they would.