



## Online presentation – quick start guide (Windows)

Prezi is an online presentation tool and as such can be accessed from any web browser (however it works best with Google Chrome). Rather than stepping through slides as PowerPoint does, Prezi has a large area you zoom in and out of to reveal the next screen.

To get started go to the Prezi website which you can find at [prezi.com](http://prezi.com). To begin with you need to create an account (you can use the free option). Click the **Get Started** button on the website.



Click the **Basic** option at the top to see the Free plan. Then click the **Continue** option.

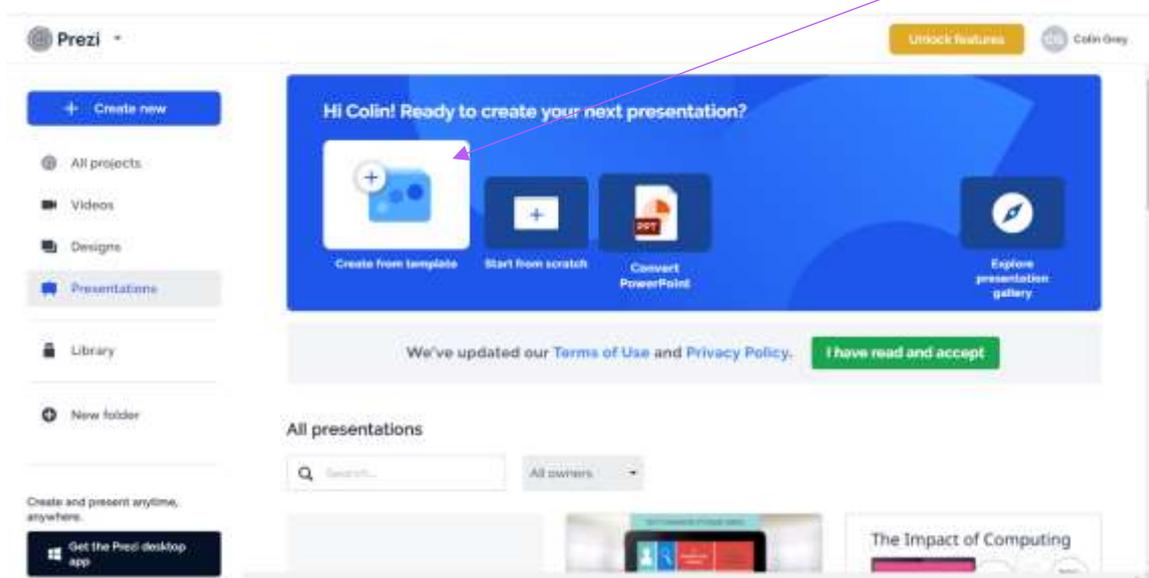


Fill in the details (remember it is best not to reuse a password) and click **Continue** to create your account. (Note there are options to sign in with Facebook or sign in with Google if you already use these)

Once you have an account you can log in. Go to the home page ([prezi.com](http://prezi.com)) and click the **Log in** option. You will need your log in details the next time you want to use Prezi so keep them safe.

Log in

Once you have logged in you will see the Prezi dashboard. Click **Create from template** to get started (you could also click + Create new and then select Presentation.)

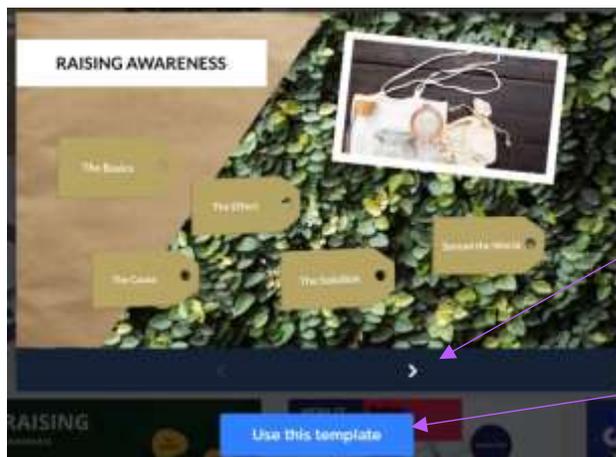




This will take you to the templates. There are many to choose from. There are also CATEGORIES on the left, for example you might want to choose **Education and Non-profit**. Pick one you like and click it. I chose the one below



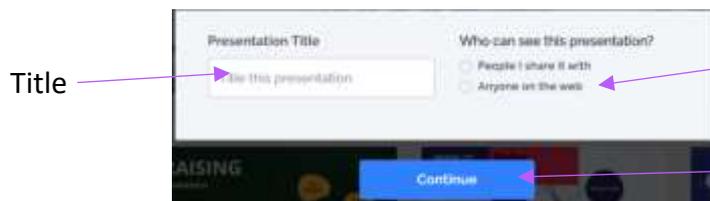
Once you click on one of the templates you get a chance to see what it looks like, and even step through it. Once you are happy click the **Use this template** button (see below). Note if you change your mind and want to look at other templates, you can click the white X in the top right to go back to choosing templates.



If you click here you can step forward through the presentation. Once you go forward the back button becomes available.

Click here to use this template.

Once you have chosen your template you will be asked to give it a title. Type in the Title in the box where it says *Title this presentation* and then click the **Anyone on the web** option (otherwise you have to pay), and then click the **Continue** button.



Title

Choose this

And then Continue





You can now see the editor which will look similar to that below.

Style button is used to change the look of things

Insert button is used to insert new things such as: text, images, video.

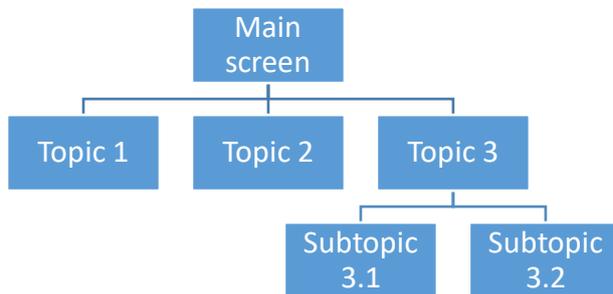
To see your presentation, click Present.

Title

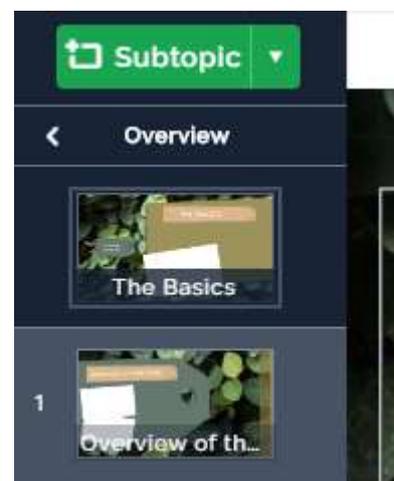
Topics

Help

Most Prezi's are arranged in Topics which you can click to see sub-topics. You can add more subtopics to each topic if you wish, or even a subtopic to a subtopic if your presentation is more complex.



You can switch to any topic screen by either clicking the thumbnail on the left, or by double-clicking the topic on the screen. Once in a topic you can add a subtopic by clicking the Subtopic button in the top left.





## General tips

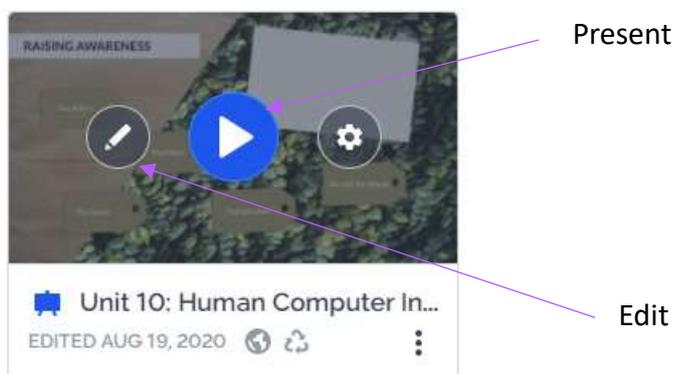
To edit text	Click on a text box and start typing
To add text	Click on the <b>Insert</b> button, then the <b>Text</b> icon
To move text	Place mouse pointer over until it becomes the move. Click and drag
To resize text	Click and drag a corner point
To add an image	Click in the <b>Insert</b> button, then the <b>Image</b> icon. Find your image and click <b>Open</b> .
To add arrows or lines	Click in the <b>Insert</b> button, then the <b>Arrow &amp; line</b> icon. Double-click or drag and drop the line or arrow you want into the screen.
To edit arrows or lines	Click it to bring up the three points. Drag and drop each point until the arrow is the size and position you want
To delete	Click until it is selected, then press the <b>Delete</b> key
To insert a video	Click in the <b>Insert</b> button, then the <b>Video</b> icon. You can either upload your video (if it is stored on your computer) or embed a YouTube video by copying and pasting the URL (address) from YouTube into the text box and then clicking the <b>Insert</b> button.
To insert a PDF	Click in the <b>Insert</b> button, then the <b>PDF</b> icon. Either drag and drop the file to the window or click the <b>Upload a file</b> button. Once inserted you can use the points on each corner to move or resize.

Copyright notice: as always make sure you own any resources you add or have permission to add them to your presentation (for example they could be in the public domain).

You can see how your Prezi presentation looks at any time by clicking the Present button. Press the **Esc** key to return to the editor.



Once you are happy with your presentation you will want to share. If you just want to present in a class you can log on and from the dashboard click the triangle.



Or if you want to create a link that can be emailed or put on a learning platform, while in the editor click the **Share** button, and then the **View Link** icon. If you have not created a link then click **Create new link**, enter a name (for your records), and then click the **Create link** button. This link can be copied and pasted where you want.

