Designing Lively Presentations using Prezi

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About the Workshop

Are you looking for a tool to create engaging presentations? Can you imagine creating a presentation that doesn’t include slides? This hands-on workshop provides an introduction to Prezi, an online, flash-based presentation tool that uses “zooming canvas” which allows you to easily focus on the big picture while being able to zoom in on the details; create a path through different objects and frames to represent the order of the information to be presented; and view your presentation in either a browser window or download to show it without an Internet connection.

Workshop Objectives

By the end of this workshop, participants should be able to:
1. Be familiarized with Prezi interface and functions
2. Create an engaging presentation
3. Import files into the presentation (text, shapes, images, videos)
4. Create a path for the presentation
5. View the finished presentation online/offline
6. Invite participants to join your presentation

Session Prerequisites

There is no prerequisite skill required for this workshop; however, it would be better if participants are comfortable with browsing the Internet and using computers to create presentations.
What is Prezi?
Prezi offers a way to create presentations that engage the audience in an interesting and nontraditional way. It is a virtual whiteboard that transforms presentations from monologues into conversation: enabling people to see, understand, and remember ideas. The application allows you to zoom out to see the bigger picture and zoom in to see the details. The 3-dimensional canvas is a virtual space that allows you to delve deeper and pan wider to broaden the conversation.

In the article “Understand more, Remember better: Learning to use Prezi in the 21st century” by Joseph Perkins, he mentioned that the advantage of this canvas approach is that it enables the audience to see the big picture and make more meaningful connections between ideas and concepts.

How is Prezi different from PowerPoint?
The table below shows the comparison of Prezi and PowerPoint:

<table>
<thead>
<tr>
<th></th>
<th>Prezi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer based</td>
<td>Web based</td>
</tr>
<tr>
<td>Linear navigation</td>
<td>Non-linear navigation</td>
</tr>
<tr>
<td>Functions found on tabs</td>
<td>Functions found on the Editing wheel</td>
</tr>
<tr>
<td>Multiple printing options</td>
<td>Limited printing options</td>
</tr>
</tbody>
</table>

Getting Started with Prezi
The first step to get started is to sign up for an account. All teaching staff and students can enjoy the educational version of Prezi for free. It includes 500MB space; you can share your presentation with your peers; and set the privacy settings of your presentation.

1. Go to https://prezi.com and click the Sign up button.
2. Select Student and Teacher Licenses.
3. Click the Enjoy Edu button.
4. Enter a valid institutional email address and then click Continue.
5. Enter your personal details.
6. Click the box beside I agree to the terms and use and click Sign up.
7. You will be then taken to the home page where you can see the main navigation.

Creating New Presentation

1. Click + New prezi to launch the Prezi editor.
2. Various design templates will be displayed on screen. You can choose a design that matches your presentation by clicking Choose template, or you can also create a presentation from scratch.
3. Click Start blank prezi for now.
Exploring the Prezi Interface

The Prezi editor is the very heart of the Prezi experience. It allows you to create wonderful zooming presentations. The key components of Prezi include:

- Preview how your Prezi will look when you present it
- To undo changes made
- To save your prezi file
- Invite others to view or edit your presentation
- To save and exit your prezi file

These 3 icons make up the navigation menu, in which you can add elements to your Prezi.

Click here to reset your view of your Prezi to show the overall view of your Prezi.

To zoom in and out the presentation

Tip: You can use the scrolling wheel of your mouse to zoom in and out of your Prezi. Also, you can quickly create a text box by double clicking anywhere on the page.
Inserting Content

Contents such as text, shapes, images, and other media can be directly inserted into the canvas. These objects are usually placed inside a frame. A frame allows you to group objects together.

To insert a frame:
1. Click **Frames and arrows** on the top menu.
2. Select a frame from the list.
3. An additional slide has been created on the left sidebar.
4. You can start typing the text or add any content inside the frame.

To insert a shape:
1. Click on the frame where you want to insert a shape.
2. Click the **Shapes** button on the top menu.
3. Select a shape or a symbol to insert.
4. Draw the shape on the canvas.

Creates circles, brackets, and squares to use as frames for the information that will be included in your Prezi (what would traditionally be “slides” in a PowerPoint).

“Invisible Frames” comes into play when you are making paths.
Inserting Media into your presentation

Prezi allows you to include a variety of media to make your presentations really stand out from the usual boring slide shows. You can use custom video you have created, audio, or photos and sketches.

Media Formats to Use

Below is a list of the media formats you can upload to Prezi:

- **Any image in a Vector, JPG, PNG or GIF format**: Maximum size for an uploaded image is 2880 x 2880 pixels.
- **Video**: FLV or F4V
- **Audio**: You need to convert your audio file into an FLV format.
- **Images, charts, spreadsheets, graphs and any content that can be converted to a PDF and uploaded to Prezi**: For example, you can take an Excel spreadsheet and convert it to a PDF and upload it.
- **YouTube Videos**: Cut and paste the URL of the video into a text box and the video will play within Prezi as long as you are connected to the Internet.

To insert an image into your presentation:
1. Click the **Images** button on the top menu.
2. Specify the location of the file, either from your **local machine** or **Google**.
3. Specify the filename and click **Open**.
4. Click and drag the picture to change its position.

To insert a video:
1. Click the **Media** button on the top menu.
2. Specify the location of the file, either from your **local machine** or **Youtube**.
3. Specify the filename and click **Open**.
4. Click and drag the object to change its position.

To add a background music:
1. Click **Insert > Add background music**.
2. Locate the music file from your local machine and click **Open**.
3. The music will play on Present mode.

To add voice-over to your presentation:
1. You need pre-record the voice over to go along with your presentation.
2. Select a slide from the sidebar and then click **Insert > Add voice over to path**.
3. Locate the audio file from your local machine and click **Open**.
4. Click the **Play** button beside the slide on the sidebar to listen to the file. The audio will automatically play on Present mode.
Editing Content with the Transformation Tool

Manipulating content is done using a simple set of controls called the Transformation Tool.

To edit the content:
1. Click on any object on your Prezi canvas to bring up the Transformation Tool.

Using the Transformation tool to edit frames:
1. Click on a frame to display all the editing options for that frame.

Using the Transformation tool to edit text boxes:
1. Click on any text on your canvas to display all the editing options for that text box.
Rotating Objects

1. To rotate any object on your presentation canvas, simply click on it to bring up the Transformation Tool and then hover your mouse pointer over one of the four corners. You will see your pointer change to an arrow icon, if you move your mouse away from the object you have selected, you will see the straight arrow change to a curved one. This means you are ready to rotate your object.
2. Click and drag when you see the curved arrow icon to rotate the object.

Cropping Images

1. To crop an image, simply click on the picture and select Crop Image. This will bring up the image cropping tool.
2. From here you can drag anyone of the four corners to crop your image. When you are happy click away from the image and you will see the changes take effect.

Grouping Content

Multiple objects can be easily grouped together in your presentation. This allows you to select objects regardless of their position within your canvas, which is particularly useful when you want to edit the position of content that is in different frames.

To group content:
1. Select an object you wish to add to a group, then hold down the CTRL key and click on all other objects you wish to add to the group. Alternatively, you can select all of the content in a certain area by holding the SHIFT key and then dragging around the objects you wish to group together.
2. Click the padlock icon to group the objects.

To ungroup the objects:
1. Select the group, then click the unlock symbol or right click and select Ungroup.
Importing PowerPoint Presentation

You can import any existing PowerPoint presentation into Prezi.

1. Click the **Powerpoint** button on the top center menu.
2. Click on **Select File** and choose the ppt or pptx file to import.
3. A preview of the slides will appear on the right side of the screen.
4. Drag your slides from the sidebar to the canvas, or click Insert all. You can also choose to add a path between them.
5. Click the **check (v)** button to confirm.

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Setting your Presentation Path

When you are presenting on stage, it would be helpful to have a narrative that carries your audience through your presentation. With the **Path tool**, you can present the elements in your presentation in an order that you set.

**Creating/Editing a Path**

1. In the Edit mode, zoom out until you see the objects you wish to add to the path.
2. Click **Edit Path** on the left sidebar.

3. Click on the objects in the order you wish to present them.
4. A thumbnail will be added to the Left Sidebar each time that you click on something.
Rearranging the order of the Path

1. Drag and drop your thumbnails within the sidebar to rearrange the order of your path.

Deleting Path Points

1. Hover over the top right edge of a thumbnail to bring up a red "X" button. Click on it to remove a path point.
2. Select Clear all to remove all path points from your narrative.

Customizing a Theme

You can easily customize the theme you use for your presentation. This includes colour scheme, fonts, and background.

1. Click the Template button on the top menu.
2. Click Customize current theme.
3. Decide whether you want to use a background colour or image.
4. To change the default background colour, simply select a colour from the list.
5. To change the background to an image, click Upload and choose the file that you want to use as your background.
6. You can also specify whether you want to include a logo into your presentation.
7. To change the colours of your text and other elements, click Advanced.
8. Specify the properties below:
9. Click Done. Changes will appear on screen.
Viewing the Presentation

1. Click Present to view your presentation.

2. Use the left and right arrows that appear at the bottom of your screen in the Present mode. You may also use the left and right arrows on your keyboard, to move back and forth through your presentation.

Saving your Presentation

1. Click the Save button on the top menu to save the changes made to your presentation.

Downloading a Portable Prezi

A portable prezi is a downloaded version of your presentation, which you can view offline. You can use it to present in a setting where you do not have access to the internet. It contains a non-editable version of your prezi, as well as software for Windows and Mac that will play your presentation.

To download offline version of your presentation:

1. Select your presentation file from the Prezi library and then click Download.
2. Choose a format and click Download.

Exporting Presentation as PDF

To export a prezi into a PDF file:

1. Click the printer icon located at the upper-right corner of the editor window.
2. It will take a few seconds for Prezi to convert the path steps into pages. When it is ready, you will be prompted to save your prezi as a PDF file.
3. Specify where you want to save your file.
Sharing your Presentation

By default, presentations made in Prezi will always be available for others to view online. You can also choose to make a prezi available for others to reuse. This means that anyone can use the content in your prezi for themselves.

To share your presentation:
1. Select your presentation from the Prezi library and then click the Share button.
2. Select your desired option: viewing or embedding the presentation to a blog or website.

Changing the Privacy Settings

Prezi allows you to specify whether you want to make the content of your presentation available to the public or you could set it to private.

To change the privacy settings of your presentation:
1. Select your presentation from the Prezi library and then click the Private button.
2. Choose the privacy state.

Prezi Update

With the new version of Prezi, you can brainstorm and co-create a presentation with your group members at the same time. You can opt to work separately or in real time so you can see others' edits instantly.

To learn more, visit: http://prezi.com/manual/collaboration-tutorial/