



Prezi is an innovative non-linear presentation software incorporating motion, hyperlinks, videos and more.

When you're done with this short tutorial you'll know how to navigate the canvas, use the toolbars, create a presentation from a template, edit text and shapes, insert URLs, reduce clutter, layer objects, make smooth transitions and share your presentation.

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- Draw Shapes
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#### Go to the Next Level

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- Reduce clutter: hidden frames
- Layer text and objects: send backward, bring forward
- Scale to convey meaning
- Draw 4:3 frames
- Make smooth transitions

#### Share your Prezi

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- Remotely work and present simultaneously

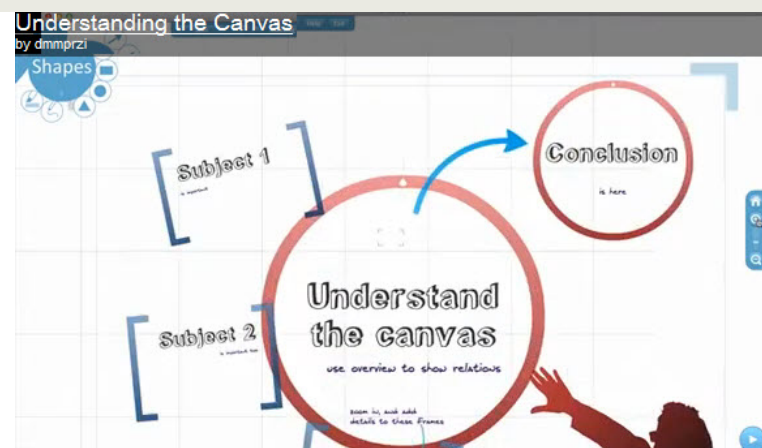
#### Manual

## I. Get Started with Prezi

### Use your mouse: scroll to zoom, drag to pan [press control-click to launch video]

You can use your mouse to zoom and pan in prezi. To pan the canvas in Edit or Show mode, press and hold the mouse button while moving the mouse. Use the scroll button on your mouse to point to and zoom to an object.

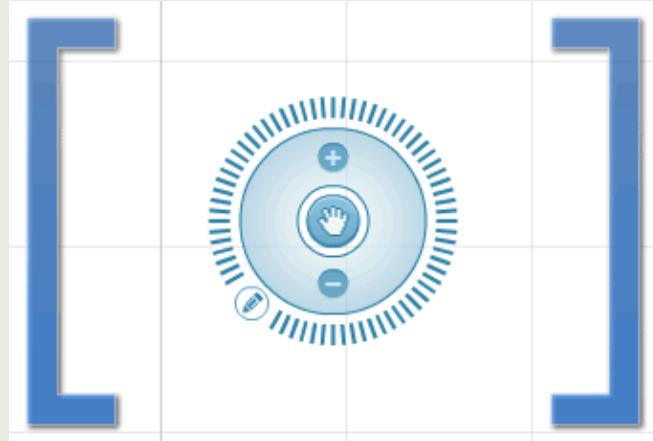
### Understanding the canvas [control-click to launch video]



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### Get to know the zebra

The zebra is your best friend in Prezi. Once you add anything to the canvas, click once on it to bring up the zebra, allowing you to move, scale, and rotate any content you have selected. By using frames, you can click once on the frame to bring up the zebra to move, scale or rotate everything inside at once.



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### Start from a template

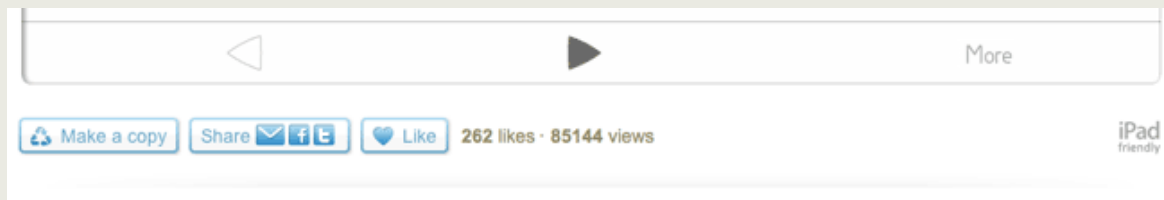
When you open a prezi, you can choose between 5 reusable templates or a blank canvas. When choosing a template, you can edit everything you see on the canvas just as if you were creating your own prezi, including copy/pasting pre-made content you would like to duplicate.



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### “Steal” from reusable prezis: reuse

Reuse allows you to share ideas more effectively and helps you get started by saving an editable copy of another user’s prezi. Through reuse, you can borrow assets, animations or sound effects you see in another prezi. Select a reusable prezi from the Explore page, then click Make a Copy to create a copy of it in Your Prezis page.



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### Customize colors and fonts: Theme Wizard [control-click title to launch video]

Use the Color Wizard to customize Prezi theme colors, and select a font set from the Wizard's font library. You can also create branded Prezi themes by adding your exact company colors to the wizard. Paying users (Pro, EduPro and Enjoy, EduEnjoy) can even add their logo to a custom theme.



### Home button: Anchor yourself on the canvas

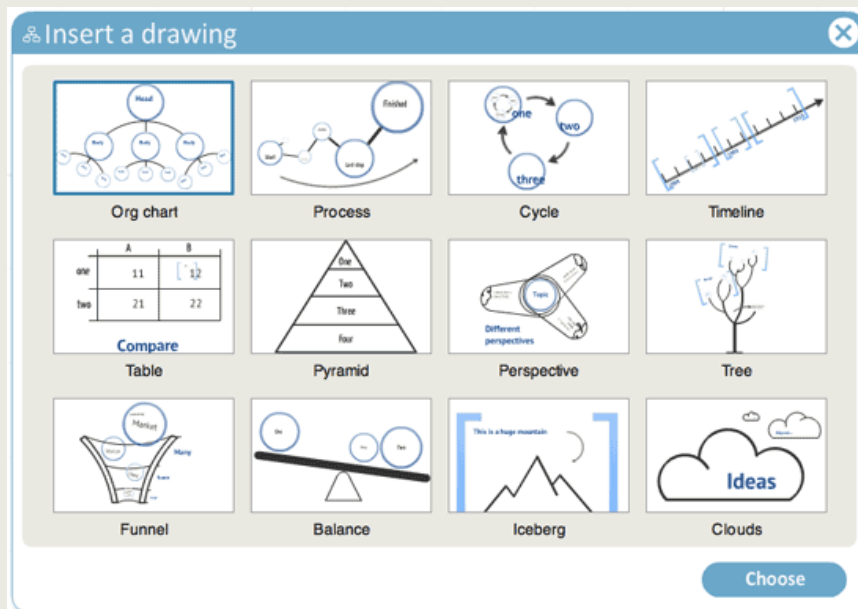
To make sure that you get the most out of Prezi's zoomable canvas, or to get an overview of everything you've added so far (both in Edit or Show mode), you can use the right zoom bar's **Home** button. Clicking the Home button before you get started will also ensure that you're starting from the right position.



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## Insert a Drawing

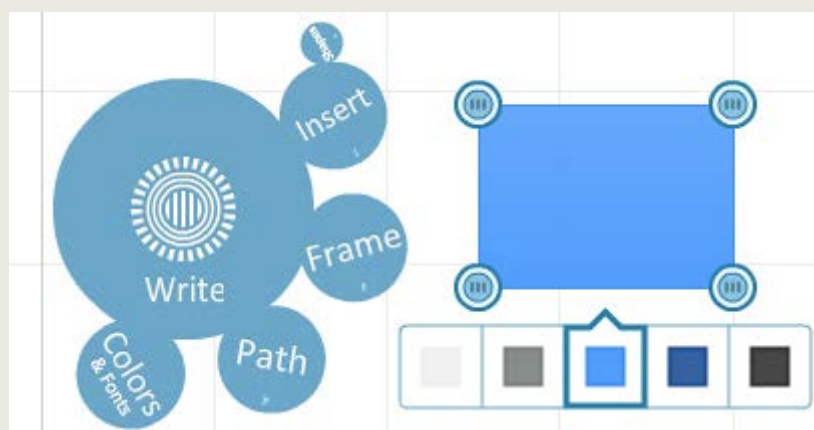
Prezi designers created 12 premade drawings, diagrams, and charts that can help in many types of presentations. Quickly add content to your reusable drawings, and duplicate (using the right click menu or keyboard shortcuts) your drawings to quickly populate your prezis.



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## Draw shapes: arrow, marker, pencil

Choose **Insert > Shapes** from the bubble menu to add shapes, lines, arrows, and more to your prezi. Use **rectangles, circles, and triangles** to draw geometric shapes; use **Arrows** to show relationships between ideas; highlight text with the **Highlighter**. Jot down ideas and make sketches with the **Pencil**.



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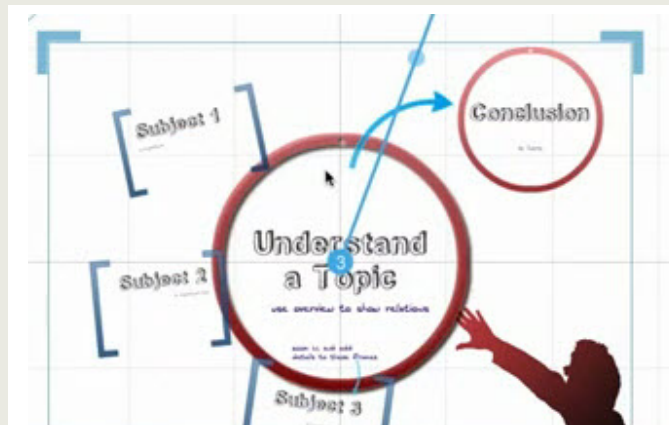
### Add URLs to your prezi: live links

To create live links in your prezi that open when clicked, copy the desired URL, paste it into a text box and click OK. Save your prezi and click Exit. When you return to the prezi, the link will be live.



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### Create a path: Thumbnails [click title to launch video]



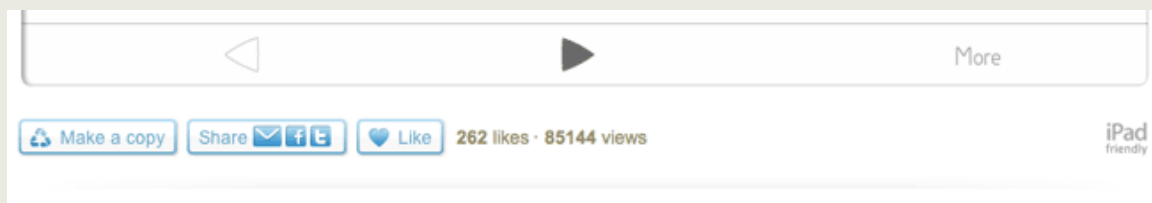
Creating a path is a whole lot easier using thumbnails. Adding a path point automatically creates a thumbnail in the bottom of your Prezi editor (only visible during Path editing). Click on a thumbnail to see what your path point looks like, or rearrange and delete path points with a single click!

## II. Go to the Next Level

Go to the next level with Prezi with these tips and tricks:

### “Steal” from reusable prezis: reuse

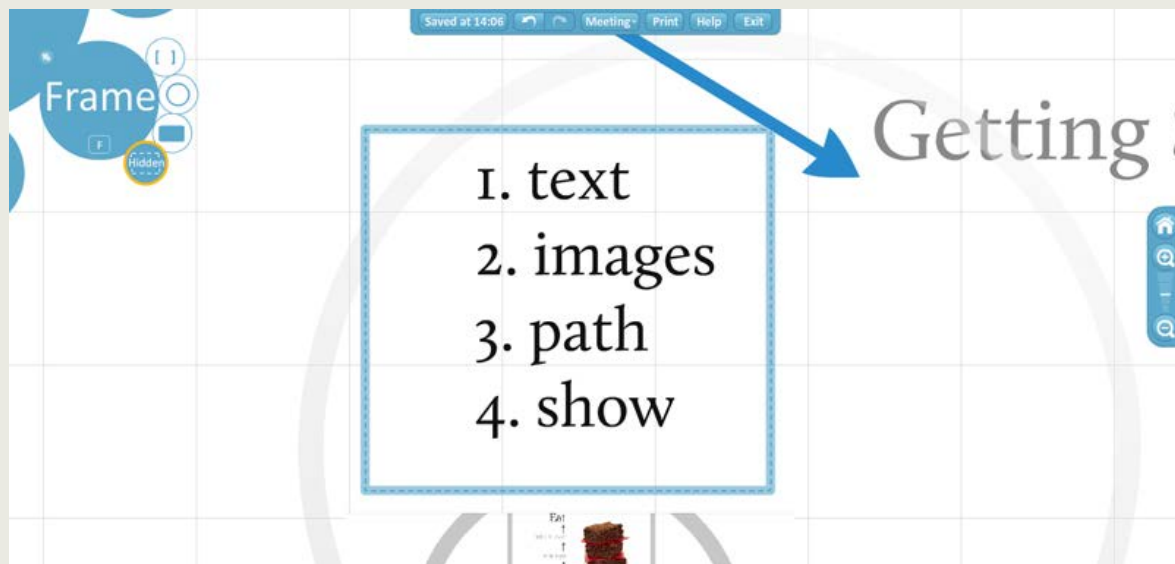
Reuse allows you to share ideas more effectively and helps you get started by saving an editable copy of another user’s prezi. Through reuse, you can borrow assets, animations or sound effects you see in another prezi. Select a reusable prezi from the Explore page, then click Make a Copy to create a copy of it in Your Prezis page.



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### Reduce clutter: hidden frames

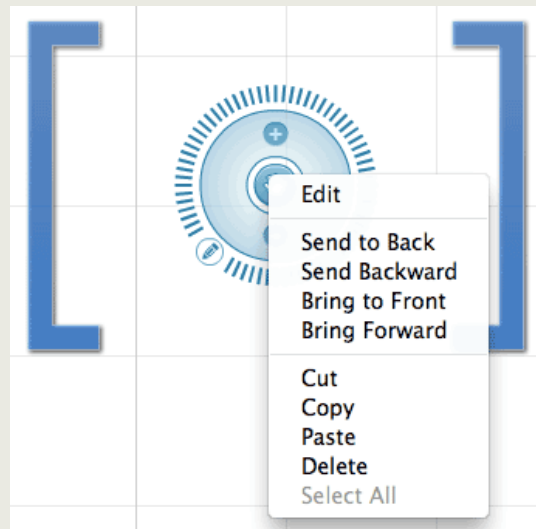
Hidden frames help you organize content without the added visual weight of frames. This is ideal for highlighting details on a large image or block of text. To add a hidden frame to your prezi, select **Frame/Hidden** and then click on the canvas and drag your cursor around the content you want to frame. Hidden frames appear as a dashed blue outline.



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## Layer text and objects: send backward, bring forward

The ability to send objects backward or bring them forward allows you to layer items in your prezi. This is particularly useful when you have a frame around several items or a background image that overlaps with objects in your prezi. To **Send Backward** or **Bring Forward**, click on an item to get the zebra and then right click on it to access secondary editing options.



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## Use size and rotation to convey meaning

In Prezi, you can use size and rotation to emphasize a point. Use the zebra to make your main points larger and the details smaller. In addition, you can rotate text and objects to help the audience visually experience circularity, curvature, and, of course, rotation. Rotation is also meaningful when representing nonlinear concepts such as turning a corner or looking at something upside down.



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### Aspect ratio for projectors: drawing 4:3 frames

If you will use a projector to show your prezi, you can plan ahead while creating it. Most laptops are wide screen, but most projectors use the 4:3 aspect ratio. To draw frames in this aspect ratio, hold down Shift while drawing a **Frame** (bracket or rectangular) to keep the ratio at 4:3. This is how your prezi will appear when projected.

### Make smooth transitions

Creating smooth transitions from one path point to the next is an essential part of creating a good prezi. Some general tips include:

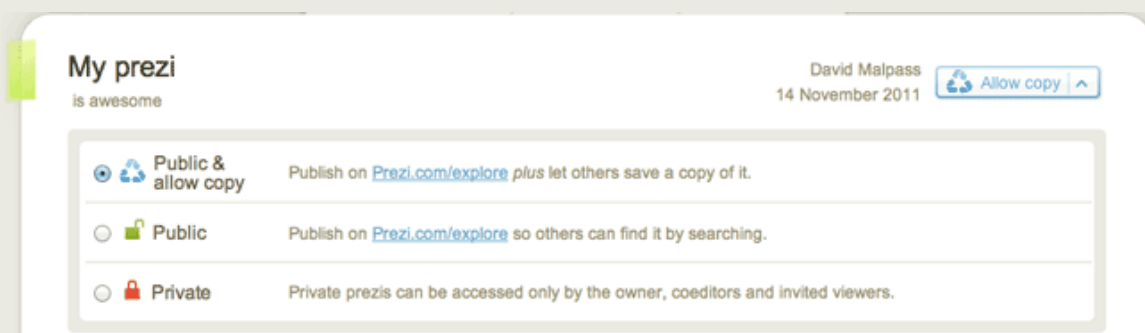
1. Not overdoing rotation - it can make audiences seasick
2. Showing an overview often to give the audience a context
3. Creating path points near each other (rather than zooming back and forth between opposite sides of the canvas)

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## III. Share your Prezi

### Change privacy settings

If you have a free Public account, you can choose to make your prezi [available for reuse](#) by others. Your prezis will always be public. If you have an Enjoy or Pro account, you can choose to make your content public, public and reusable, or private. To change the privacy settings of your prezi, click on it from Your Prezis page, scroll below the prezi to the settings box, and select the desired option.



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### Download a portable prezi

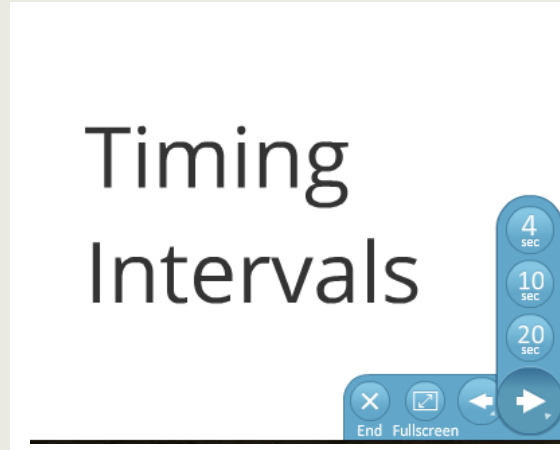
A portable prezi is an **exported/downloaded** version of your prezi, which works without internet access, without a prezi account, and without Prezi Desktop. You can use it to present where you don't have access to the internet, or send to conference organizers. It contains a non-editable version of your prezi, and player software for Windows and Mac.



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### Autoplay Prezi

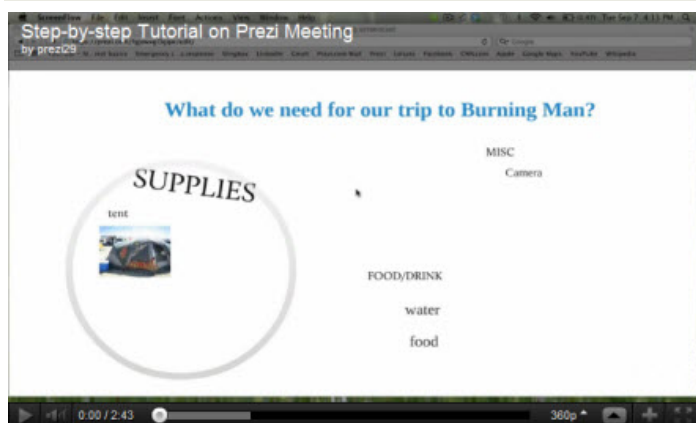
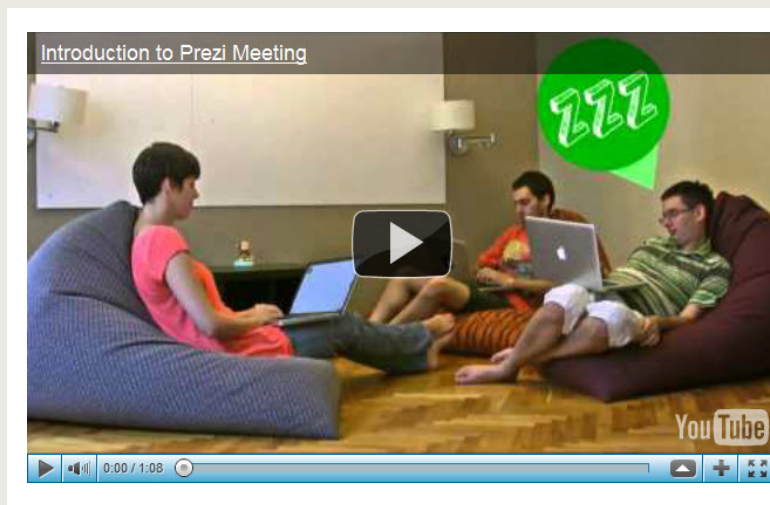
When showing your prezi, you can set it to play automatically and loop via Autoplay at a timed interval. To start Autoplay in Show mode or in a portable prezi, click on the right arrow in the bottom right corner of the screen and select the desired time interval. To start Autoplay in an embedded prezi, click More in the bottom right corner of the screen and select Autoplay. The default time interval is 4 seconds, but you can also choose from 10 or 20 seconds from 'Show' mode.



### Prezi Meeting

Prezi Meeting is included with all Prezi licenses. It allows you to edit, create, and show prezis with others in real time. Prezi meeting: Simultaneously edit or present from all over the world

[Click on graphic for the Introduction to a Prezi Meeting \[control-click to launch video\]](#)



[Step-by-step Tutorial on Prezi Meeting \[control-click to launch video\]](#)

## Manual

### Getting started

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[Your Prezi account](#)  
[Prezi is an online tool. What does this mean?](#)  
[Quickly Learn Prezi](#)

### Editing your prezi

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[Prezi Meeting](#)

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#### iPad

[Prezi Viewer iPad app](#)  
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#### Knowledge Base

[Frequently Asked Questions](#)  
[Support](#)  
[New Feature Log](#)  
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