Creating a Prezi

1. Go to http://prezi.com
2. In the middle of the page, click **Get Started**. This will take you to a new window. Click **Continue with public presentations.**

How would you like to use Prezi?

> **Use Prezi for free:** All presentations you create will be publicly visible and you will be able to create, collaborate and present on prezi.com with 100MB cloud storage.
>
> Continue with public presentations ›

3. Fill out the information for your free Prezi account. Your e-mail address will be your user name and you will create your own password. Then click **Create your free Public account**.

Create your free Public account

First name	Last name

Email

Password

Create your free Public account

4. You are now ready to create your first Prezi. Click **New Prezi** and a new window will open to choose a template. You can also choose a **Start blank prezi** if you prefer to select your own colors.

Choose your template

Latest More   Search for Templates

Company X-Ray	Desktop CV	Social Network
Key to Success	Literature	CELLS
Key to Success	Literature	Cells
INPUT / OUTPUT	Vital signs	NEWSPAPER HEADLINE
Input-Output	Vital Signs	Headline
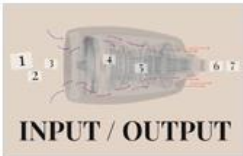
Popular Templates

Mobility
Mobility

Balance
Balance

Start blank prezi   **Use template**

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5. The left navigation bar lets you choose where the camera will focus. Using the templates, it will go to the frames shown. You can add more frames by using the + button at the top of the column. You can change the shape of the frame by using the drop-down arrow be You can also use the left navigation bar to rearrange the frames. Simply drag them where you want them in order.
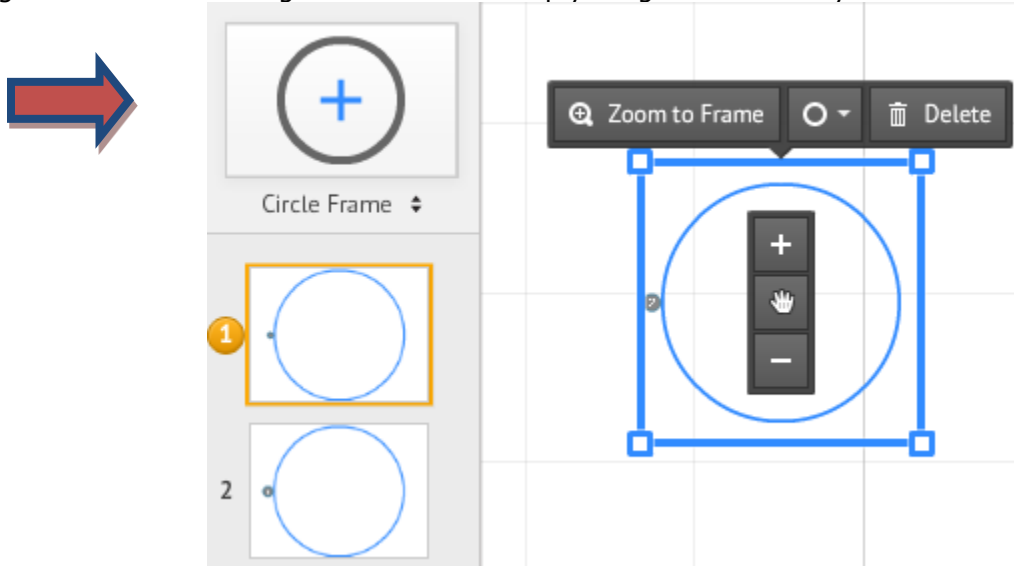
6. Click on the canvas (background) where number 1 in the path is located and position where you want your title to be. The box below will appear. You have three choices of font. Simply click the one you want to use. You can increase or decrease the font by clicking the A's as well as change the color by clicking on the arrow beside the black square. Click the arrow beside the black square to add bullets to your text as well as to choose alignment.

Once you have typed text, you can move it as a group anywhere on the canvas by simply clicking on it and dragging.

7. To add images, click **Insert** and choose **Images**. This opens a navigation bar on the right where you can **Select files** for images you have saved to your computer or **Search images on the web**. For images you saved on the computer, click on the image you want and click open. After it has been processed, the image will appear on the canvas where you can resize it as well as move it inside the frame.
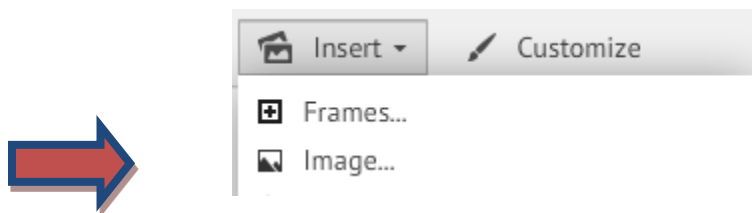
Creating a Prezi

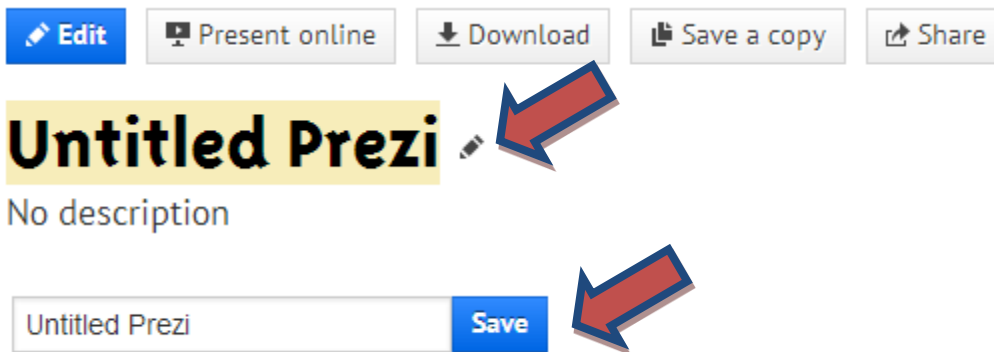8. **From Search images on the web** instructions: Put your search term in the box and several images will be returned. When you find the one you want, drag it to the canvas. Drag the image inside the frame, resizing if necessary, and add text if you want to label your picture.

9. You can preview your Prezi at any time by clicking on the blue **Present** button in the upper right hand side of the page. You can also right click with the mouse and choose **Start presentation**.

▶ Present
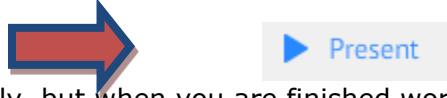
10. Prezi saves automatically, but when you are finished working in this session, click the black square on the top left hand side of the screen. Then click Exit on the right hand of the screen.

11. To change name of your Prezi from **Untitled** to something more descriptive, scroll down under the Prezi until you see the words **Untitled Prezi**. Hover your cursor over the title and then a pencil will appear. Click the pencil and then you can type in a box the new descriptive title. Click the blue **Save** button.

✎ Edit   ▣ Present online   ⬇ Download   ᵇ Save a copy   ⬆ Share

Untitled Prezi ✎

No description

Untitled Prezi   **Save**

Nice to know:

1. You can drag to any area on the canvas by clicking on a blank portion and dragging up, down, left or right. When you move your mouse to the right side of the canvas, a vertical bar will appear. The magnifying glass option will allow you to zoom in and out. The scroll button on the mouse has the same effect.
2. To rotate objects in your presentation, click on the frame or image you want to rotate. Hover your mouse around the corner of the frame or image you want to rotate. A square will appear with a line to a circle. The straight arrow will turn to a curved one and then you can drag to rotate the image or frame.