Prezi

Workshop Objectives

In this workshop you will learn to

1. Create a prezi presentation
2. Steps for sharing a presentation
3. Steps for inserting a presentation into a webpage

THE BASICS

Selecting a template:

1. From the bubble menu, select "**Colors and Fonts**".

2. Choose the template you like best or use the "**Theme Wizard**" to customize your Prezi.

Using the Theme Wizard:

1. From the "**Colors and Fonts**" menu, select "**Theme Wizard**".

2. Choose a background color for your Prezi then select "**Next**".

3. Choose "**Title 1, Title 2, and Body**" font colors and styles then select "**Next**".

4. Choose shape colors then select "**Done**".

Inserting Text:

1. From the bubble menu, select "**Write**".

2. Click anywhere on your sheet to insert text.

3. To manipulate the text, use the zebra menu.

Inserting Images/Shapes:

1. From the bubble menu, select "**Insert**".

2. Select "**Load file**" and select an image from the desktop.

3. To edit the image, use the zebra menu

Inserting Frames:

1. From the bubble menu, select "**Frame**".
2. Choose a frame to put around your text.
3. Start drawing a frame around your object
4. To edit the image, select "**Write**" and use the zebra menu.
5. Use the "**+**" sign on the zebra menu to move images/text/frames to the foreground/background.

Creating a Path:

1. From the bubble menu, select "**Path**" and then "**1-2-Add**".
2. Click on the objects in the order you want to show them.
3. Drag path numbered circles off to the background remove them.
4. Drag the small path circles between two steps to insert an object.
5. Drag the large numbered circle onto other objects to swap them into the path.
6. Select "**Capture View**" to capture current view and add it to the path.

Grouping/Layering:

1. From the bubble menu, select "**Write**".
2. Hold down the "**Shift**" key and drag the mouse around the items to group.
    a. This will produce a zebra menu that will allow you manipulate the entire group rather than the individual images/text/etc.

Show your Prezi:

1. From the bubble menu, select "**Show**".
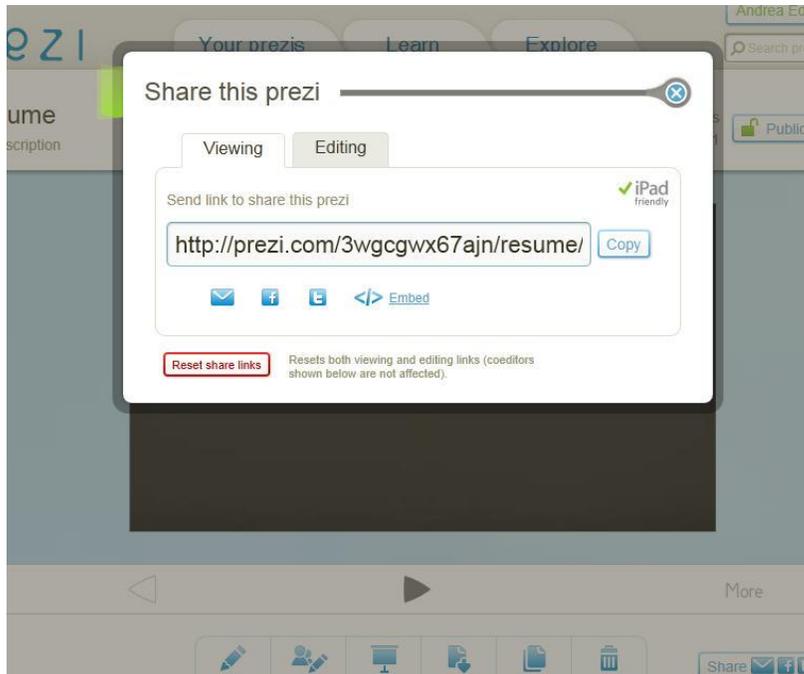2. Practice your presentation.

Embed/ Share your Prezi:

1. Click on **'Exit'** in the tool bar to exit prezi.

2. On the prezi's view page, click on **Share**.

3. Share your prezi as a link by copying the web address in the box.

4. To embed your prezi in a site (or Spelfolio), click on **Embed** and copy the code given in the box.