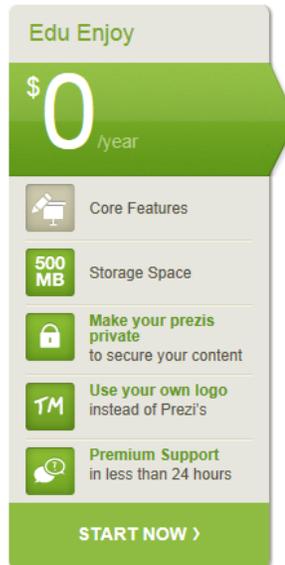


Prezi Workshop!

Setting up your Prezi account:

1. Go to <http://prezi.com/pricing/edu/> to sign up for a free educator account
2. Click Start Now (middle of screen)



3. Enter your e-mail address

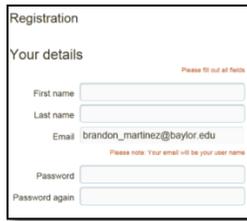
Please provide your email address. To register for an educational account you need to use an email address that clearly belongs to your educational institute.

Email

Please note: Your email will be your user name

4. Check your e-mail account for an e-mail from Prezi. Once you have gotten the e-mail, click on the Prezi link.

5. Enter your registration information



Registration

Your details Please fill out all fields

First name

Last name

Email Please note: Your email will be your user name

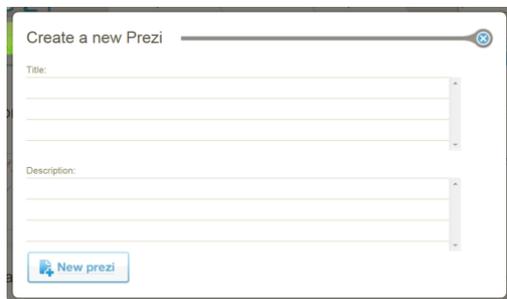
Password

Password again

6. Click on the “start using Prezi now” button



7. Create a Title for your Prezi



Create a new Prezi

Title:

Description:

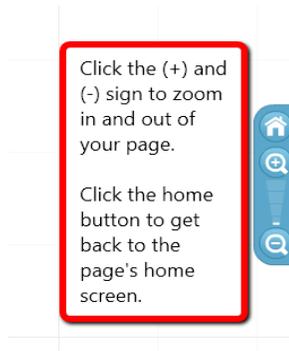
8. A Prezi practice will pop up on your screen. Click on the X in the top right corner to close it. The tutorial will become a brown icon in the top right corner of the screen if you need to refer to it later.



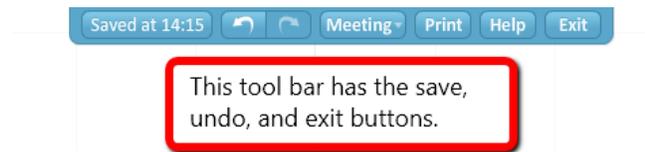
The Prezi tutorial will be available on the top right side of the screen if you need to refer to it later.

Page Layout tools:

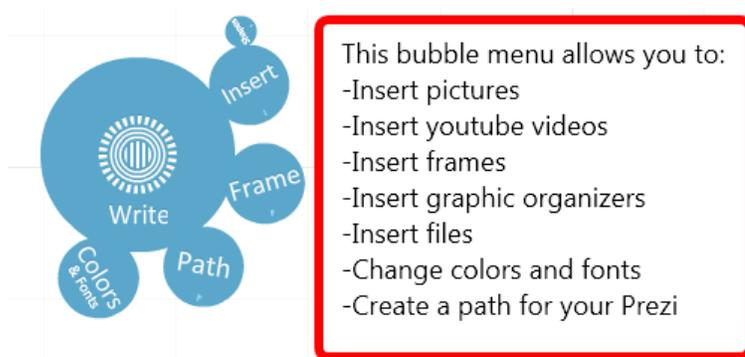
9. On the left side of the screen, you have a zoom button. Click on the (+) sign to zoom in and the (-) sign to zoom out of your Prezi canvas. Click on the HOME button to get back to the starting screen.



10. In this top toolbar you will find the save, undo, and exit buttons. (Use this undo button instead of the blue internet back arrow).



11. From this bubble menu you will be able to insert pictures, videos, frames, change colors and fonts, and design the path through your Prezi.



Add a Title:

12. Click anywhere on the screen to add a title.
 - You can add bullets or change the right, left, or center justification by clicking on the top blue bar.
 - You can change the font on the bottom bar.
 - Click OK when you are finished typing text.

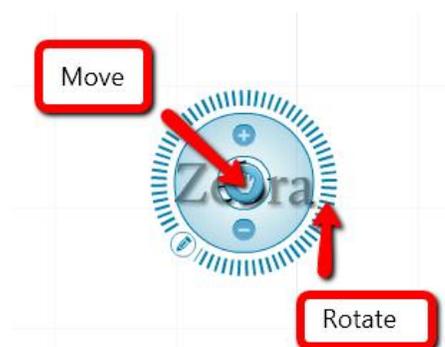


13. Click on the title to get the ZEBRA. This is what you will use to resize, rotate, or move your text.



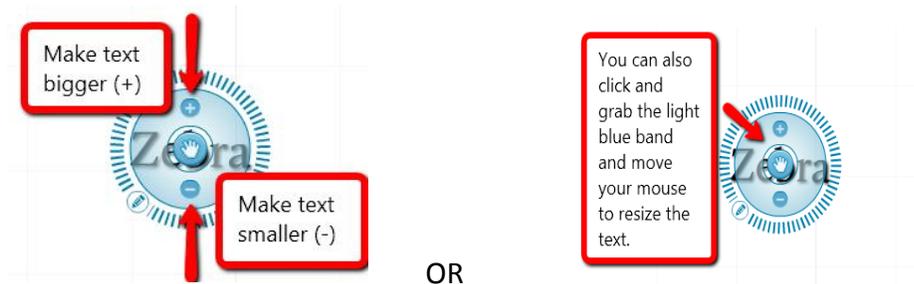
Move a Title:

14. To grab and move the title, click on the hand icon in the middle of the Zebra and you can move the title around the page.
15. To rotate the title, click and grab the outside ZEBRA wheel and you can rotate your text 360 degrees.



Resize your Title:

16. To make the title bigger click on the (+) sign, to make the title smaller click on the (-) sign.



Edit your Title:

17. To edit your title, click on the pencil on the bottom left side of the Zebra. This will bring you back to the screen where you first entered your title.



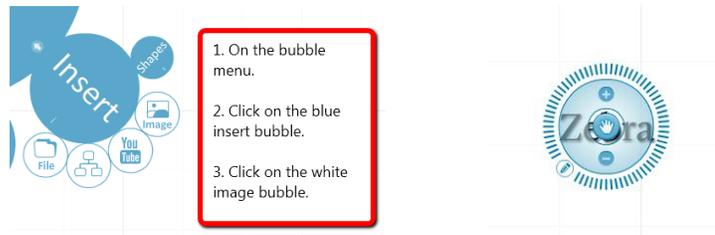
Delete your Title:

18. To delete your title, click on the title so the Zebra appears and hit DELETE on your keyboard.



Insert an Image:

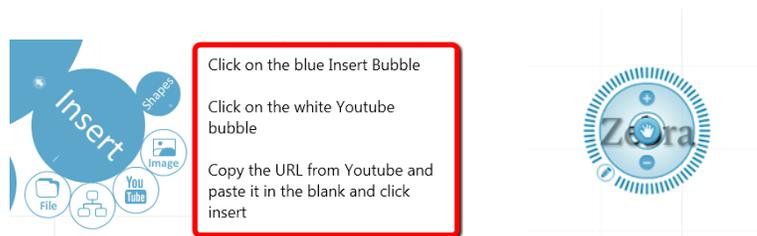
19. Click the blue insert bubble on the menu and choose the white image bubble.



20. Use the Zebra to move and rotate the image.

Insert a Video:

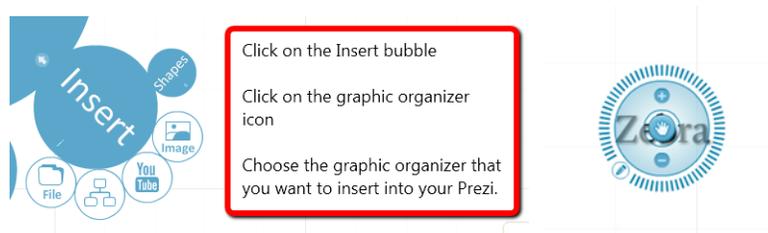
21. Click on the blue insert bubble on the menu and choose the white YouTube bubble.



22. Use the Zebra to move and rotate the video.

Insert a Graphic Organizer:

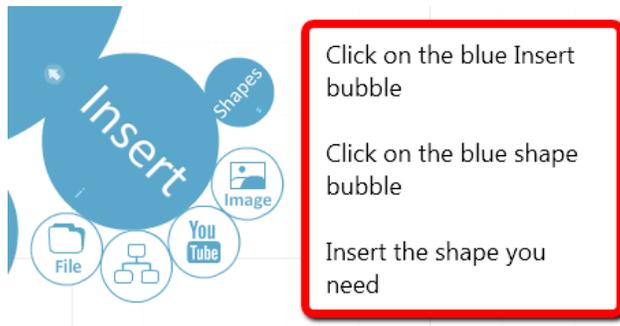
23. Click on the blue insert bubble on the menu and choose the white graphic organizer bubble.



24. Use the Zebra to move and rotate the image.

Insert a shape/arrow:

25. Click on the blue insert bubble on the menu and choose the white Shapes bubble.

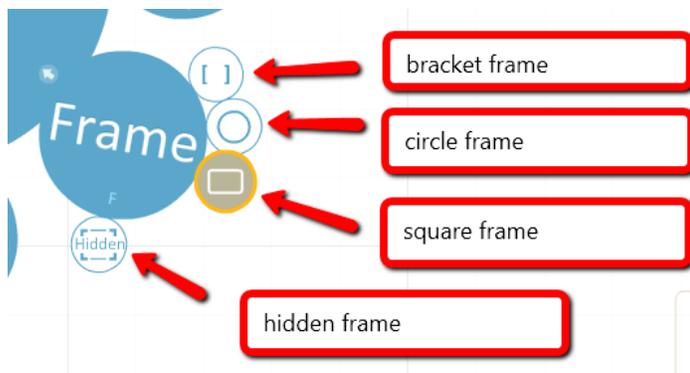


26. Use the Zebra to move and rotate the picture.

Insert Frames:

Frames are used to group alike ideas together so the viewer sees the images as one group and not separate ideas. You can make the frames visible for the user to see or invisible (by using the hidden frame).

27. Click on the blue frame bubble and choose your frame shape.



28. Click and drag the frame around the text and images you want grouped together.

Changing the Colors & Fonts:

29. Click on the blue Color & Font bubble to change the color scheme.



Adding your Path:

30. To add a path through your Prezi, click on the blue Path bubble.

- Select the gray Add bubble to create a path.
- Select the white Delete All bubble to delete a path.

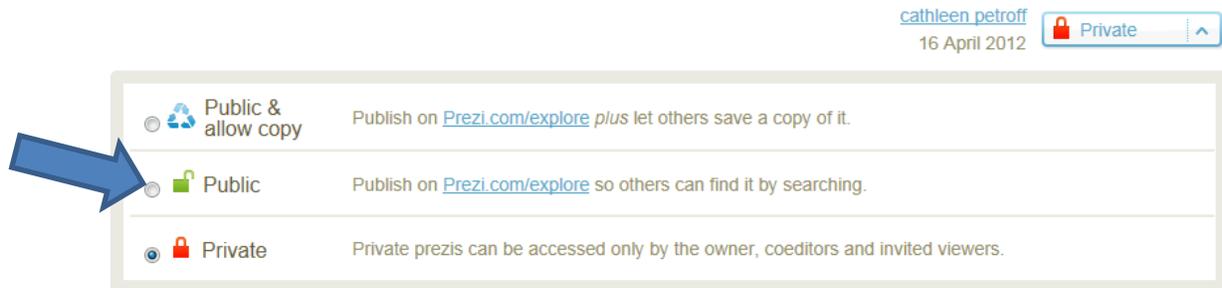


Sharing your Prezi:

31. Once you have finished your Prezi, click on the blue EXIT button on the top of the page.



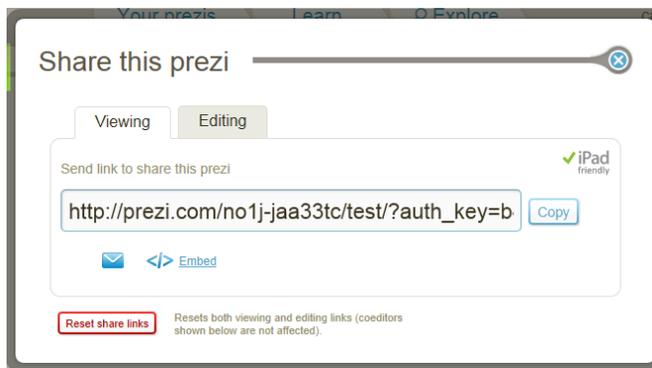
32. Click the Private Drop Down at the top of the page and change your Prezi to Public.



33. Click on the SHARE button on the bottom right hand of the page.

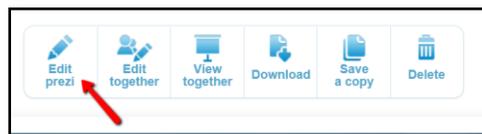


34. Click the COPY button to copy the link to your Prezi.



Edit Prezi:

35. If you exit out of prezi and would like to go back in to edit it, click the Edit button at the bottom of the log in screen.



Search for Prezis:

36. You are able to search for already created Prezis in the search box at the top of the page. Type in what you are looking for and click “search.”

