Prezi Training

By

Anne M. Matthew, EdD

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What is Prezi?

Prezi is an alternative way to present information. While Prezi may be purchased for download onto your computer, it is always available via internet by logging in with your username and password.

✎Notes:

Planning Your Prezi

Because a Prezi can display any content at any time, it is very important to plan out your Prezi presentation prior to delving into development. First, plan an outline of content. Then, storyboard out your content. Then, follow your storyboards to develop the Prezi.

On the following pages, you will find sample storyboards for a Prezi on Time Management.

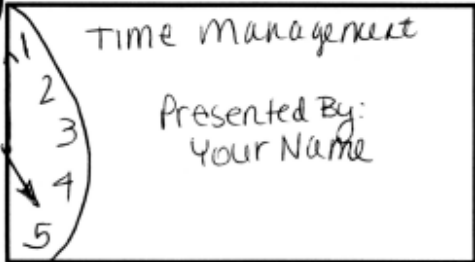## ✍Notes:

Storyboards

Storyboards

Project Name: Time Management

Author: _____
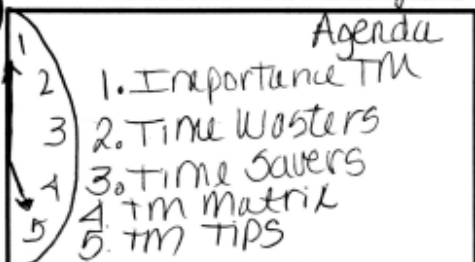
1

Title: Title Frame

Time Management

Presented By:
Your Name

Include Clock bg
Presentation Title
Presenter Name
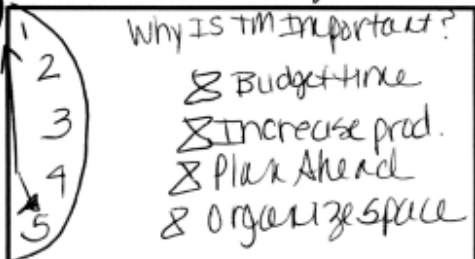
2

Title: Presentation Agenda

Agenda
1. Importance TM
2. Time Wasters
3. Time Savers
4. TM Matrix
5. TM TIPS

Animate agenda
Items 1 by 1

3

Title: Time Management Importance

Why IS TM Important?
⧖ Budget time
⧖ Increase prod.
⧖ Plan Ahead
⧖ Organize space

hourglass bullets
animate 1 by 1

Storyboards

Project Name: Time Management

Author: _____

A — **Title:** Top 10 Time Wasters

1.
2.
3.
4.
5.

- O LACK
- O Procrast.
- O Interr.
- O Lack of Del.
- O Meetings
- O Crisis Mgt.
- O Tel., & Int.
- O say "No"
- O No Org.
- O Not enough time self

zoom on each

5 — **Title:** Top 10 Time Savers

1.
2. Balance
3. Pen
4. Plan
5. Prioritize

- Log
- Delegate
- Man. Mtg time
- Handle paper
- Run time log
- Contr. Procr.

zoom on each

6 — **Title:** Time Management Matrix

1.
2.
3.
4.
5.

Important	Urgent	Not Urgent
	deadline, Crisis, Emerg.	rel. bldg, Pers. Dev., Exercise, Health
Not Imp.	Email, Phone call, Meetings	Phone calls, Television, Time wasters

show blank Matrix then animate examples for each quadrant

Storyboards

Project Name: Time Management
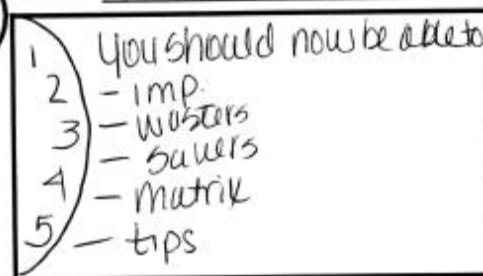
Author: _____

7 Title: Time Management Tips

10 TM TIPS
1. Don't leave email
2. Multi bad
3. Meeting 1st
4. Check sched.
5. Keep web addons
6. Know when you work best
7. Keystrokes
8. Easy start
9. To-Do everyday
10. Dure 26 51020
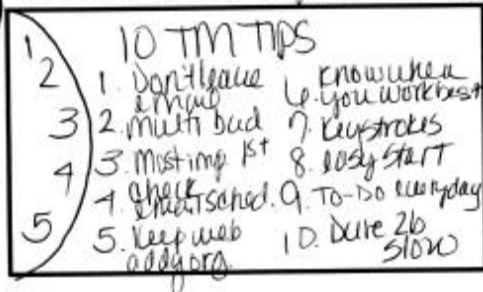
Use numbers
Zoom on each item

8 Title: Conclusion

You should now be able to
- imp.
- wasters
- savers
- matrix
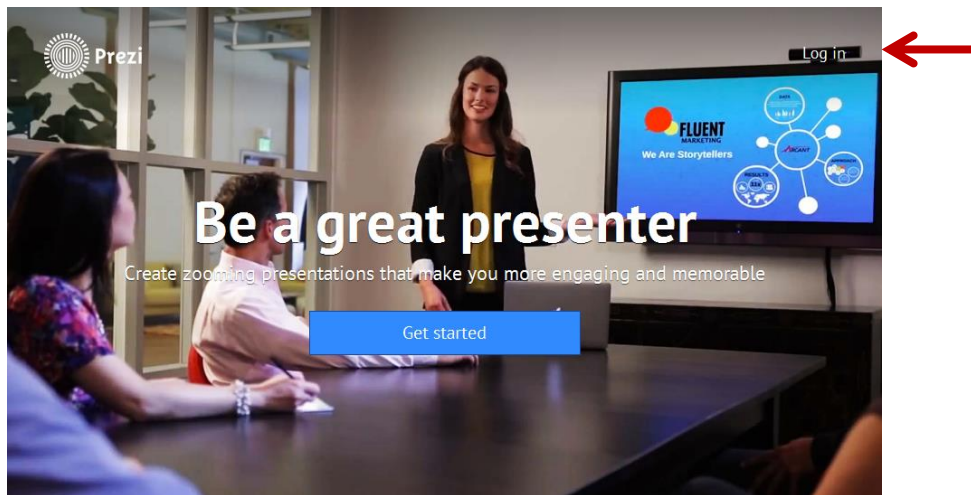- tips

animate each

9 Title: Questions?

?

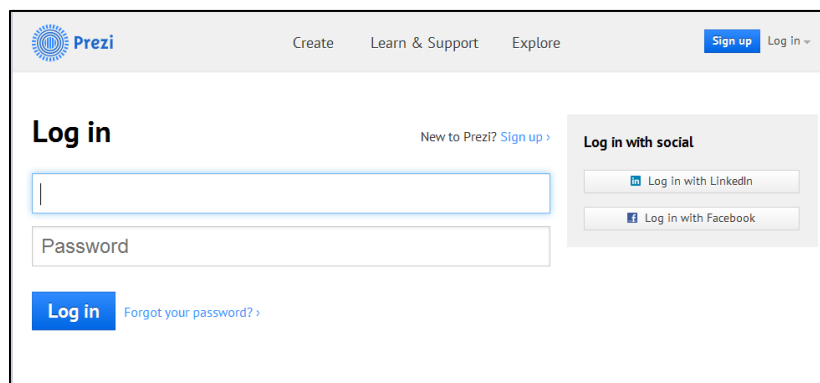no animation needed here

Accessing Prezi

To create your first Prezi, follow the steps below.

🖱 *Instructions:*

1. Launch your browser (Chrome preferred).
2. Navigate to prezi.com (no www)
3. Click Login in the upper right corner of the screen.

4. Enter your username and password, then click Login.
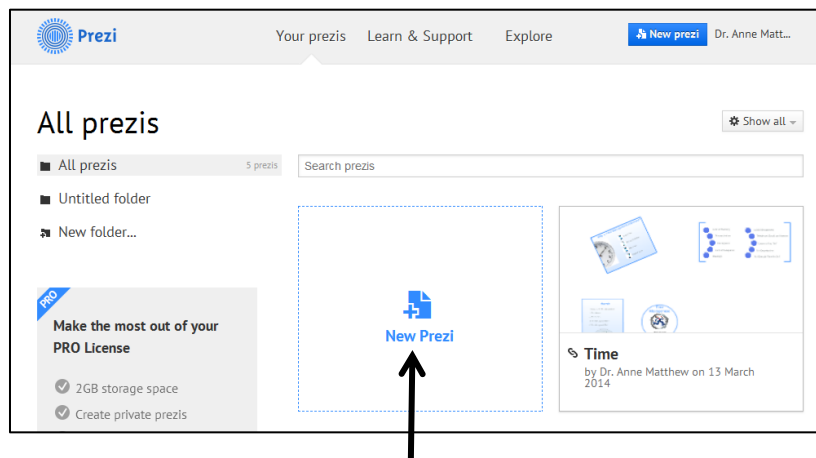

✏ *Notes:*

Creating a Blank Prezi

While Prezi has themes available, creating a blank Prezi gives you the flexibility to create your own content, colors, and presentation objects.
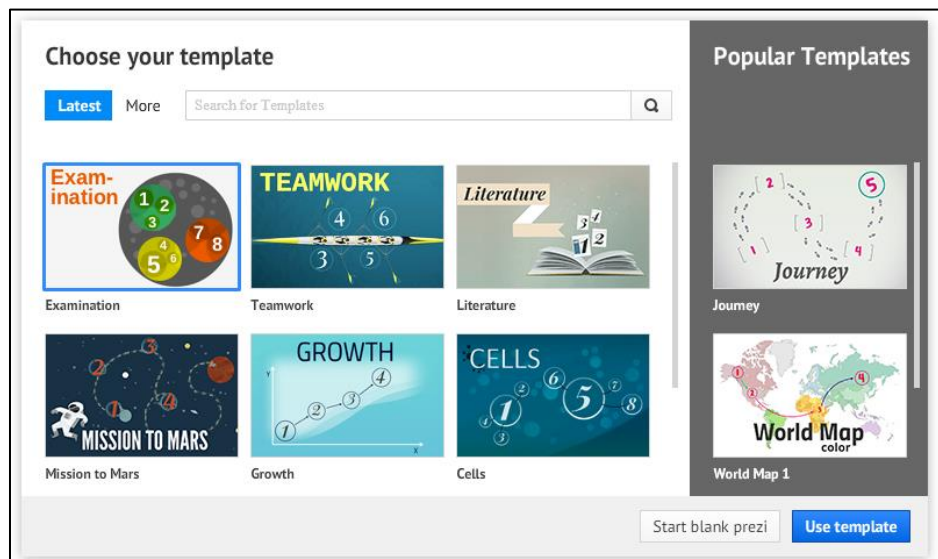
Let's create a blank Prezi by following these steps:

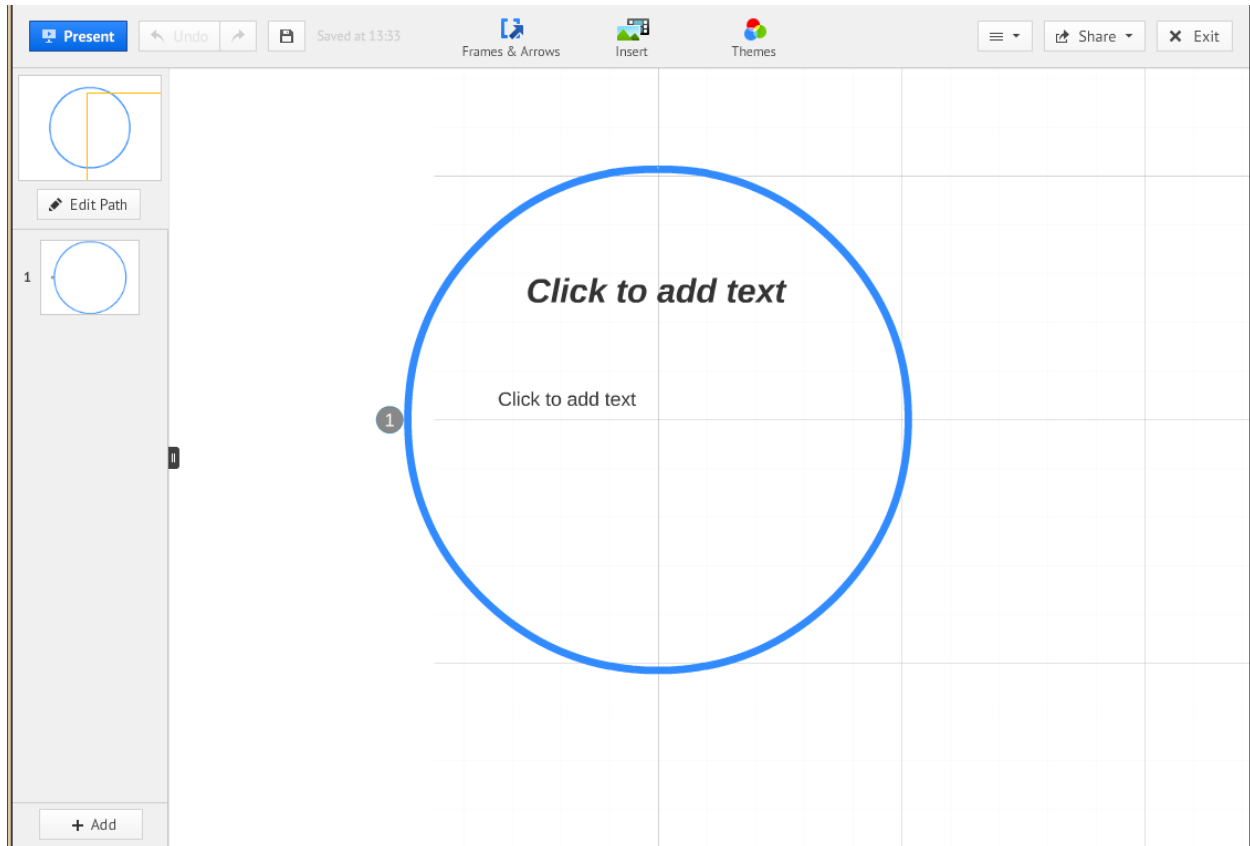## ⌐🖱 *Instructions:*

1. Click the New Prezi thumbnail.

2. Choose Start Blank Prezi.

Navigating Prezi

The Prezi screen is simple, with only a few options available on the screen. As you create objects, options to manipulate will become available on individual objects.
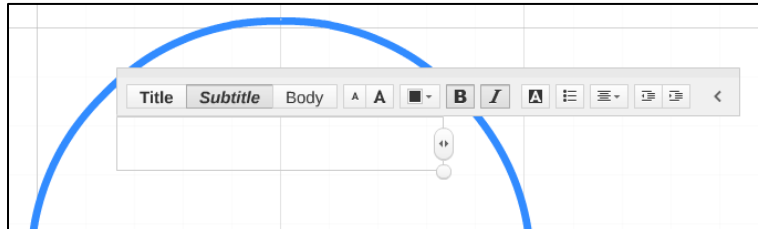
Let's take a look at the Prezi environment below:
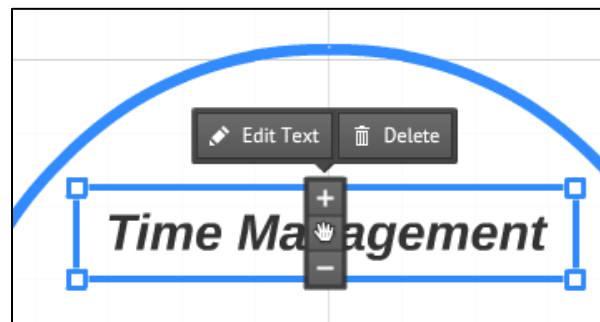

✍Notes:

Adding Text in Prezi

Prezi makes it very simple to add text on the canvas. Simply click anywhere. A textbox with editing options will display at the position of your click.

Review the Prezi text box below:

To manipulate text, click on the object, then tool to achieve your desired effect.

| Option	Description
Edit Text	Displays the text toolbar
Delete	Erases the object
+	Zooms the object in
Hand	Moves the object
-	Zooms the object out
Corner Handles	Resizes (changes font size)

✍Notes:

Inserting Images

Prezi works with images just like most programs. Except, Prezi has a built in option to search the internet for images right inside the program!

Let's see how to add an image.

✍🏻 *Instructions:*

1. Click Insert in the Prezi toolbar.
2. Choose Image.
3. Type in a description to search images on the web.
4. Drag the desired image onto the canvas.
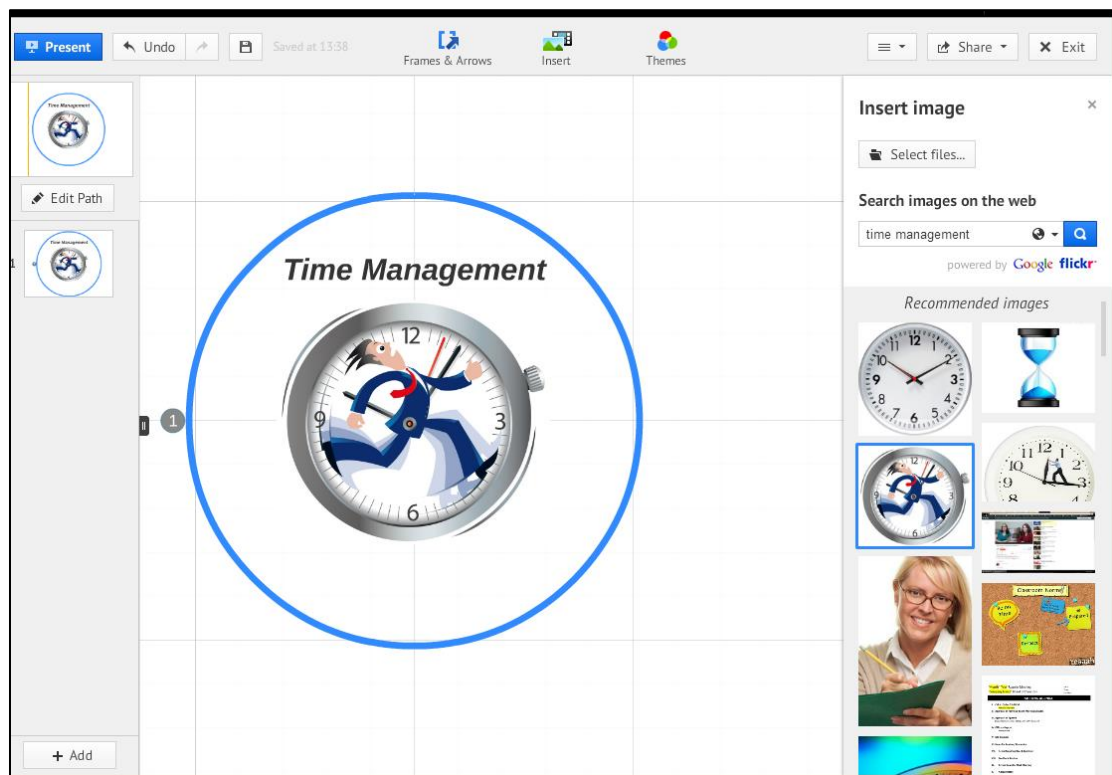
5. Resize and position the image as necessary.

✍*Notes:*

Creating Frames

Frames are the equivalent of screens in PowerPoint. You may either create the frames after inserting objects, or create the frame then insert objects inside of it.

To insert a frame, perform the following steps:

⌒🖰 *Instructions:*

1. Click Frames & Arrows in the Prezi toolbar.
2. Choose your desired frame type.
3. Drag the frame around a group of objects.
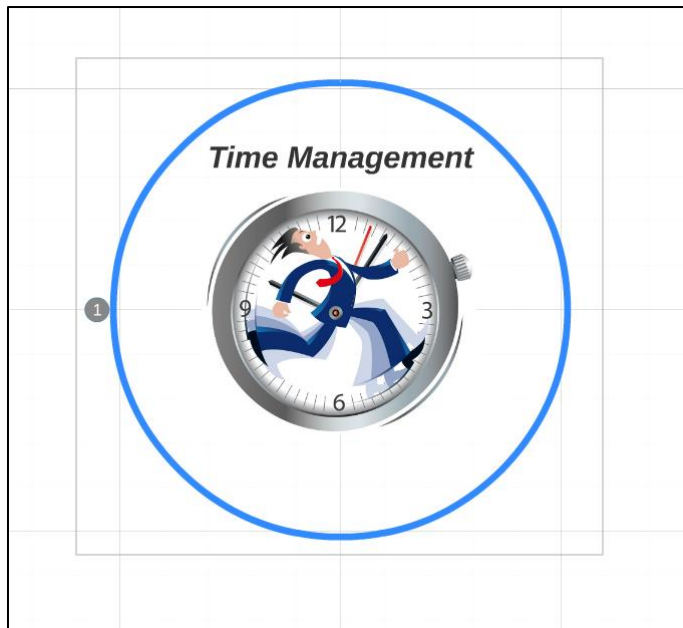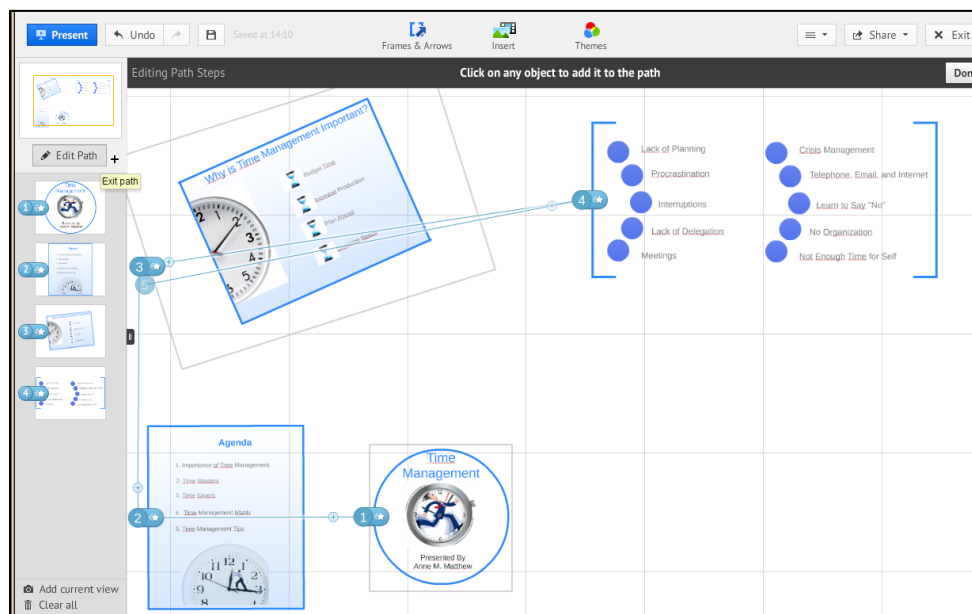

✍*Notes:*

Prezi Paths

To determine which frames and in what order they will appear on the screen, you'll need to set up a path. A path places the frames in the order which they are to appear.

To create a path, follow the steps below:

⌐🖱 Instructions:

1. Click the Edit Path button on the left side of the screen.
2. Click on the frames in the order in which you want them to appear.
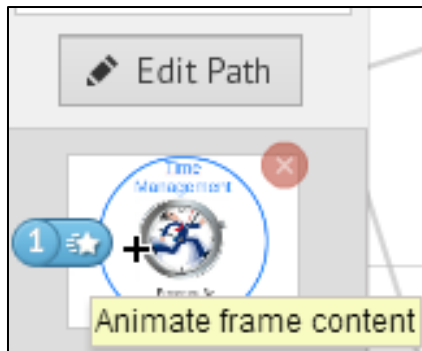

✐Notes:

Adding Animation

Once you determine the order the frames will display, you can opt to animate the objects in the frames too.

To animate the objects within Frames, follow these steps:

⌐🖱 *Instructions:*

1. Click the Edit Path button on the left.
2. Click a thumbnail in the Path List on the left.
3. Click the star next to the frame number.

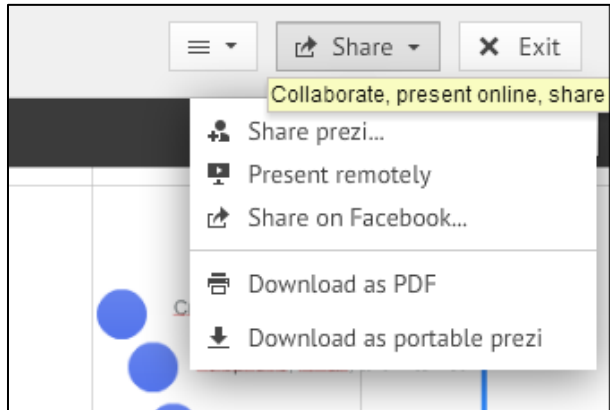4. Click the objects in the frame in the order you want them to be animated.
5. Click Done.

✎*Notes:*

Making a Prezi Portable

To save your Prezi as a compressed file to your local computer or portable storage device, follow these steps:

✌ *Instructions:*

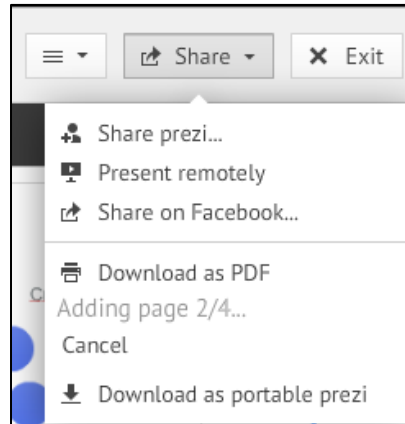1. Click Share in the upper right of the Prezi window.

2. Choose Download as portable Prezi.
3. Locate the zipped folder on your computer.

✐*Notes:*

Printing Handouts

To print handouts to provide to your audience, download the Prezi as a pdf.
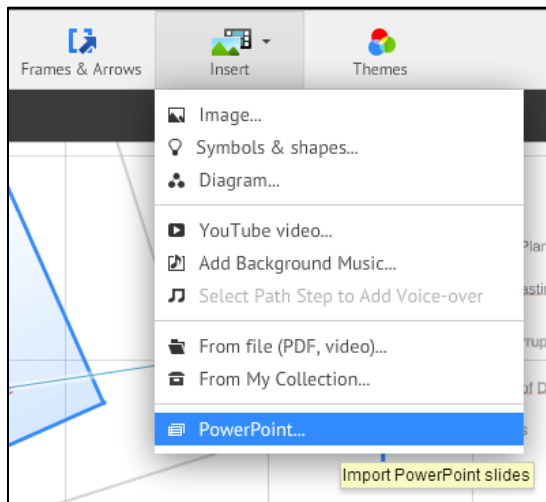

✍*Notes:*

Importing PowerPoint Presentations

Prezi will allow you to import a PowerPoint presentation in which Prezi converts the slides to frames.

To import a PowerPoint file, follow these steps:

⌐ Instructions:

1. Click the Insert button in the upper middle of the Prezi screen.
2. Choose PowerPoint.

3. Navigate to the PowerPoint file to be imported.
4. Edit the PowerPoint Prezi as needed.

✐ Notes:

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