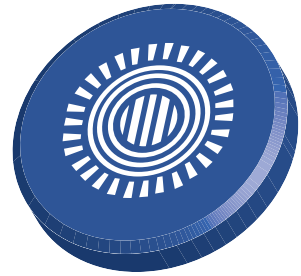


Prezi

<http://www.prezi.com>

Used for creating presentations going beyond static slides incorporating panning, zooming, linked video and more.



Creating a Prezi Account

After going to the URL above you will need to create an account by clicking on **Sign up now** (1. shown at right). As an employee at Heartland you can register for an education account. Click on **Go** under Student/Teacher License (2. shown below in the orange box). An Edu Enjoy Prezi account is free. To register click **Get** under the Edu Enjoy column (3. shown below at right).

1 Sign up now

2 Go

3 Get

	Public	Enjoy	Pro
Create prezis online	✓	✓	✓
Present offline	✓	✓	✓
Make content private	?	✓	✓
Prezi watermark removed	?	✓	✓
Prezi Desktop – work offline	?	✓	✓
Storage space available on Prezi.com	100 MB	500 MB	2000 MB
Price	Free	\$59/year ⁽⁴⁾	\$159/year ⁽⁴⁾
Action	Get	Buy	Buy

Student/Teacher licenses

	Public	Edu Enjoy	Edu Pro
Create prezis online	✓	✓	✓
Present offline	✓	✓	✓
Make content private	?	✓	✓
Prezi watermark removed	?	✓	✓
Prezi Desktop – work offline	?	✓	✓
Storage space available on Prezi.com	100 MB	500 MB	2000 MB
Price	Free	Free	\$59/year ⁽⁴⁾
Action	Get	Get	Buy

System Requirements:

- Adobe Flash Player 9 or higher installed (free download on www.adobe.com)
- Minimum 1GB memory
- A scroll mouse / touchpad

Supported browsers:

Microsoft Internet Explorer 7 or higher
Mozilla Firefox 3.0 or higher
Apple Safari 3 or higher

Edu Enjoy Account (free)

- Create prezis from any computer online
- Download finished prezis and present offline
- Choose if a prezi is private or publish it on prezi.com/explore
- We remove the prezi watermark that 'Public' users get
- Storage up to 500 MB of data

Limitations

- An educational use only logo appears while the software loads
- You can only create prezis online



Student/Teacher Verification

After choosing an Edu Enjoy Prezi account you will be taken to a Student/Teacher Verification screen. Type in your Heartland email account and click **Continue**. (4 and 5)

You will then be taken down that screen to enter your School or University details. Enter **Heartland Community College, Normal, United States** and the Heartland Website address **http://www.heartland.edu**. Checkmark to confirm you are a student/teacher and click **Continue**. (6)

Student/Teacher Verification

Please provide your email address. To register for an educational account you need to use an email address that clearly belongs to your educational institute.

Email

Please note: Your email will be your user name

Don't have a school email account?
We realize not all students are provided email accounts by their school. If you are a teacher, you can register bulk email accounts for your students with quite a few providers out there.

Already have an account at Prezi?
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.

[Go Back](#) [Continue](#)

About: [About us](#), [Jobs](#), [Contact](#) | Using Prezi: [Register](#), [Getting started](#), [Terms of Use](#) | Get involved: [Blog](#), [Facebook](#), [Twitter](#), [Community forum](#) | Help: [Learn Prezi](#), [Known issues](#), [Support forum](#), [Tweet your problem](#)

School or University details

School Name

City

Country

Website address

Please note: You can only register if your school has a website
If your education email address matches a different education domain than your school (e.g. school district), please register the site of your school district instead of the school site.

☒ I confirm that the school above is a school where I am an active student or a teacher

[Go back](#) [Continue](#)

© 2010 Prezi Inc.

You will be shown an Education license registration screen telling you that a confirmation email has been sent to you. **Close** (7) that screen and open your email message from Prezi.

You'll click the website link (URL) in the email and be taken to a Registration screen. Type in your **First name**, **Last name**, and create a **Password** for your account. Read the Terms of Use and click **I agree** and then click **Register and Continue**. (8)

Registration

Your details

First name

Last name

Email

Please note: Your email will be your user name

Password

Password again

☐ I agree to the [Terms of Use](#)

[Register and Continue](#)

Goodies:
✓ Create prezis from any computer online
✓ Download finished prezis and present offline
✓ Choose if a prez is private or publish it on [pres.com/publications](#)
✓ We remove the prez watermark that "Public" users get
✓ Storage up to 500 MB of data

Limitations:
✗ An educational use only logo appears while the software loads
✗ You can only create prezis online

© 2010 Prezi Inc.

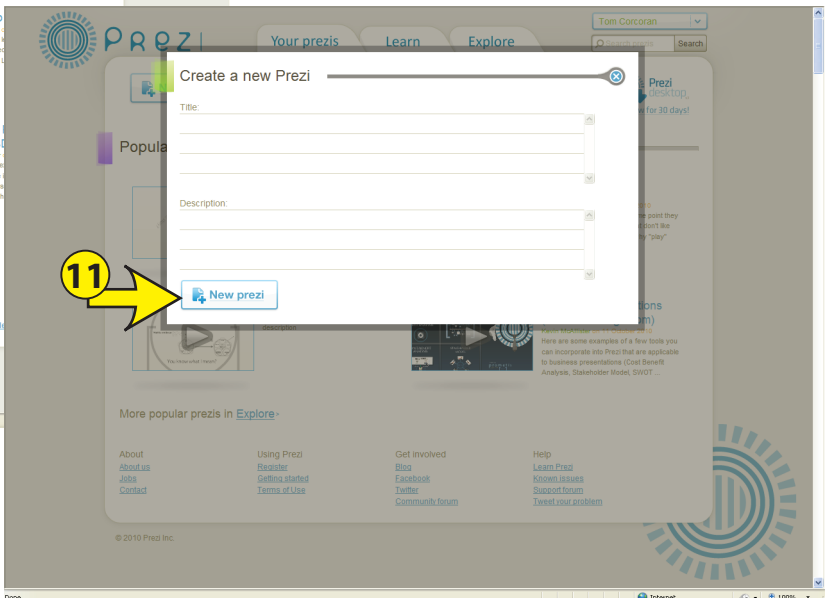
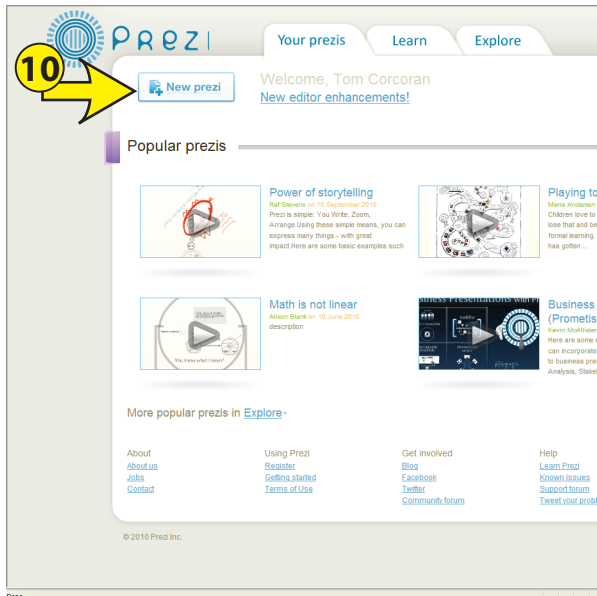
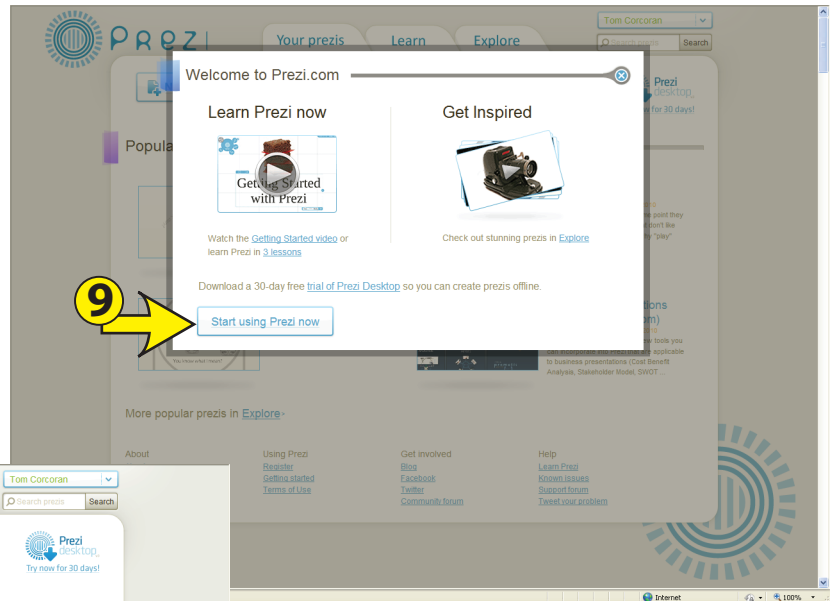
Then you are ready to go with your Prezi account.



Welcome To Prezi.com

After fully registering for your Prezi account you will be presented with a Welcome Screen. You can Learn more about Prezi or see other public prezis presentations (you can always view these later). Click on **Start using Prezi now** (9) to enter the first Prezi screen.

Finally, you will see the screenshot below left. In the upper right you'll see you are registered (your name will appear). You will see 3 tabs: Your prezis, Learn and Explore.



The Your prezis tab shows a button to create a New prezi and allows you to see popular prezis that others have made. The Learn tab will show you some prezis about using prezi and how best to create a prezi presentation. The Explore tab shows you more public prezis that others have made allowing you to get an idea of what others are doing.

Clicking on **New prezi** (10) will show the Create a new Prezi screen. Here you can give your Prezi a Title and Description and click **New prezi**. (11)

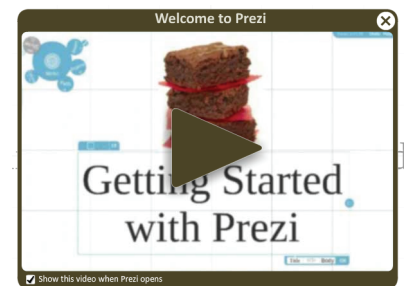
Now you will begin to create the Prezi on a blank Prezi canvas/work area.



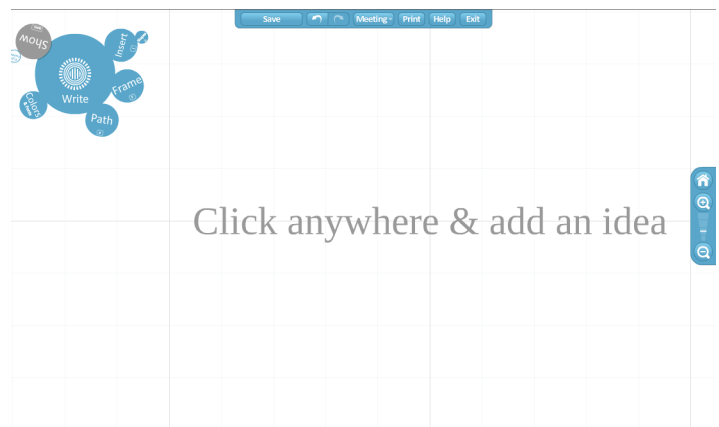
Gettings Started

First you will see a screen allowing you to Title and type a Description for your new Prezi (shown in screenshot at right). Type these in and click on the New Prezi button.

The first time you create a Prezi you will see a video (screen shot shown second right) which you can watch to step you through how to create a Prezi. If you want this video to always appear leave the check box marked for "Show this video when Prezi opens". If you don't want to see this video screen when opening a new Prezi uncheck this box. When finished with this video screen click on the white circle X in the upper right.

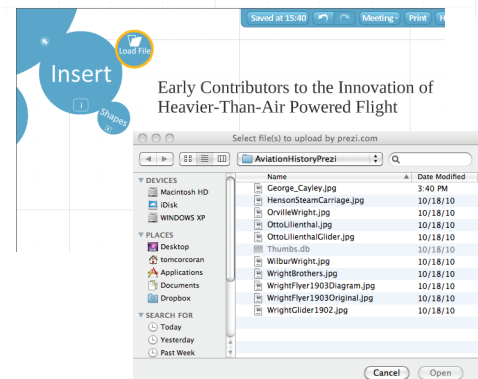


You will then see the Canvas. This is the area where you add your text, graphics, photos, charts/graphs, videos and other presentation material. This space is your work/presentation area so you can add text, change the size/font, and even move the location of anything you've added to the Canvas. This way your presentation is more free-flowing and non-linear than the more traditional presentation software such as PowerPoint.



Click on the Canvas and type in the first Title or piece of text you'd like to present. This can always be changed, rearranged, resized or removed so simply begin to type what you want to present. Eventhough Prezi is presented in a non-linear way you will most likely want to create your presentation in a linear "thought" process... so start at the beginning of your presentation and work through it just like you would if you created a PowerPoint Presentation.

After typing in some Title or other text, go to the Prezi Bubble Menu (upper left corner of the browser). Click on the Insert bubble and then click the Load File bubble (shown at right below). This will allow you to insert a still image (JPG, PNG, GIF), video file, Flash animations and more.





Adding an Image

Once you choose an image from the Insert>File Upload bubble your image will be uploaded into your Prezi and can be grabbed and positioned anywhere in your Canvas.

After adding any items to your Canvas you can click on an item to resize, position, rotate or change the item using what Prezi calls the Zebra (the blue/light blue circular symbol shown at right).

Clicking down and holding the mouse button down on any one of those three areas on the Zebra will allow you to use that feature. Click and hold on the middle (vertical lines) to move the text, photo or other item around on the screen. Click and hold on the darker blue concentric circles and move the mouse in or away to shrink or enlarge the item. And finally Click on hold on the outer hash marks to rotate the text or other item by moving the mouse in and around.

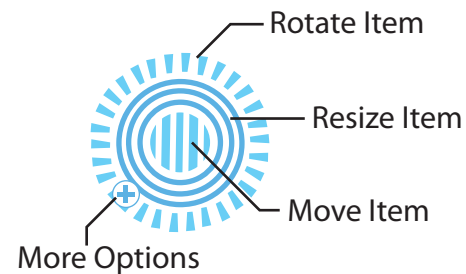
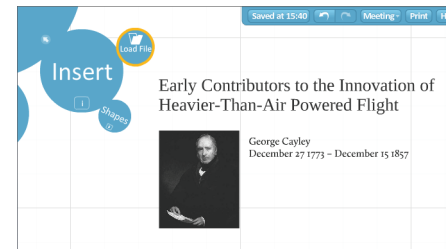
The plus button on the Zebra will bring up even more options that can be applied to the item including Deleting, Duplicating, Selecting more objects, Bringing to the Foreground, Sending to the Background (for overlapping objects), and help with moving, resizing and rotating the object.

Moving around on the Canvas

Clicking down and holding the mouse down anywhere there is "white space" on the Canvas will allow you to move the mouse around and move the Canvas/screen.

Adding a Shape

Shapes can also be added easily to your Prezi by clicking on the Insert bubble and clicking Shape. This will bring up options for adding Arrows, Lines, and Highlighted areas. Click on one of these 3 and click the mouse down on the Canvas. Drag the mouse and release the mouse button.



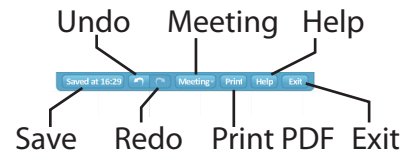
Delete
Duplicate
Select More
Bring Forward
Send Backward
How to Move,
Resize and Rotate?





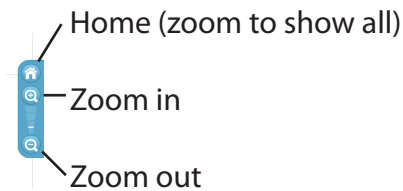
Upper Menu

The upper menu in Prezi allows you to Save your Prezi, Undo and Redo the last action(s), Start an Online Presentation or Invite others to Edit your Prezi, Print the Prezi to a PDF, Bring up Help, and Exit from the Prezi. Prezi's will automatically Save every so often but it is important to Save your Prezi so you don't lose your presentation.



Zoom In and Out of the Canvas

The right most menu allows you to control the zoom amount on the Canvas. The Home button will show a larger portion of the whole Canvas and your presentation.



Adding a YouTube Video

Back in the Prezi Bubble Menu you can change the menu back to the Write (center) bubble menu. A YouTube video URL (web site address) can be pasted into a textbox to add a YouTube Video straight into the Canvas in your Prezi. The Prezi will automatically bring the YouTube Video into the Canvas allowing you to resize and position the video on the Canvas.

Example YouTube URL address:

http://www.youtube.com/watch?v=uT2dQB_OgFE

Wright Brothers video



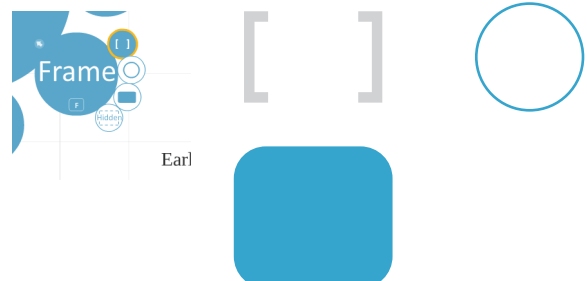
Changing Colors and Fonts

Again in the Prezi Bubble Menu you can change the menu back to the Write (center) area and then choose Color and Fonts. Prezi has prebuilt color and font choices for you to choose from. Clicking on one of these choice bubbles will change the entire Canvas to that new prebuilt template.



Creating a Frame

Once you start to get your content arranged in a set location on the Canvas you can tell the Prezi application which groups of information go together. You do this by creating a Frame. Click on the main Prezi Bubble Menu and choose Frame. Here you can select from a Bracket, Circle, Rounded Rectangle, or Hidden Frame. Choose one and draw the frame around each main piece of content.



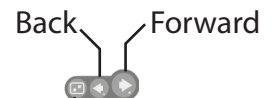
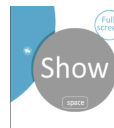
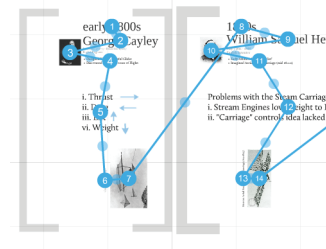


Adding A Path

A Path can be added and modified to allow for precise navigation through your Prezi presentation. In the Prezi Bubble Menu go to Path and with the 1-2-Add bubble chosen begin to click on the Canvas to order the elements of your presentation. The ordering can be manipulated by dragging the numbered "nodes" or the "empty nodes" around to new locations on the Canvas. To remove a node drag it outside of the current area or you can remove all paths/nodes by clicking in the Delete All bubble from the Prezi bubble menu in the upper left of the screen.



Early Contributors to the Innovation of the Steam Engine



Full Screen Mode Toggle

Showing your Prezi

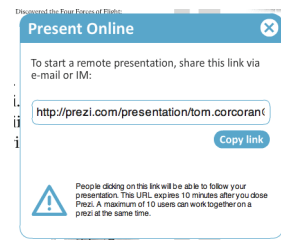
When you are finished placing your Text, Graphics, Photos, Charts, Videos, Shapes, Frames and Path into your Prezi you can then preview how your Prezi presentation will look. In the main Prezi Bubble Menu click on Show (or simply press and release the space bar on the keyboard). You will see a set of controls in the lower Right corner allowing you to view your Prezi in Full Screen Mode, go Forward and go Backward through the presentation screens. Likely you will see a large overview of your presentation Canvas as the first view (this is important to give your audience an overall sense of what you are presenting). Click on the Forward control in the lower right of the screen to begin navigating through your path/presentation. You can always opt to freely navigate through the presentation by clicking down with the mouse anywhere you want to get back to on the screen or use the zoom in and zoom out controls along the middle right of the screen.

To "rewind" your presentation back to the beginning click and hold down the Back button in the lower right and move the mouse up to and click on the rewind control. To set up timing for the presentation click and hold the Forward button in the lower right and choose from 4, 10, or 20 second delay before the next piece of information is shown/navigated to.



Presenting Online

Finally you can present your finished Prezi by sharing a link to others to the web page your finished Prezi will be stored on. Under the Upper Menu click on Meeting and drop down to and click Start Online Presentation. This will bring up a screen like the one shown at right. Here you can copy the link that the system provides to you and Instant Message or Email your audience the link to your Prezi. Prezi's presented online obviously don't have your voice narrating the presentation (or any sound other than sound from a linked YouTube video) so your online Prezi will be solely reliant on how you have arranged your information, the text you've typed on screen and any charts, graphics, photos or video you've included. The link expires after you (the original editor) close Prezi and only allows for a maximum of 10 audience members.



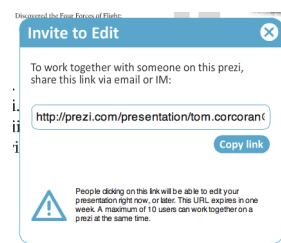
Presenting in Person

Another alternative is to present your Prezi in person (just like you'd present a PowerPoint presentation to an audience). Just open up your Prezi and click on Show from the main Prezi Bubble Menu. Go into Full Screen Mode and present your Prezi live.



Collaborating on a Prezi

It is possible to collaborate with a group of people on the creation of a Prezi. Again in the Upper Menu click on Meeting and drop down to and click Invite To Edit. You will see a screen like the one shown at right giving you the link to the editable Prezi you've been creating. That link can be shared with others who then can register with Prezi, create an account of their own, open the link you provide them and edit your Prezi along with you. As the text says at the bottom of this screenshot: This link expires after one week and can only be collaborated on with a maximum of 10 people.





Your Prezis

After creating a Prezi and clicking on Exit from the Upper Menu you can see the Prezis you've created from the main Prezi Web site by clicking on the Your Prezis tab at the top of the screen.

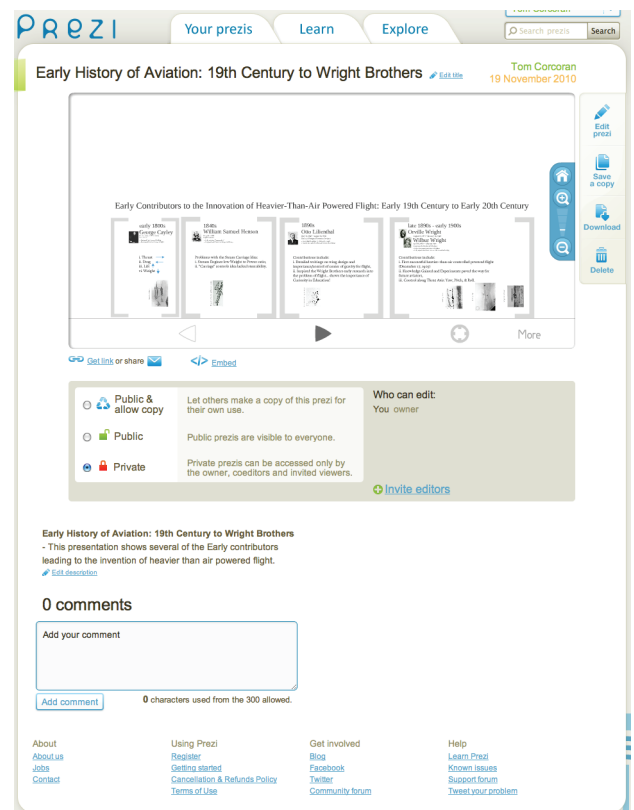
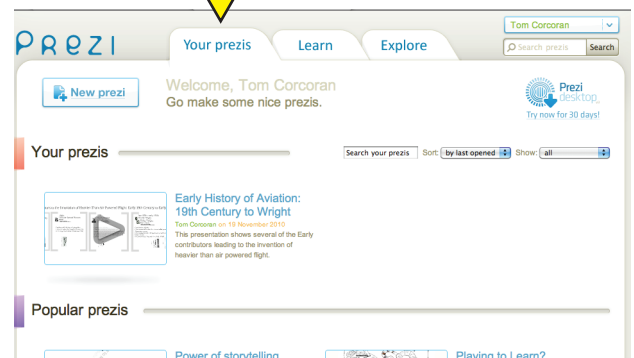
From here you can navigate into more options about a Prezi by clicking anywhere on that Prezi (click the title, thumbnail, etc) and it will open that Prezi.

Here you can get into Edit the Prezi, Save a Copy, Download the Prezi, or Delete the Prezi. You can also playback the Prezi, Get a Link or Share the Prezi, or get the Embedding HTML code to place the Prezi on a web site of your own.

Downloading a Prezi will zip the entire presentation up into a single Zip folder, and download to your computer. After unzipping the folder you will see a few files: one will be a stand alone .exe (executable projector file to use on a Windows PC) and one will be a stand along .app (projector application file to be used on a Macintosh computer). Simply double click either the .exe (Windows PC) or .app (Macintosh) file to launch and playback your Prezi on the appropriate computer platform.

Also you can decide who can view or edit your Prezi by making your Prezi Public & allowing copying, Public (but no copies), or Private. And you can Invite Editors from this screen.

Finally this screen shows any comments that have been added about your prezi (if it has been made public).





Prezi Tips and Hints

Here are some helpful tips about creating a Prezi:

- creating a Prezi takes much more time than you originally plan for,
- the more planning you do up front the easier it will be to create,
- group like elements together on the screen to avoid causing motion sickness in your audience,
- avoid presenting too much detail... use a minimalist approach to each chunk of information,
- think about the flow of the information before starting (sketch it out on paper first if necessary),
- create a hierarchy of importance (Very Large Headings/ Very Small details),
- show an overview of the entire Prezi before beginning in on a small detail,
- use Frames around each main piece of information,
- leave white space around a Frame or element on the Canvas so Prezi can focus in on a detail,
- create your details in much smaller text to add interesting zoom effects,
- rotate text and images to offset and add some interest to the presentation,
- zoom out and return to the path by clicking on the Forward (Next) button,
- when bringing in a Flash SWF file for animation make it a simple looping animation,