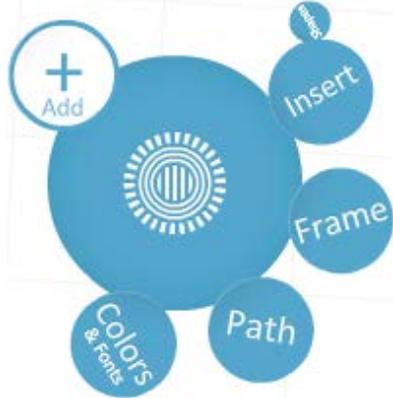
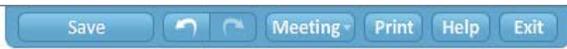
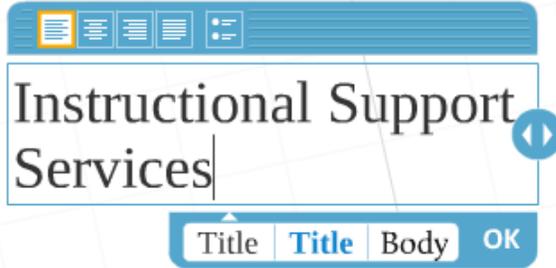


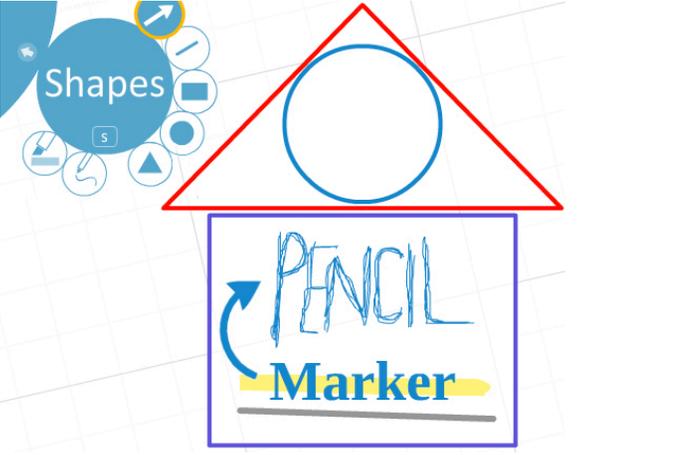
Online Presentations with Prezi

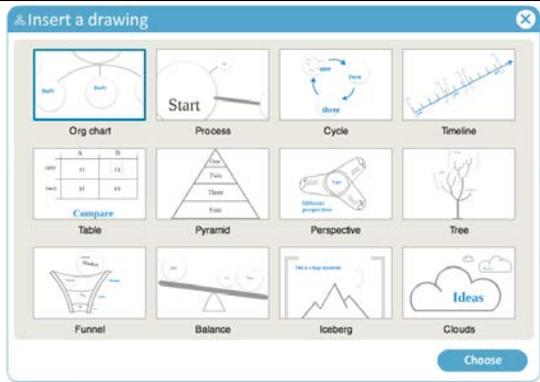
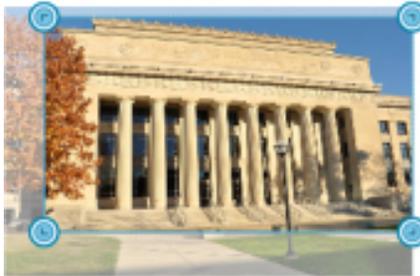
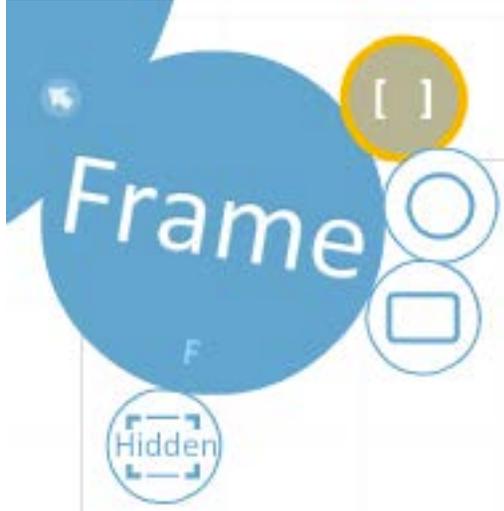
What is Prezi?

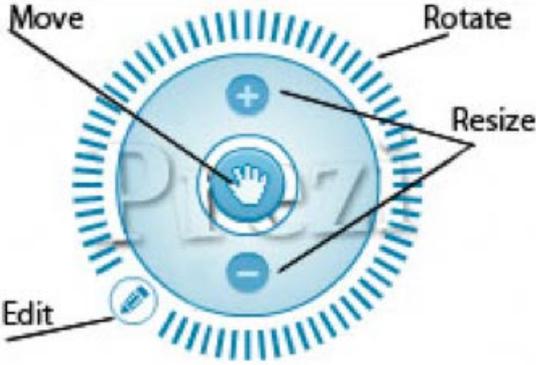
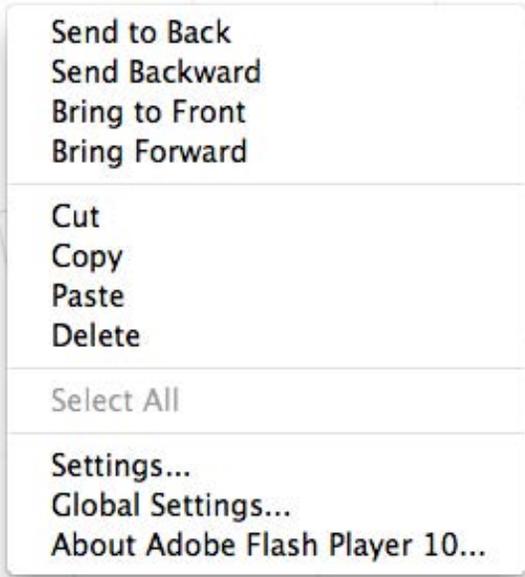
- Prezi functions similarly to PowerPoint, but its features are more powerful and interesting.
- Prezi presentations are created on a single canvas rather than on multiple slides, which encourages the presenter to use text, images, and video in their presentations.
- Prezi allows items on its canvas to be dragged, tilted, and zoomed in on to create an engaging look.
- Prezi enables the presenter to create animations by drawing paths between the different elements of his or her presentation.
- Prezi requires no special software—only a Flash-enabled browser.

Creating your first Prezi	
<p>Sign up As a members of the University, we qualify for the Edu license, which gives us the same benefits of the \$59/year Enjoy license at no charge: private content, no Prezi watermark, and 500MB of free storage space.</p>	<ul style="list-style-type: none"> • Go to http://www.prezi.com. • Click Sign up now. • Select Student/Teach Licenses in the bottom-left side of the screen. • Sign up for the Edu Enjoy license by clicking the Get button. <p style="text-align: center;">Important: be sure to use your @umich.edu email address to qualify!</p> <p><u>Already have an account at Prezi?</u> If you want to change your existing license to an EDU license, you need to sign in first and choose Upgrade on License and Settings page.</p>
<p>Create a new Prezi</p>	<ul style="list-style-type: none"> • Click on the Your Prezis tab at the top of the screen. • Select New Prezi. • Enter a title and description. • Click New Prezi to be taken to the prezi editor. • Select Blank on the Templates window and click Start editing.

Tools and workspace		
<p>Menu items The connected circles at the top-left corner make up the Bubble Menu, where the main features of Prezi can be accessed.</p>	<ul style="list-style-type: none"> • Write - Add textboxes. • Colors & Fonts - Modify the canvas style and/or colors. There are many different colors and fonts to choose from. • Path - Specify the animation order of the items in your Prezi. • Frame - Group items together by placing a border, frame, around them. • Insert - Add media and shapes. • Add - Adds a new frame with pre-populated content, and will help you create your Prezi more quickly. You can also press the “N” key. 	
<p>There is another menu at the top of the editing window for saving, collaborating, and printing.</p>	<ul style="list-style-type: none"> • Save - Save your Prezi. • ← → Undo or redo last action. • Meeting - Collaborate (see page 5). • Print - Print to PDF. • Help - Access help menu. • Exit - Exit the Prezi editor. 	
Editing your Prezi		
<p>Inserting text</p>	<ul style="list-style-type: none"> • Select Write if it is not selected already. • Click anywhere on the canvas and a text box will appear. • Type your text inside the box. • Use the controls on the top and bottom of the text box to change styles. <ul style="list-style-type: none"> • Alignment on top-left. • Bullets on top-right. • Text styles on bottom. • Text box size on right. • Click OK when finished. 	

Inserting an image or PDF	<ul style="list-style-type: none">• Select Insert from the Bubble Menu.• Click Images and select an image or PDF from your computer to upload.• The file will be placed in your workspace.• Images can also be inserted using the search bar.	
Inserting a video	<ul style="list-style-type: none">• To insert a video, select YouTube and paste the video's URL into the box. Then press Insert.• You may also upload your own videos by clicking the File button.<ul style="list-style-type: none">• Prezi supports the following video formats: FLV, F4V, AVI, MOV, WMV, MPG, MPEG, MP4, M4V, and 3GP.	
Inserting a shape	<ul style="list-style-type: none">• Select Insert from the Bubble Menu.• Click Shapes.• Show relations between objects and ideas with the Arrow tool.• Sketch out your ideas with the Pencil tool.• Highlight text with the Marker tool. <p>Tip: To achieve the best results while using the marker tool to highlight, be sure to right click on the mark and select send to back.</p>	

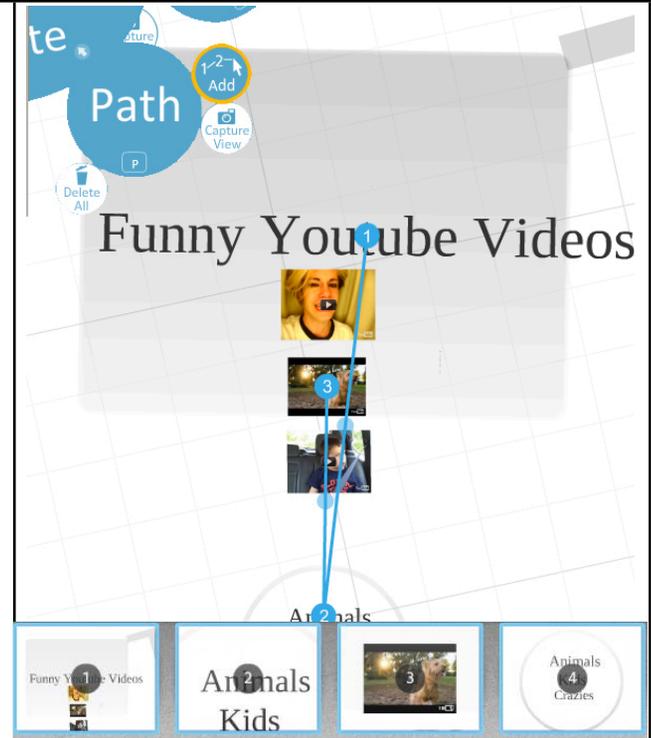
<p>Inserting a drawing</p>	<ul style="list-style-type: none"> • Select Insert from the Bubble Menu. • Click on the drawings icon.  • Select a drawing. • Customize the drawing and text to meet your needs. 	
<p>Cropping an image</p>	<ul style="list-style-type: none"> • Double click on the image to crop. • Cropped areas are never cropped permanently: double click on the again to change the cropped area or to revert the image back to its original state. 	
<p>Inserting a frame Use frames to organize information into groups.</p>	<ul style="list-style-type: none"> • Select Frame from the Bubble Menu. • Choose a frame type. • Click and drag to draw a frame around the objects you want to group together. • Hold down shift while drawing to create 4:3, projector-friendly aspect ratios. • With the exception of the hidden frame option, putting objects within a frame will group those objects together. As a group, the objects within the frame will be dragged, rotated, and moved together. • To turn grouping off, so that the frame can be moved/rotated/scaled without affecting the contents, Alt+Click on the frame. 	

<p>Transformation Zebra Use this tool to move, scale, and rotate objects in your Prezi.</p>	<ul style="list-style-type: none">• Clicking on any object in the canvas will bring up the Transformation Zebra.• Click and drag the center hand icon to move the object.• Click and drag the circular area or click on the (+) or (-) buttons to resize that object.• Click and drag the outer lines to rotate that object.• Click the pencil icon to edit the object.	
<p>Advanced right-click menu From the advanced right-click menu, you are able to change the position of objects on the canvas. For instance, this menu is used to place text on top of an image or to place a highlighting mark behind the text. This menu can also be used to duplicate objects with the copy and paste tool or to delete objects from the canvas.</p>	<ul style="list-style-type: none">• Right click on an object to access the advanced right-click menu.• From this menu, the following options are available:<ul style="list-style-type: none">• Send to Back - Send the selection to the very back of the canvas• Send Backward - Send the selection one step backward.• Bring to Front - Bring the selection to the very front of the canvas.• Bring Forward - Bring the selection one step forward.• Cut, copy, paste, and delete function as they would in any other application.• Tip: Multiple objects can be selected by holding the shift key.	

Preparing your Prezi presentation

Creating a presentation path

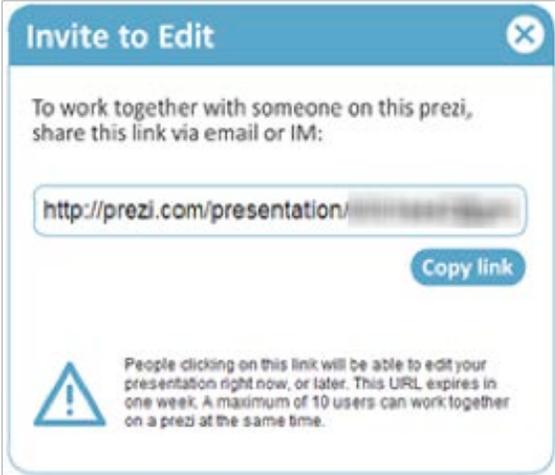
- **Zoom out** until you can see the objects that you want to show.
- Select **Path** on the Bubble Menu.
- Click on your objects in the order you want to present them.
- **Drag path numbered circles** off to the background to remove them.
- **Drag the small path circles** between two steps to insert an object.
- **Drag the large numbered circles** onto other objects to swap them into the Path.
- Choose **Capture View** to capture current view and add it to the path.
- While editing paths, the **Path View** will appear at the bottom. From here, rearrange the thumbnails to quickly edit your presentation's path.



Previewing and presenting your Prezi

- To preview your Prezi, click **Show** from the menu in the bottom-right corner.
- Use the arrows in the bottom-right to follow the path you created.
- If you would like to do a full-screen presentation, select the **full-screen icon** that is located next to the arrows.
- You may also go back to the initial loading menu for that presentation to access other presentation techniques, such as downloading for offline use (see Create a new Prezi on page 1)



Collaborating with Prezi meeting		
<p>Inviting collaborators</p>	<ul style="list-style-type: none"> • Click the Meeting button at the top-center menu. • Select Invite to edit. <ul style="list-style-type: none"> • This will create a URL for you to share with your colleagues. • When your colleagues click the link, they will be taken to an editing screen identical to yours where they will be able to edit presentation with you. • Avatars are created for each editor. Clicking on any individual avatar will provide you with the following options: <ul style="list-style-type: none"> • Follow the editor as he or she makes changes. • Give the editor control of the Prezi. 	
<p>Giving a presentation online</p>	<ul style="list-style-type: none"> • Click the Meeting button at the top-center menu. • Select Start online presentation. <ul style="list-style-type: none"> • This will create a URL for you to share with your audience. • When they click the link, they will be taken to a presentation page where they can view your Prezi as you advance through it. <ul style="list-style-type: none"> • Note: To view the presentation online, your audience members will need Prezi accounts. 	

You're now ready to design your own Prezi!

Additional Information:

Prezi in 3 minutes	http://prezi.com/learn/getting-started/
Prezi Learn Center	http://prezi.com/learn/manual/
Presenting and Publishing	http://prezi.com/learn/presenting-and-publishing
PreziU	http://edu.prezi.com
This handout and other workshop files	http://j.mp/workshopfiles

Other Resources:

LSA Instructional Support Services	http://lsa.umich.edu/iss
ISS - Instructional Consulting Blog	http://www.instructionblog.com
ISS - Instructional Consulting Wiki	http://g333.pbworks.com
Center for Research on Learning and Teaching	http://crlt.umich.edu
Faculty Exploratory	http://lib.umich.edu/exploratory

Follow up with your instructor:
Chase Masters
mastersc@umich.edu