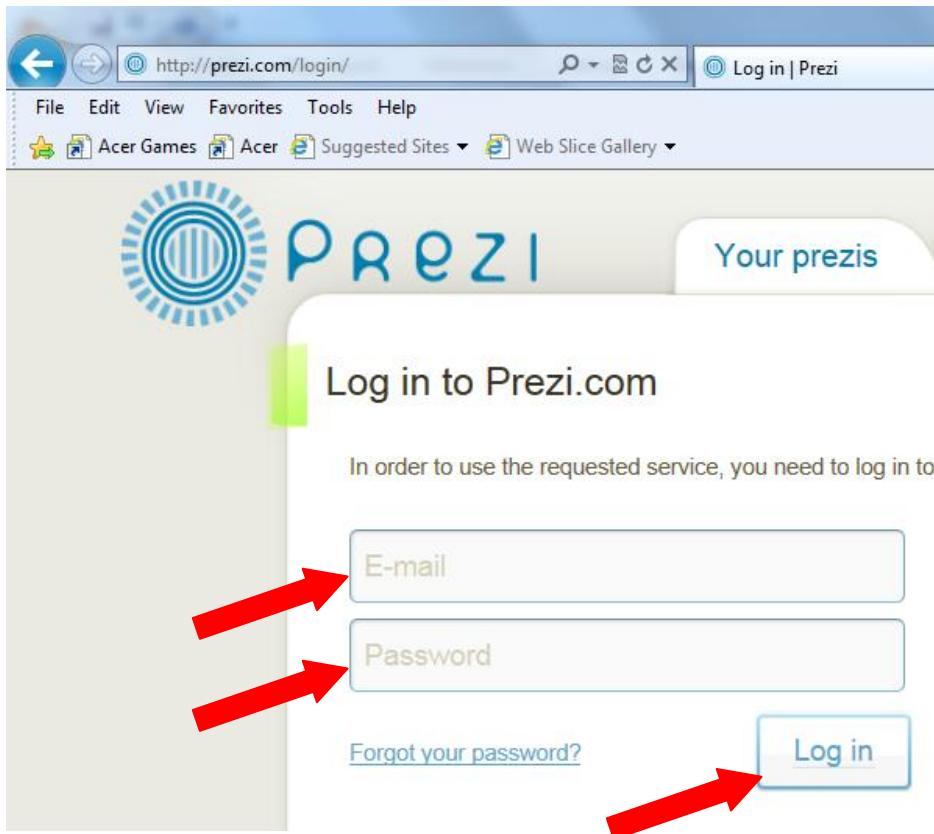


## Prezi

- Boot up an internet browser – in this case Internet Explorer
- In the URL, type in <http://prezi.com/>
- If you haven't already done so, please create an account. Those of who you were in attendance yesterday afternoon, you should have already created one.
- First click on 'Log in'

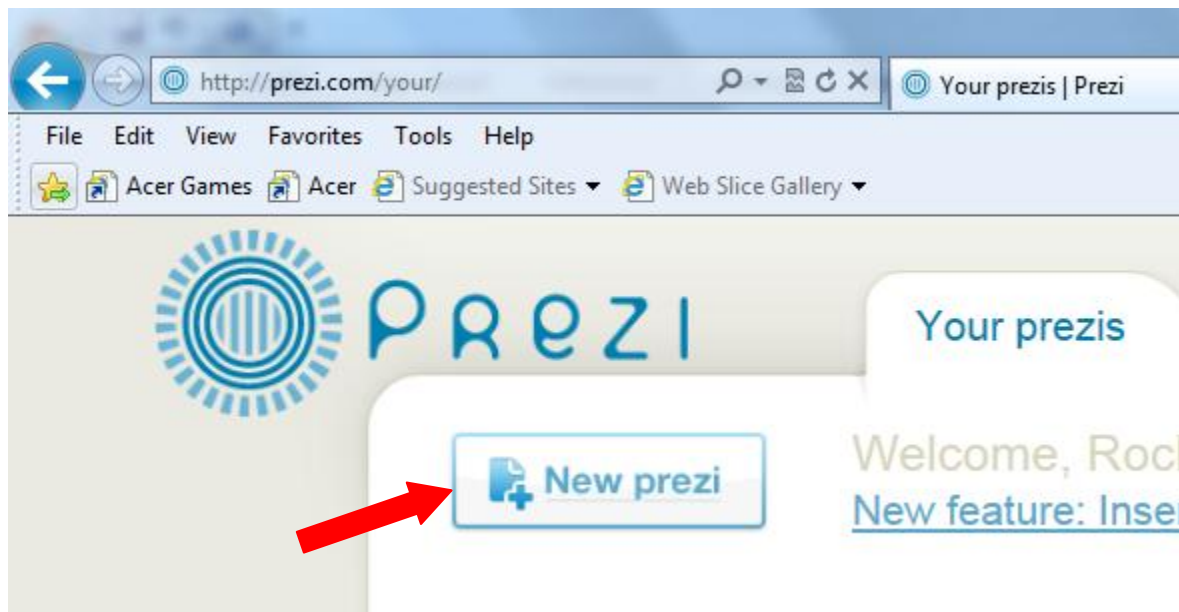


- Please enter your email and password in the appropriate locations and then 'Log in'.

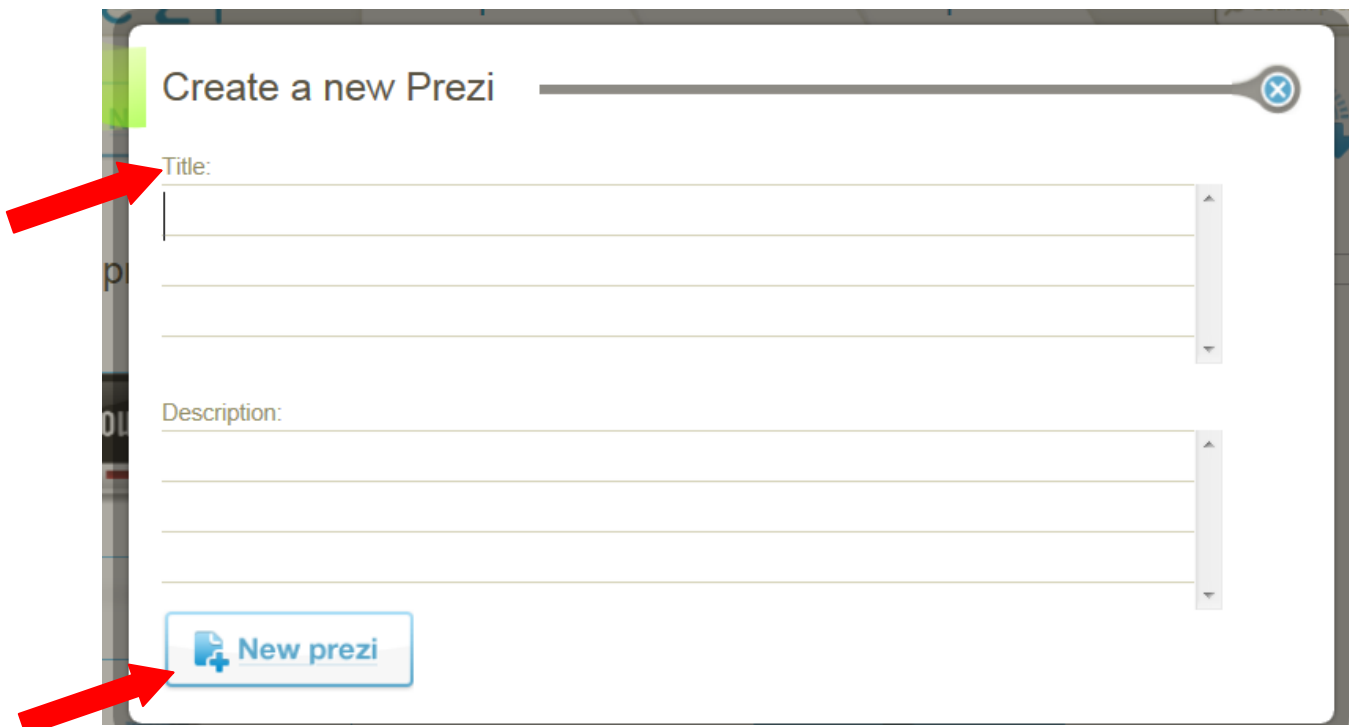


- You should now be in your working area (dashboard) for your Prezi login.

- At the top left is a button that is labelled 'New Prezi'.



- Click on this button and this will cause Prezi to load the software for you to manipulate to create a presentation.
- At the next window, give your presentation a title and then click on **New Prezi**.



- You will then see what they call a ‘zebra’ (three blue concentric circles with different patterns) while the program is being loaded.



PREZI

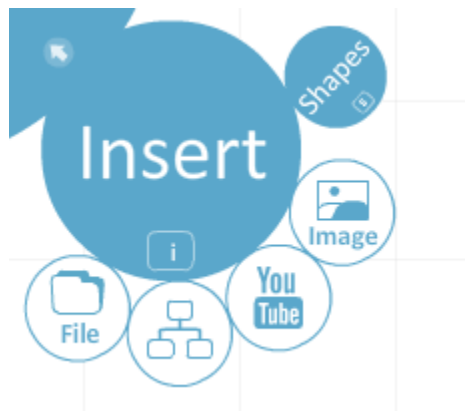
- Once Prezi is loaded, you can begin piecing together the presentation. Some things to quickly point out:



- To add text, make sure that you click on **‘Write’** circle. Then you can click anywhere and type whatever text needs to go into the presentation.



- Images, links, youtube videos and documents can be inserted into the presentation. To do this you must click on the **‘Insert’** circle and then depending on what it is that you want to insert, click on the appropriate media.



- The background or themes can be changed by selecting the **‘Colors’** circle.



- The really important component that causes the program to navigate from one artefact to another is the '**Path**' circle. Click on the Path circle and then you click on what is the first artefact and then the next one in order.



- The final important component of Prezi is the 'Show' circle. If you first select 'Show' and then select 'Full screen', this will result in your presentation filling the entire monitor area. To get out of the 'Show' mode, you can do one of two things:
  - Press the ESC key found on the top left corner of the keyboard and,
  - Move your mouse up into the top left corner and the 'circles' will appear – click on 'Write' and you are back into editing mode.



- The last thing to consider is the 'zebra'. To activate the zebra, left click once on the object/artefact. This should cause the zebra to appear.



- In the very center is a hand icon – left click on this and while holding down the left mouse button, you can drag the artefact to whatever location on the prezi background.
- The + and – buttons are responsible for making the artefact larger or smaller in size.
- Finally, the very outside perimeter of the zebra is used by left clicking on it and this allows you to rotate the artefact – to any desired position (upside-down, vertical, etc.)

Have fun working with this tool. I use Prezi for almost all of my presentations back home!