

Prezi Manual

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Prezi basics



Navigation in Prezi

Learn how to get around easily

Zooming

Click on anything to Zoom to it

Press Space to zoom out

Simple **click** on any object to zoom to it
Then press **Space** to zoom out

You can also **scroll your mouse** to zoom around
Or **press and hold the z key**, and **move your mouse** (don't press the mouse button)

Panning

Drag to mouse anywhere,
to pan around

To pan around, that is to move left, right, up, simply **drag your mouse**.
If you need to go far, zoom out first, pan, than zoom in.

You can also **hold down the x key**, and **move the mouse**, without clicking the mouse button

And to rotate yourself

Hold down **r** to
rotate yourself

Drag to mouse anywhere
to pan around

Press Space to zoom out

You don't need to rotate your view very often, most of the time you just rotate your objects while editing, than zoom to them which a single click.



However, sometimes you need to rotate yourself - simply **hold down r, and move the mouse** (don't click the button)



Prezi menu - strangely familiar

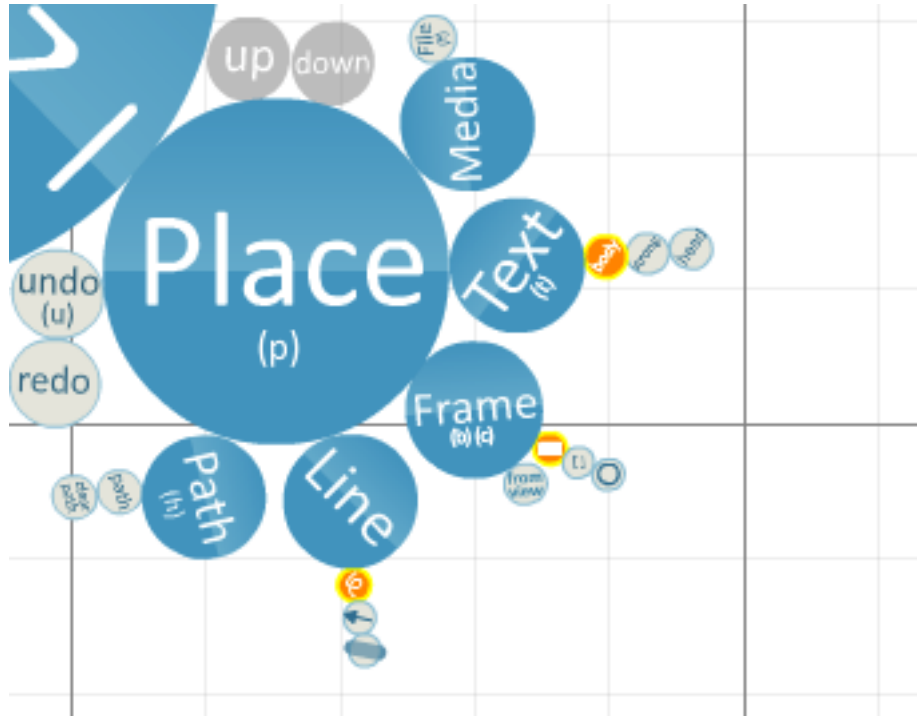
Some words about the blue fractal of bubbles

The menu



Click on the blue circles to activate them - you will see, our menu zooms just like your Prezi. This way, we can fit in a small space, but always use clear titles, so you will know what the circles do.

And the circles to many things!



Click around a little to see how the menu moves. You can move up by clicking on the larger circle top left, that only shows its corner.

Once you get into Prezi, using the keyboard **shortcuts can do wonders** - just notice the small letters in brackets under each menu item - (p) for Place mode.

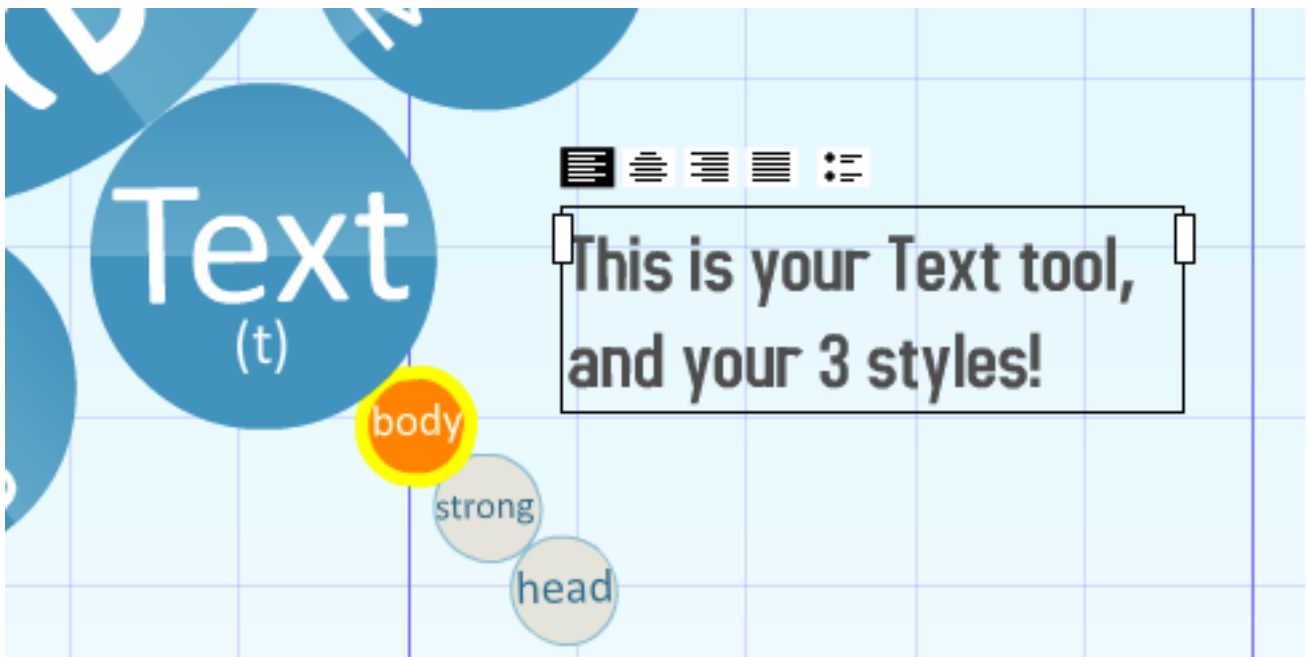
You can always **go up in the menu by pressing escape**, and again.

Now, something once you get better: press m to hide the menu, and m to show it again. Expert mode only.

Writing text

How to throw in your ideas

Activate Text Menu



Click on Place / Text on the menu

Now **click anywhere, and start typing**

Our text tool is quite smart:

You'll get options for bullet points right away

When you reach the edge of the screen, you get into a new line - great for copy paste!

If you have more than one line, alignment options appear

You can also start the text tool any time, by pressing t on your keyboard, clicking somewhere, and start typing!

and throwing in ideas is fast

placing lots of ideas is great

some are more red than others

some are less legible than others

just click and type, click and type

yes, just click and type, click and type!

Moving things around

About the Transformation Zebra - you'll love it, we promise!

Go to Place mode



In the menu, click on place

now click on any object

and the transformation zebra appears!

Transformation Zebra - Move, Scale, Rotate



- Drag the center to move things around
- Drag the middle rim to scale up and down
- Drag the outer rim to rotate

Select Multiple things

Either **drag on the background, while in Place mode** - you will see a selection rectangle
Or **shift click on the items** you want to select (or de select)

Now you can use the Zebra on them all!



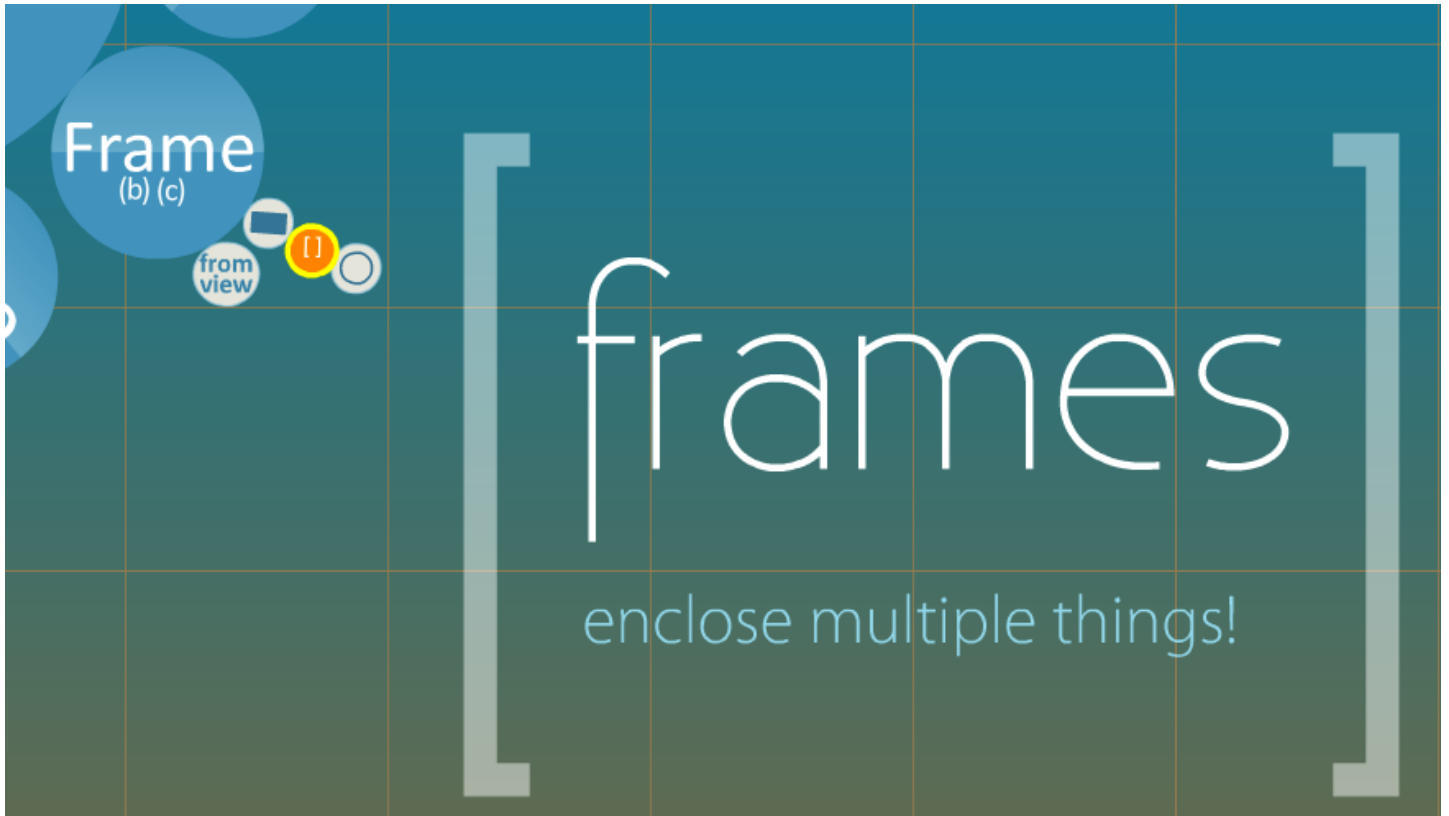
Order - Zebra on Shift

If you need to move and rotate to nice orderly angles, just hold down the shift key, while moving, rotating, and you will see how things get aligned nicely!

Frames - your best friends in Prezi

To group and structure your map of ideas, use frames

Open Frame menu

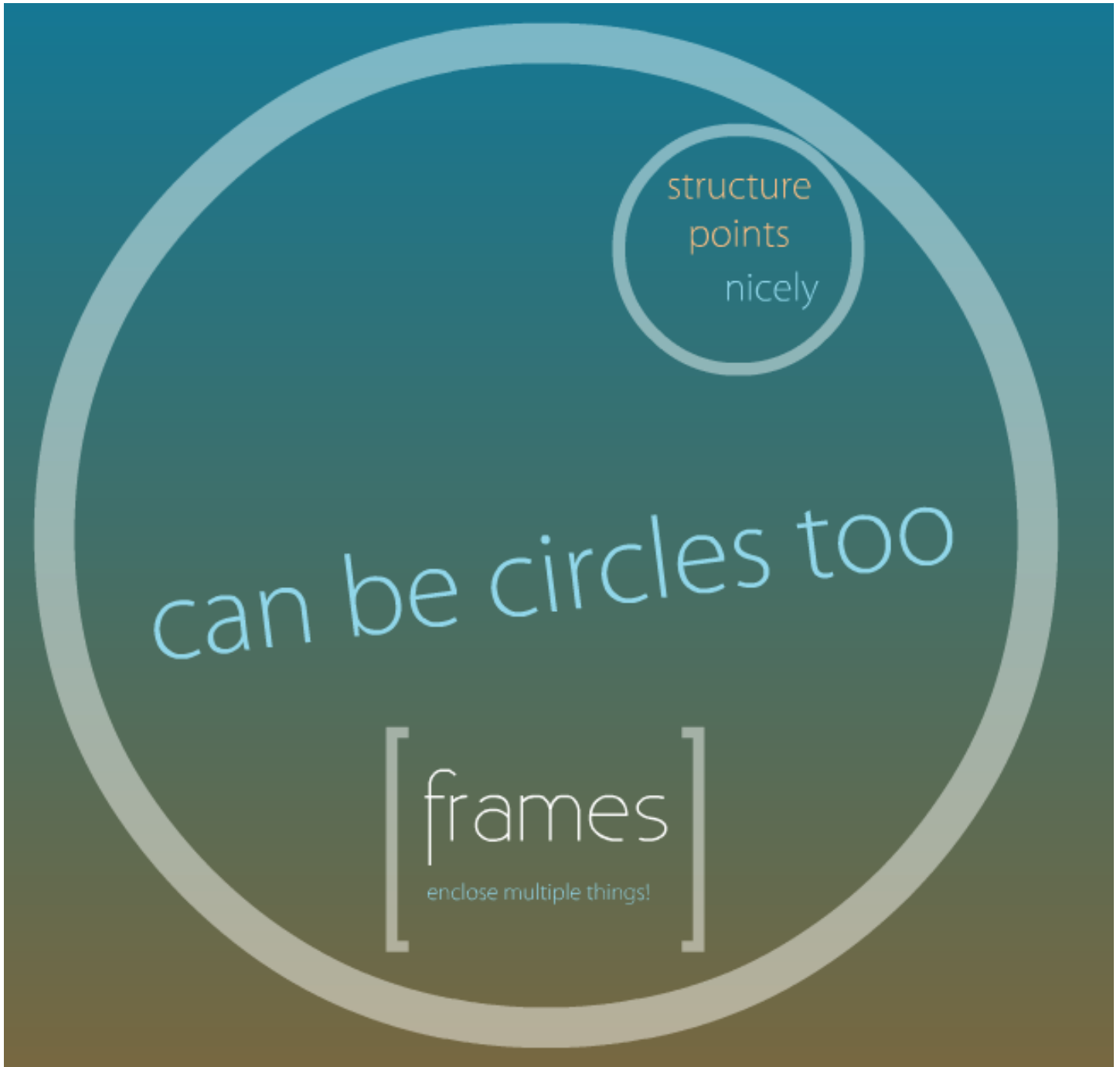


Frames are under Place/Frames

They are simple shapes which can frame your texts, images, and so on

However, if you click on them, Prezi zooms to the Frame, so you get a nice view of several things!
This is what we use frames for.

and draw Frames!



Chose your Frame format, and drag anywhere to draw a frame

You can move / scale them like anything else, with the Transformation Zebra

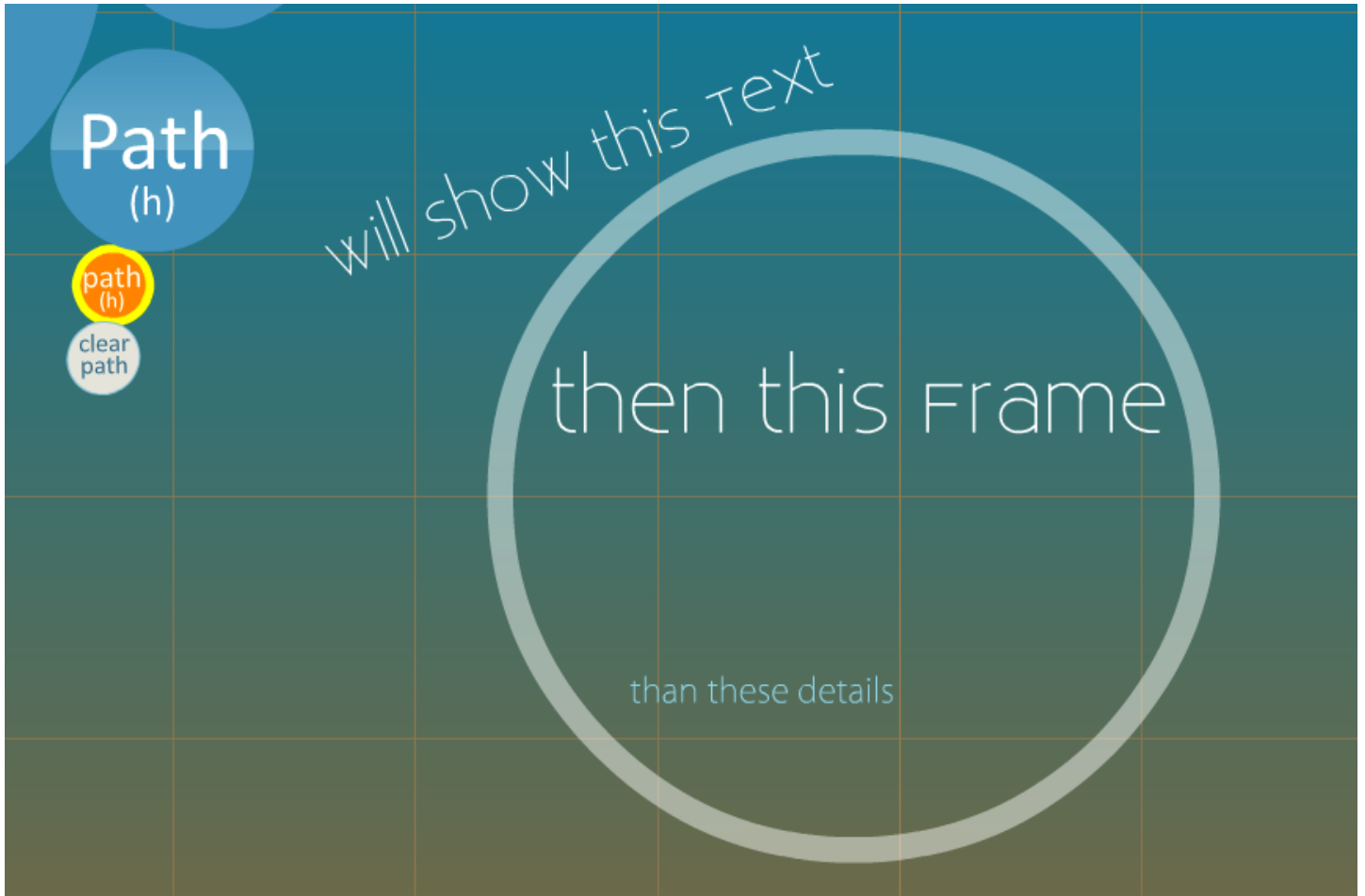
Put frames into frames to start a sub section

And last - zoom out with space to see how nicely our smart zoom finds the enclosing frames!

Adding a presentation path

If you don't want to juggle with your navigation skills - use a predefined path!

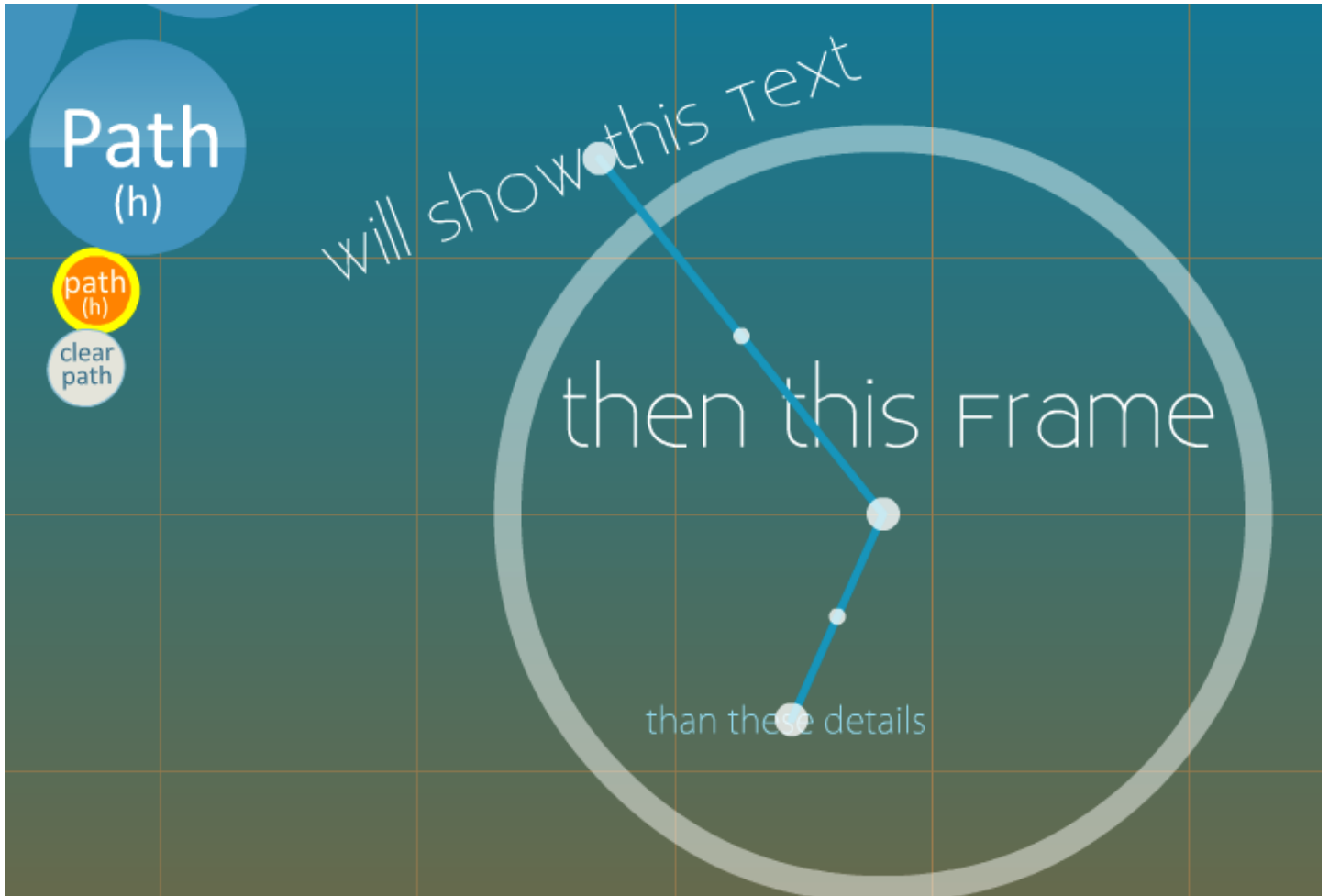
Select the Path tool



Click on Place/Path in the menu

Now click on the objects you want to show, in the order you want to show them

... you see a path appearing



The larger dots mean steps in you Path

The smaller are used to add things in between existing elements

Drag to dots



Drag the small ones to add new things in between

Drag the large ones onto other objects to change them

Drag them to the background to remove a step from the path

Try your Path!



Go back to Prezi mode (leave Path, leave Place - or just press escape a couple of times)

And use the bottom right arrows to walk through your path!

You can...

Leave the path any time, zoom out, show a detail, then press the right arrow, and continue your talk!

Use page-Up, page-Down to move back and forward (Tab and Backspace work as well)

Hold down the arrows to see some advanced options - like automated steps or 'back to start'



Ready to deliver that stunning talk!

Save, close, download offline player

In Menu, File, Save & Close, leave the editor

On [Prezi.com/my](https://prezi.com/my), download the presentation

And use the always working offline player to do the talk... or

Show it live from the browser

Press menu / Show to hide the menu

Press the bottom right fullscreen icon to go to fullscreen

escape brings back menu, no-fullscreen, and you can add audience response with the text tool, live



and some more

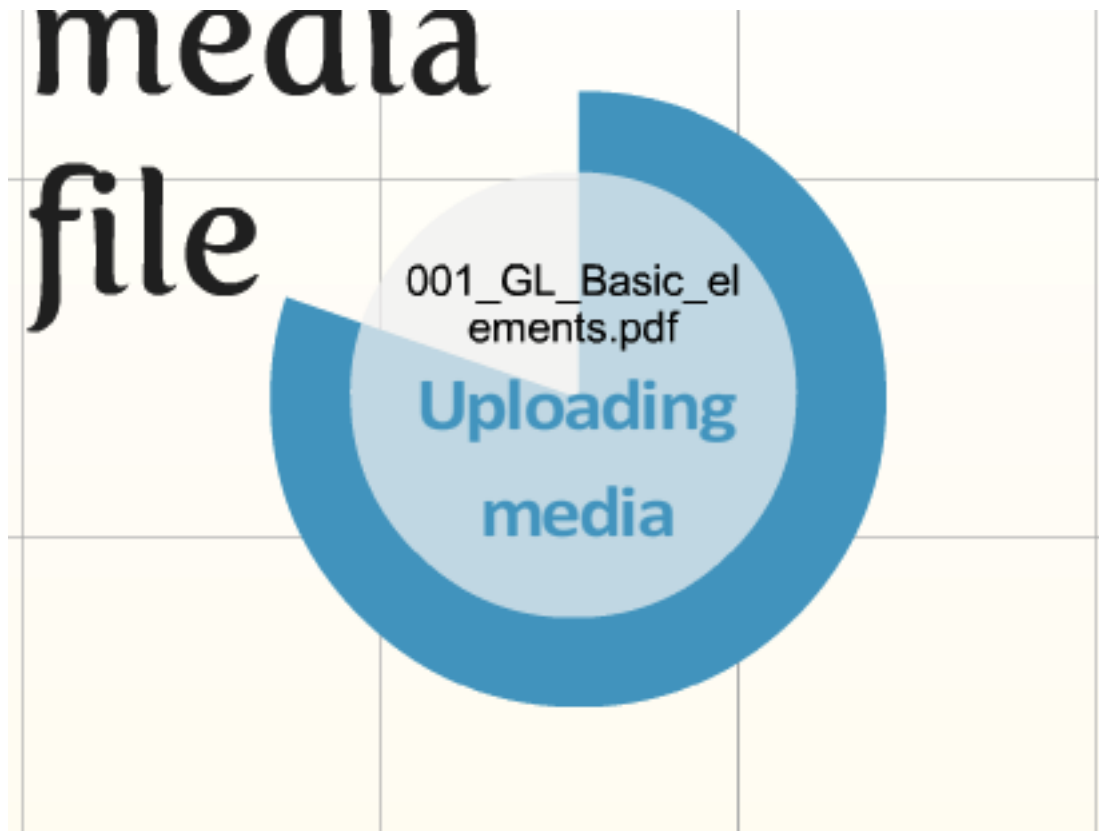
Adding Images, Videos, PDF

Go to Menu, Place/Media/File



a file browser appears
select the file you want to use

You will see the progress bar-- well progress ball



Uploads your file, then downloads it to your editor

if you change your mind, you can select this upload ball, and delete it or move it around, if its too slow to upload

Formats supported

For images, please use JPG, PNG, or GIF - and no need to use large images if you won't zoom into their details!

You can upload PDF documents, this is recommended for existing powerpoints as well - upload them as PDF

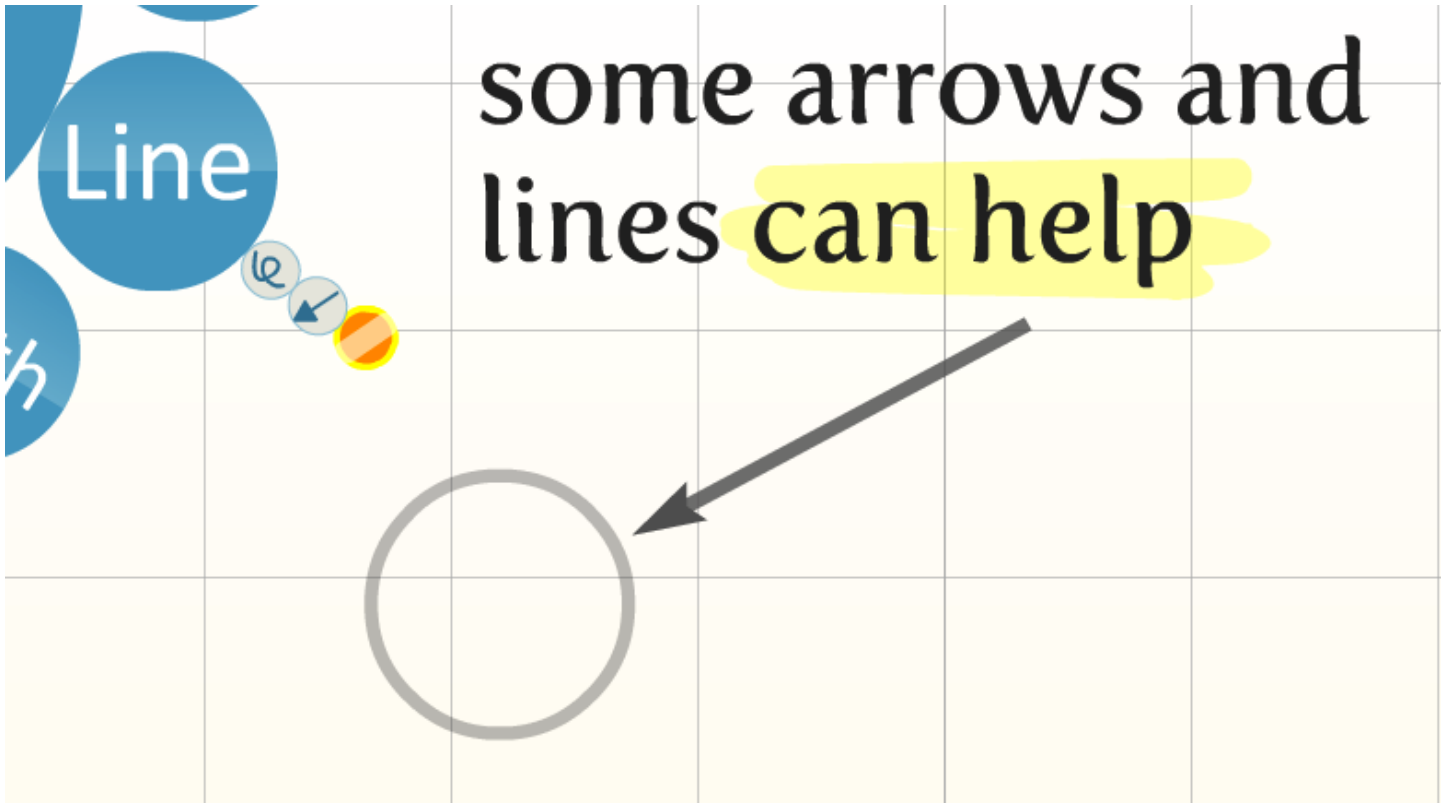
You can upload videos, even HD, but they need to be FLV or F4V formats!

And finally, if you have some flash ninja friends, or you are, one, you can upload swf files, even interactive ones, many will work just fine!

Arrows, lines

yes,

its just that simple!



no need for much talk here really!

Up, Down, visibility order

or Bring forward and send to back?

Up and Down



Once an object is selected, the up/down circles under place get active

Press those to move the selected objects in front of all the others, or to the back



Finally, some great layout examples

Business plan

using a nice image

New Company, Business plan



This example uses an image of a team climbing up a mountain

The basic narrative of this image helps a lot to put the plan into context, and its various topics as well Goals are on the top, people are the team, risk can be placed into risky positions

The Frames help when the presenter zooms to the various sections, than goes into details

Key titles are visible from the overview as well, while lots of details only show once we zoom in

Great Idea!

using an element of surprise

Introduction with details of the idea



We are going through, building up for a good idea
Mentioning context, history, problems and visions

Moving up with suspense...

Let me give you some perspective...

So....

Arriving to an image with a great horizon!



With a great photo (by the way, this comes from Flickr, search with commercially usable license by pierreyves) you can raise the audience attention a lot

than go into details, show the idea bits, but come back to the overview a lot, let people be mesmerized by the view!

Powers of ten

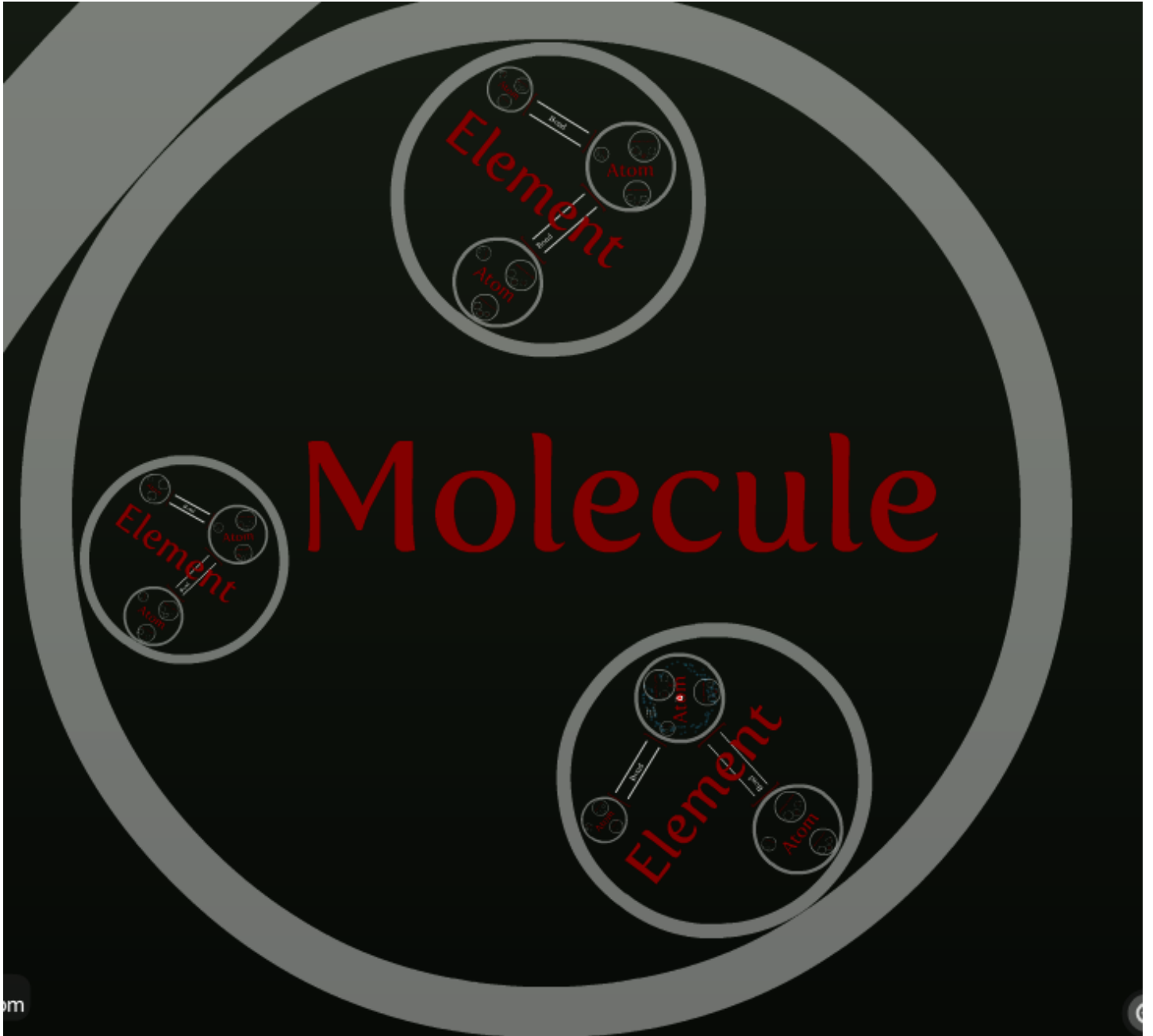
Talk about scale

Scale applies to many things...

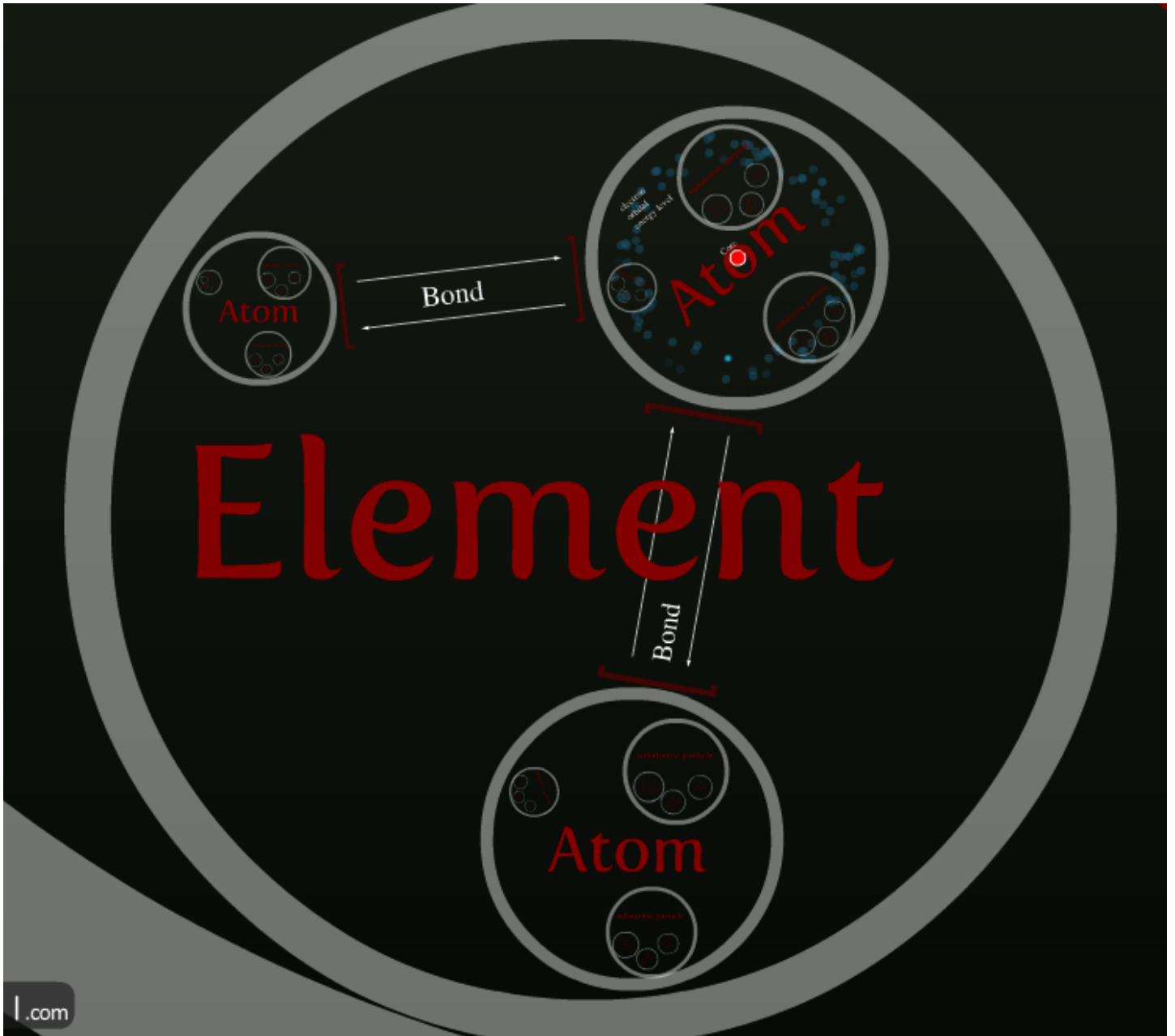


not only atomic layers, but to information, effects, location - but this example shows the power of Prezi in the powers of ten

lets dive into Molecules



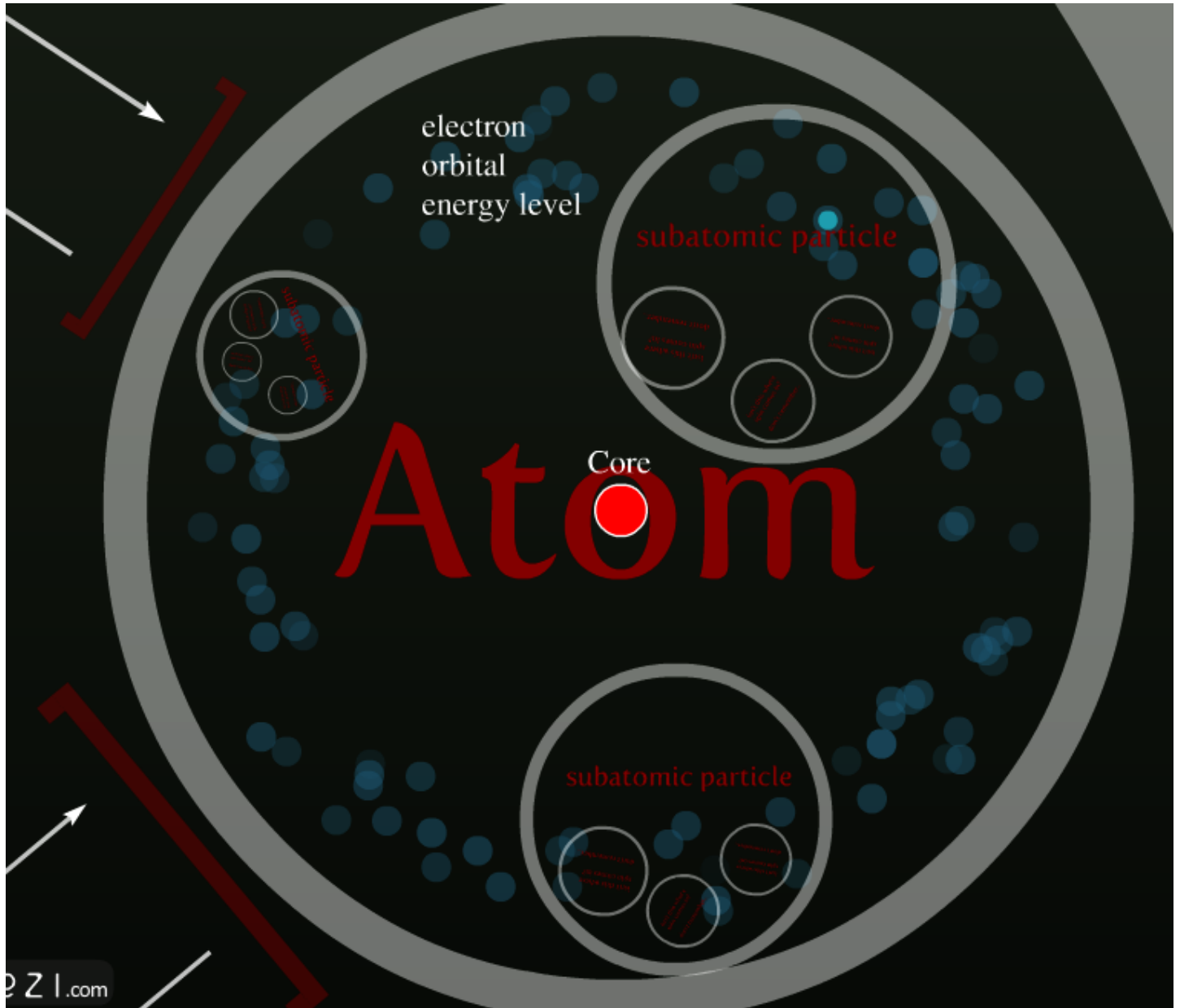
Which are built from elements



Where Atoms have bonds



And so on...



is it really worth seeing these without the actual zoom effect?