

PREZI OVERVIEW

Bubble Menu

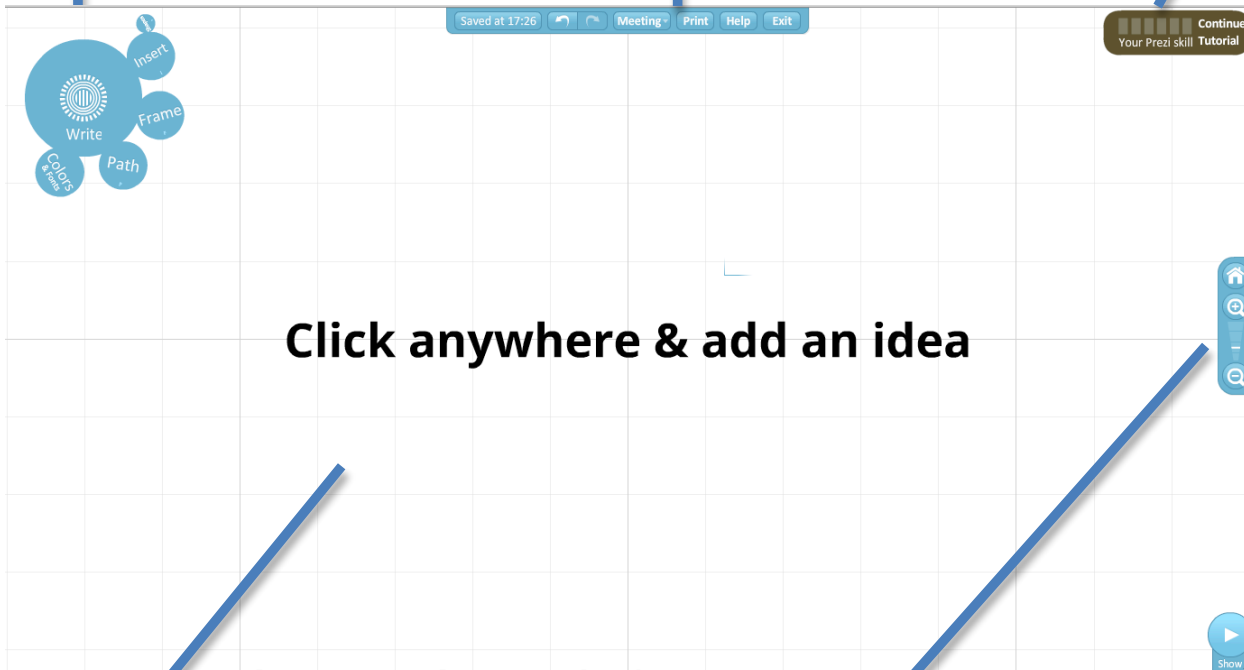
Prezi's primary editing tool. Clicking each bubble accesses a different area of presentation editing.

Menu Bar

Options include: save, print, undo, help and exit the Prezi. Allows for the creation of an online meeting where up to 10 people can collaborate /create one Prezi.

Tutorial Bar

Shows basic steps for creating a Prezi.



Click anywhere & add an idea

Canvas

Space in which you create your presentation

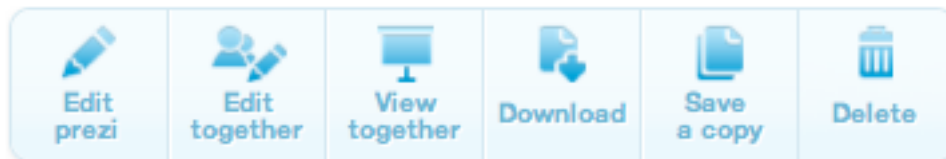
Zoom Bar

Allows for basic zoom functions. The home button returns you to the original size and shape

Show Button

Clicking begins your presentation.

Prezi Toolbar



Prezi Bubble Menu Overview

Themes

The bubble menu allows color and font choice for use throughout the presentation.

Preexisting Themes

- Set colors and fonts
- Changes can still be made

Theme Wizard

- Wizard button sets up color choices from Prezi's selection
- Manual button creates custom colors

Insert

This option allows for a variety of information, files, images, etc to be inserted/uploaded.

File

- Must be image files.
- Use word documents by changing them into PDF files.
 - Open document
 - Click SAVE AS
 - Click the dropdown menu for Format
 - Choose PDF

Drawing

- Choose from a series of “flow charts” around which presentations can be organized

Youtube

- Choose a specific youtube video and cut and paste the URL.
- Prezi will upload the video; it becomes a moveable “piece” on the canvas.

Image

- Upload an already saved image
- Search the web via Prezi for an image

Shapes

- Choose from arrows, triangles, squares circles, even a highlighting tool

Frame

Group items by framing them into smaller areas of focus.

- Frames come in a variety of shapes
- Resizing is as easy as clicking the plus/minus button on the zebra

Path

Allows choice in presentation order.

- Prezi uses a simple number system.
- Once “pathed” objects will appear as “slides at the bottom of the screen. Order can be changed simply by dragging frames.

Intuitive Tools

These tools do not have separate buttons on the bubble menu.

Text

- Text can be added by simply clicking anywhere on the canvas. Text boxes can be created over images and shapes.
- Text color, font style and alignment can be changed by double clicking the text box.

Zebra

“Wheel” that appears on all objects on the canvas.



- Hand to move the object
- Plus/Minus to change the object's size
- Inner ring (light blue) changes object's size
- Pencil allows changes to color, size, font, etc.
- Outer ring rotates the object.

Right Clicking

Right clicking must occur over object.

- Creates a menu of simple choices
- Object can be sent back or front (all the way in either direction)
- Objects can be sent backward/forward (one step in either direction)

Prezi Account Sign-Up

1. Click “Sign-up” Button. Scroll down to the bottom of the page.
2. Click the GO button next to “Student/Teacher Licenses.”
3. EDU Enjoy category-scroll down to the bottom click “Get.”
4. You will need to type in your fcps.edu email account.
5. It will generate an email. Within that email will be a link to set up your log-in for Prezi's educator account.

