Prezi Quick Guide: *Make a Prezi in minutes*

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Welcome! This short guide will have you making functional and effective Prezis in no time. Prezi is a dynamic tool that can be used to captivate an audience and convey your message. People will remember your Prezi.

What makes it so powerful? Simply put, Prezi allows you to dive into a topic like never before, placing emphasis on important points and show relationships between ideas that your audience will relate to. Although there is no "winning formula" for creating an effective Prezi, the tips in this guide will help you easily structure your Prezi in a way that makes sense. This guide will help you develop your own Prezi or it can serve as a quick reference after you have a few Prezis under your belt.

There are three main sections to this guide:
1. **Building** - Brainstorming and categorizing your ideas
2. **Moving** - Adding a path that flows through your topic
3. **Styling**- Easy formatting and colour tips

Warning: You will be excited to make your first Prezi and may be tempted to jump ahead and start making major alterations to the styling and movements in Prezi, but I urge you to wait. Remember, this short guide will help you gain an understanding of techniques that all Prezi builders use. Pay attention to the tips and you will be creating impressive presentations in no time.

Section 1: Building

Effective Prezis share a common trait: the information flows.
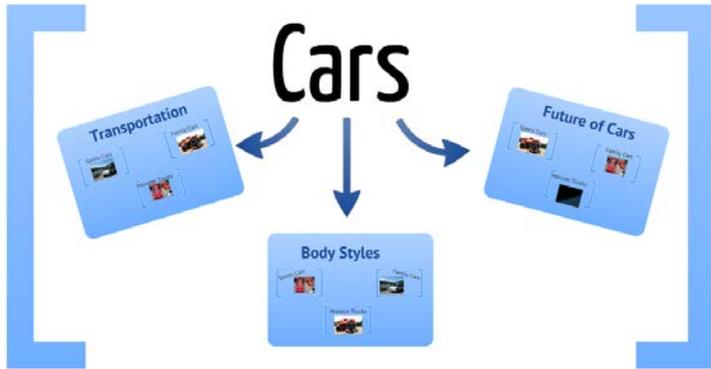
Often times, this flow is from general to specific, with the big-picture ideas appearing larger on the screen. For example, if you were asked to explain cars to someone who had never seen a car before, would you jump right in and talk about brake pads? What about engine oil?

It's likely that none of that would make sense if the person didn't have a basic idea of what a car is. Remember, Prezi will allow you to zoom in and emphasize the more specific ideas *after* you speak about the larger topics.   Thus, we need to "build up" knowledge about cars.

So what do we do about this? Prezi works well when you start big. You should start with a single frame and label it "cars"
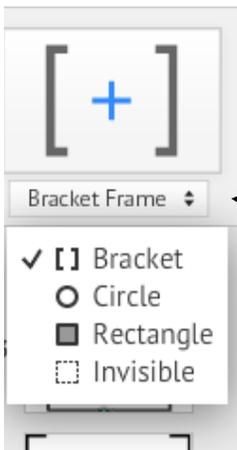

Click on the selection arrows below the default frame in the upper-left corner of the screen. Choose bracket frame style, now click on the canvas and drag out a frame.

You'll end up with a basic frame like this:
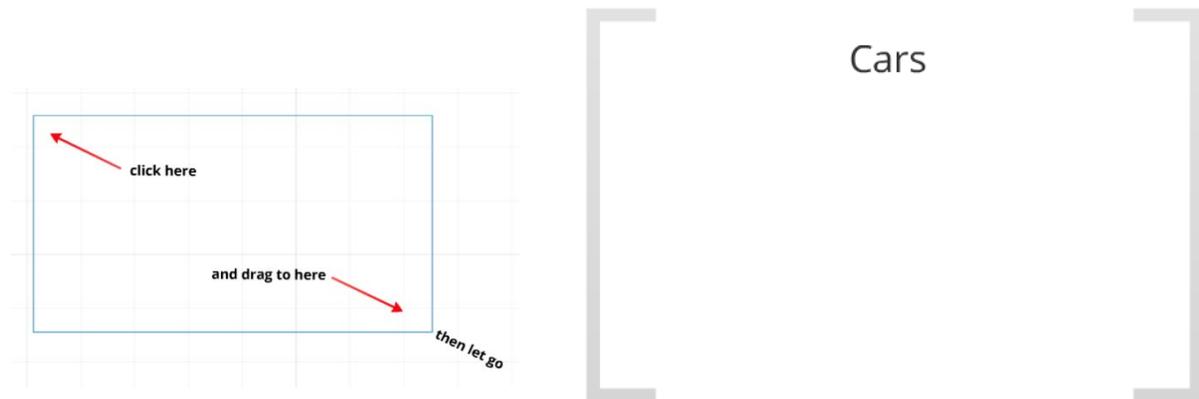
What next? We should tell them what a car does. Cars move people. Yep, they are a form of transportation. Make a frame to explain the transportation aspect of cars. We want this frame to live inside of the "cars" frame, showing that it is a level below the main topic. In the same way as before, click "frame" and drag out a frame inside of the main frame.
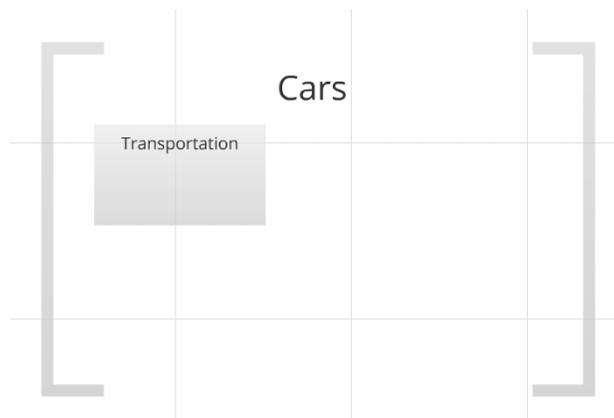
What else is interesting about cars? There are different body styles of cars. Small compact cars, large trucks, minivans, etc. These are all types of cars. Make a frame for body styles.

Prezis look great when topics are in groups of three, so let's think of one more important aspect of automobiles. For fun, let's make a frame about the future of cars. Are they going to have wings? Are bubbles going to come out of the tail pipe? Make a frame for this topic.

Your Prezi canvas might look something like this now, with a main frame and three smaller frames inside of it:
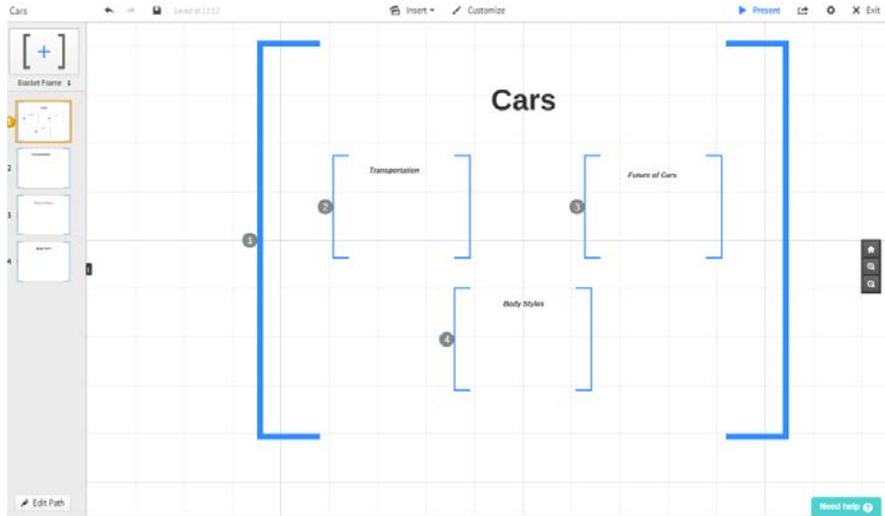
Looks amazing, huh? Well, not yet. But it will! Remember: organize first, then style.

Let's add a few topics to one of your second-level frames. We can call them second-level frames because they lay inside of the main frame. What are three styles of cars that you could talk about in your presentation? Let's try these: sports cars, minivans, and monster trucks. Zoom in and make three frames inside the 'body styles' frame and label them with those headings.

It should look something like this:
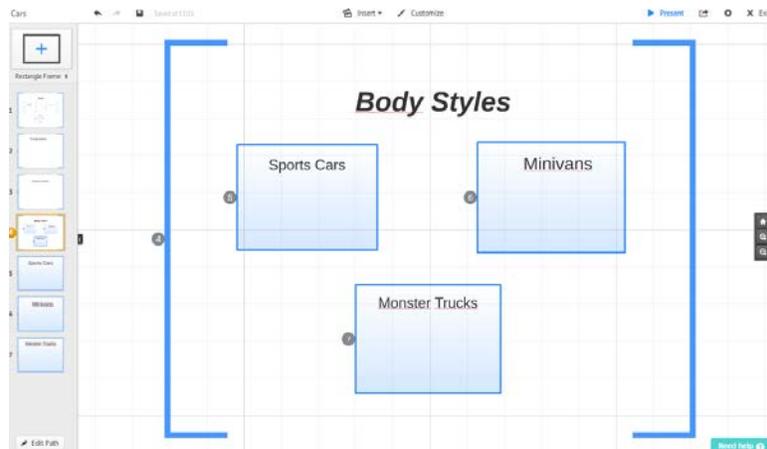
Great, now let's back up and see what your Prezi looks like from the most general level, the top. Now look:
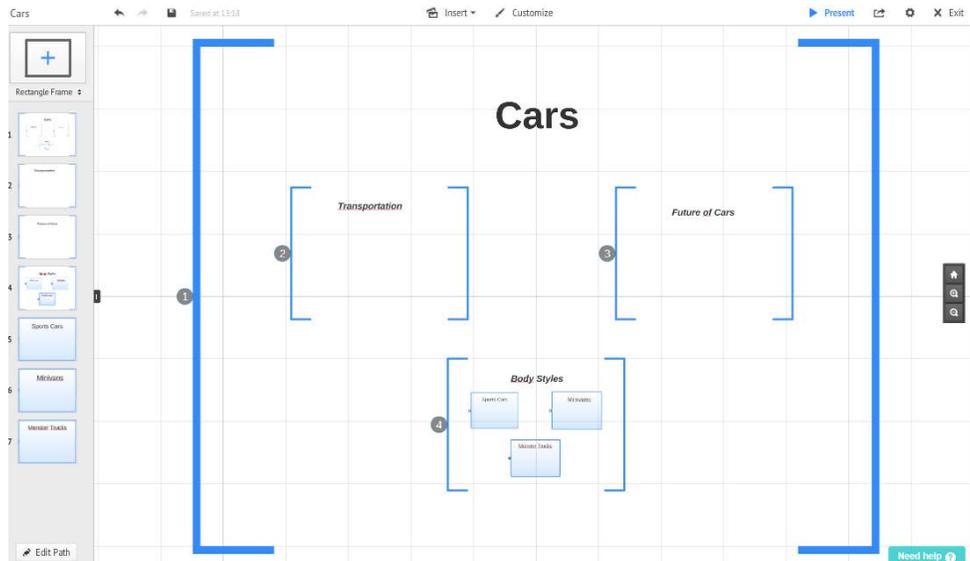
Go to the top-right corner of the screen and press the ~~Present~~ button. The grid will disappear, making your frames and text look much cleaner. You're now able to move around the canvas just like it will look when it's presented.

Click on the edge of the frame and it will zoom in as it would if you made a slide or view on the path (we'll be doing that next). Go back to the editing view of your Prezi by pressing the Escape key on your keyboard.

Right now, you have the option of filling in frames inside the other "cars" frame or moving on to see how the path works. If you are going to fill in the rest of the words (to make each level have an equal amount of text), close this guide now. Mark this spot in the text and come back to it after your words are placed.

Otherwise, on to Section 2: Moving!

Section 2: Moving

As you create frames Prezi automatically assigns it to the path in order they were created. What we do now is set a programmed path for you to show different parts of your presentation in a creative way. While you are doing this, it's important for you to remember to use the scroll wheel on your mouse (recommended) or multi-touch pad on your laptop. To zoom in, roll the scroll wheel forward or use two fingers on a touch pad, opposite applies to zoom back out. We'll set a couple path points, zooming in and out manually as we go.

Note the Path Side Bar on the left of your screen. This should look familiar because it's a slide-sorting bar like you may have seen before. Your frames have appeared in the Path side Bar as though they are slides.

Zoom out to this view in the picture below:
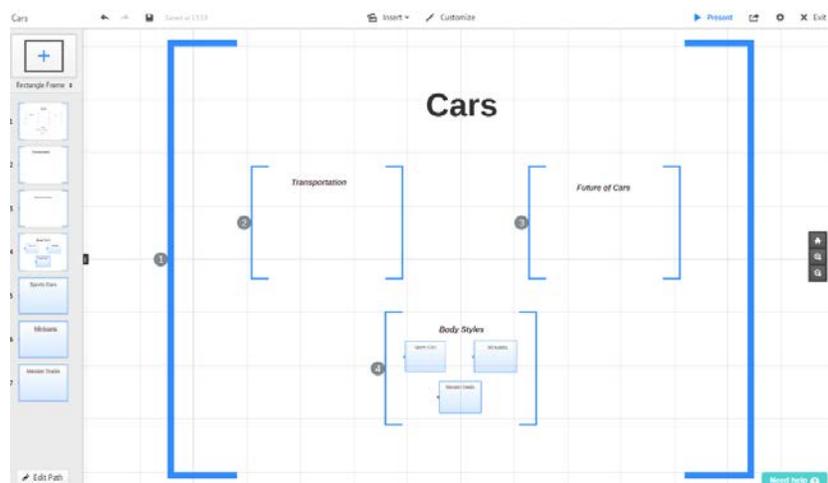
Move your mouse over the edge of the main frame. Click once, it will have the number over it while you are editing the path. You can rearrange the order of the path by clicking and dragging an individual slide before or after another slide of your choice.

Click on Edit Path at the bottom left of your screen and a line connecting the numbers in the path will appear. You also have the option of clicking on Add current view. If that view is the "Home" view your presentation will finish by returning to the overview.
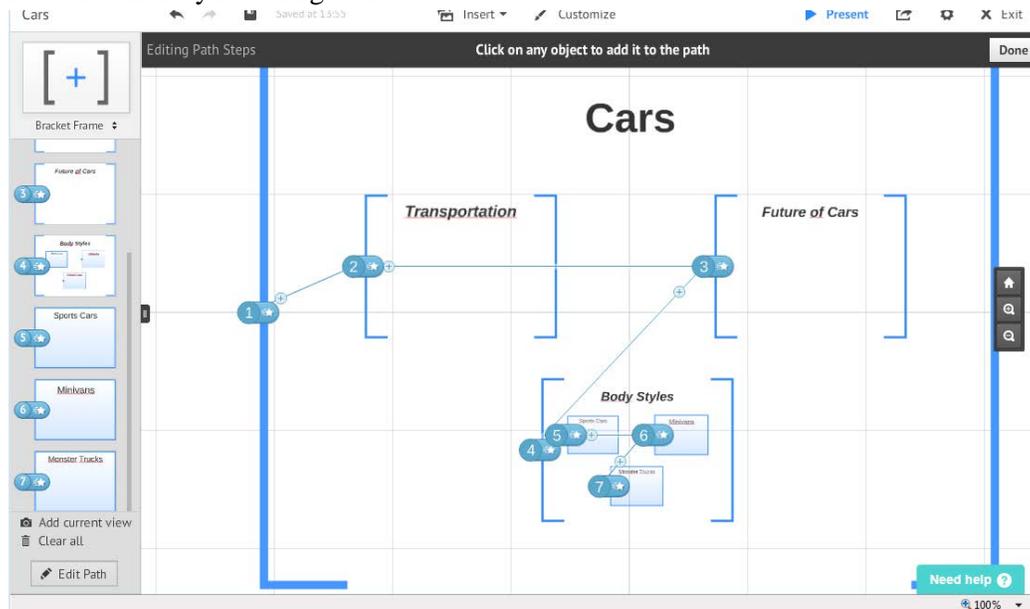
Click done at the top right hand side of the screen when you have finished editing the path.

Click Present to view your presentation, using the right and left arrow at the bottom of the presentation screen to move through your presentation. This will show you how your Prezi is set to be displayed.

Each of the frames or objects you select is a talking point. See how starting general and building down to more specific ideas makes sense? There is no limit to the depth of your presentation, but it's important to group similar-level information together. This takes a little practice, but you'll also understand the relationship between ideas much better!

Okay, so now we have a Prezi with a few frames and words in it. Let's move on to Section 3: Styling!

Section 3: Styling

You're almost done! Try these simple styling changes to help the frames and ideas stand out. This section will cover rotation, text styles, canvas styles, adding pictures, and adding arrows. These style tips are not only easy to make, but are also used in some of the best Prezis out there. Feel free to experiment, but keep the changes small at first until you get the hang of it.
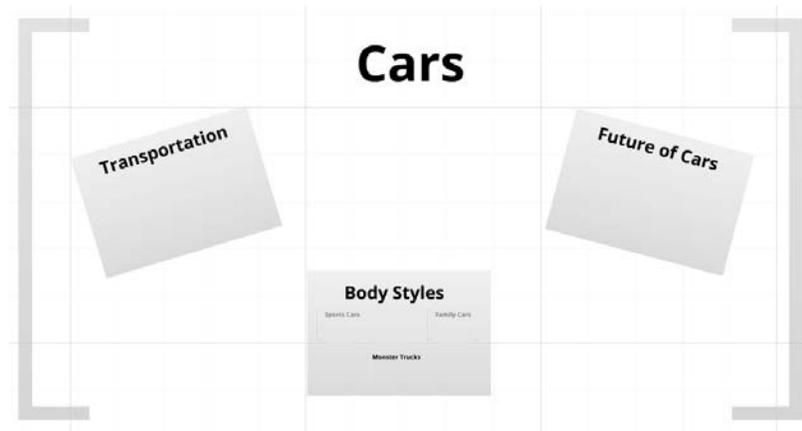
Rotate

Add a little tilt to the frames in the second-level. Click once on a frame. The frame will be outlined in blue and the editing icons will appear. Click on the outer corner of the blue frame and the rotation tool will appear, click and drag upwards in a circular motion. Stop when you have a slight tilt and let go.
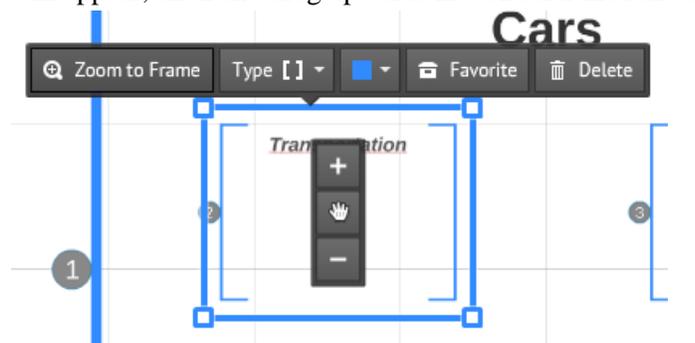
Then it will look something like this:
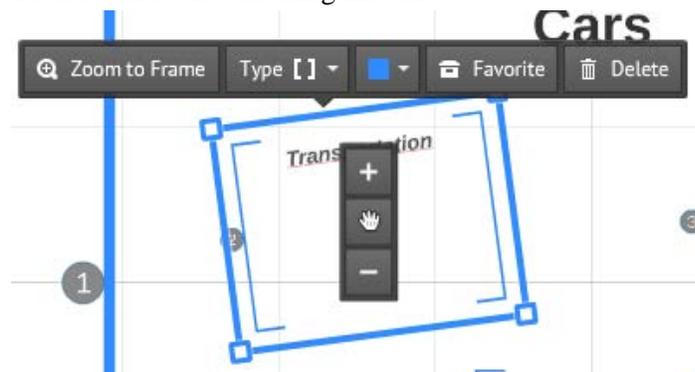
Now zoom back out and rotate the frame on the right-hand side. You'll end up with something like this:

Click on "present" again and watch how moving through your Prezi has changed. This is a simple way to enhance transitions between ideas.

DO NOT: Overuse of rotation in Prezis is not helpful and can make your audience dizzy. Stick with minor rotations for most of your frames, with larger rotations or zooms between major topics. You'll be happy you did.

Changing Text Style

Emphasize words to enhance differences between ideas. Double-click on any word and the text editor will open. You can change the text style by choosing Title, Sub title or Body. This will change the heading-level of the word.

You can also open the colour picker and choose a different colour, Changing the font and other format options as in other software programmes.

Do this for other text at the same level. Go down a level and repeat this process for the lower higher-detail words, but change them to body. You'll end up with something like this:
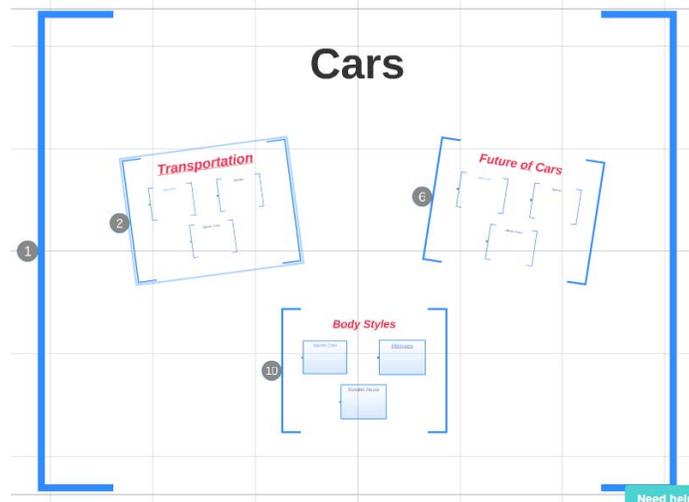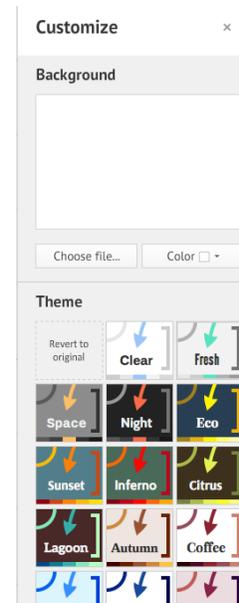
Change Canvas Style

This is how you can change the colour and font scheme of your Prezi in a few clicks. The canvas scheme comes with colours and fonts that work together really well. The folks at Prezi spend lots of time making "schemes," so take advantage of it!

Zoom out so you can see your whole Prezi, then click on the "Customize" button in the top centre of your screen.
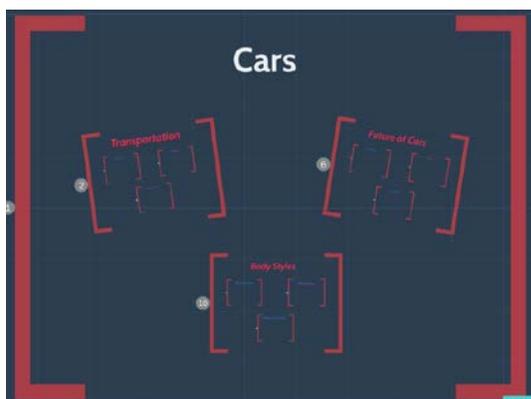

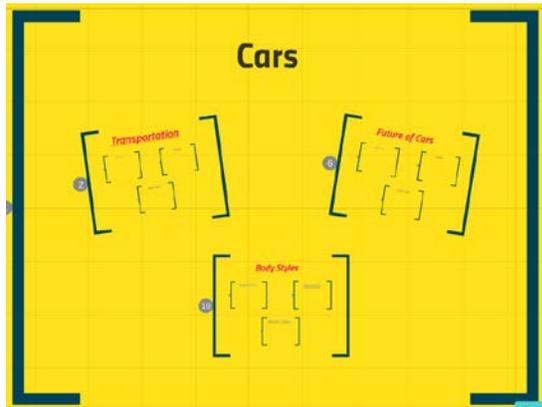The Customize Pane will appear at the right side of your screen:

Don't be overwhelmed! Changing your canvas style back to the original style is as easy as clicking on "Original Theme". Go ahead and click on "Flight Theme".

It will look like this; dark and complex. Cool, huh?

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Or in the bright and bold theme called "Resue":

Or a calm and cool theme like "Igloo".

Note: When you change the canvas theme, the sizing and spacing may look different. Click and drag text and images to change their position. You'll get a reminder when a text item is centered or aligned with other objects.

This line appears when an item has centred to another item.

Also, you can resize any object. Click on a piece of text or frame and click the plus (+) or minus (-) buttons on the editing icon.
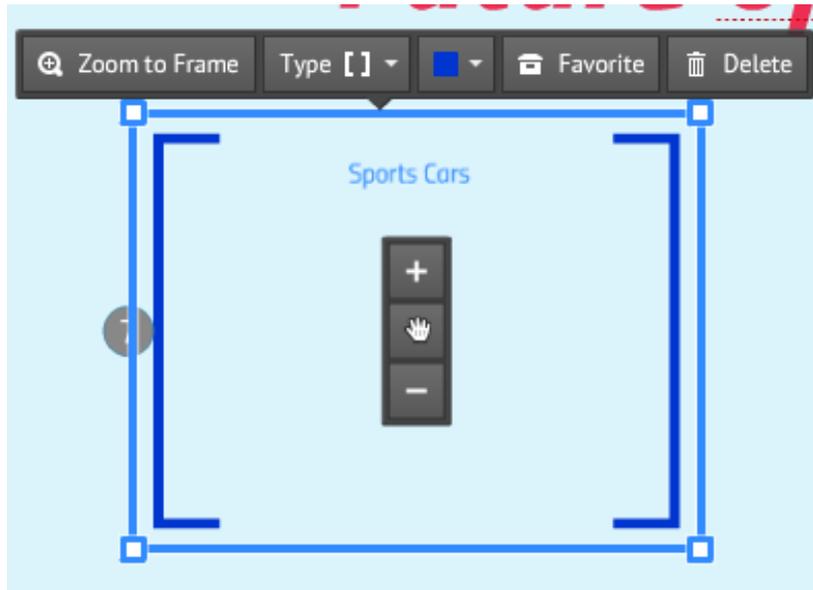
You can also change the type of frame you use at any time. I have chosen to change all to "bracket" style.
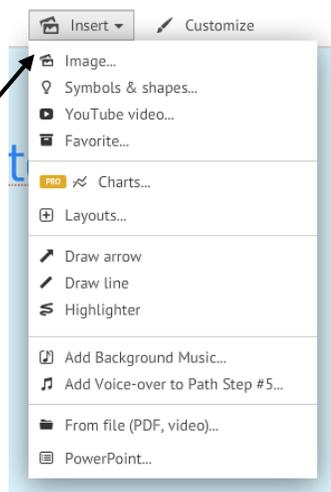
Adding Pictures

You can give your Prezi more character with images. They say, "A picture is worth a thousand words." I say, "use some pictures in your Prezi."

Zoom into one of your frames and then click on the "Insert" button at the top centre or your screen

Then the Insert menu will drop down:

Click on "Image".

The "Insert Image" pane will appear at the right side of your screen. You can use an image on your computer or search for one hosted on another website. Just make sure that web links to images end with .png, .gif, .jpeg or another common image format.

After the image loads, it will appear on your canvas. You can shrink the size of images, then moving them into frames. You can also tilt images to match the tilt of the other items in the frame.

Try moving your images around a little and tilting one of the objects. This is an easy way to enhance your text and images when used lightly.

You can also choose to edit effects such as exposure styles, frames etc. by clicking on the Effects tab in the editing icon of the image

And zoomed back to see the whole 'body styles' frame:
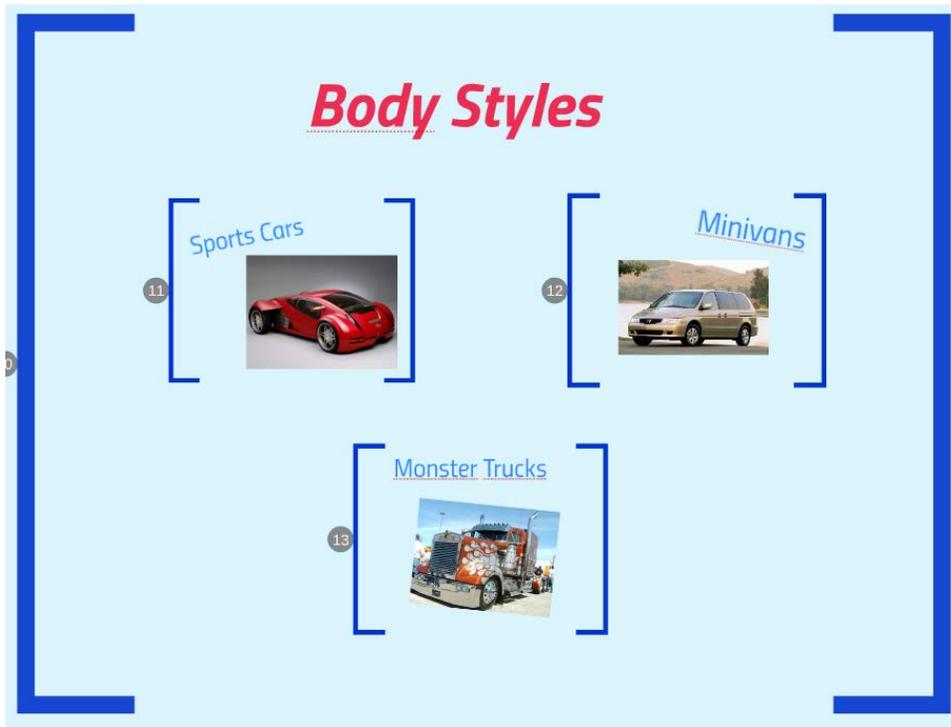
Adding Arrows

Pointing from idea to idea to guide the viewers' eyes. Adding arrows gives viewers hints at how all of your ideas are tied together as well as accent the movements of your path.

You can add an arrow between two objects to show there is a relationship there. This is also a way to show that ideas are at the same level of detail. Try using different colour arrows to add differentiation.
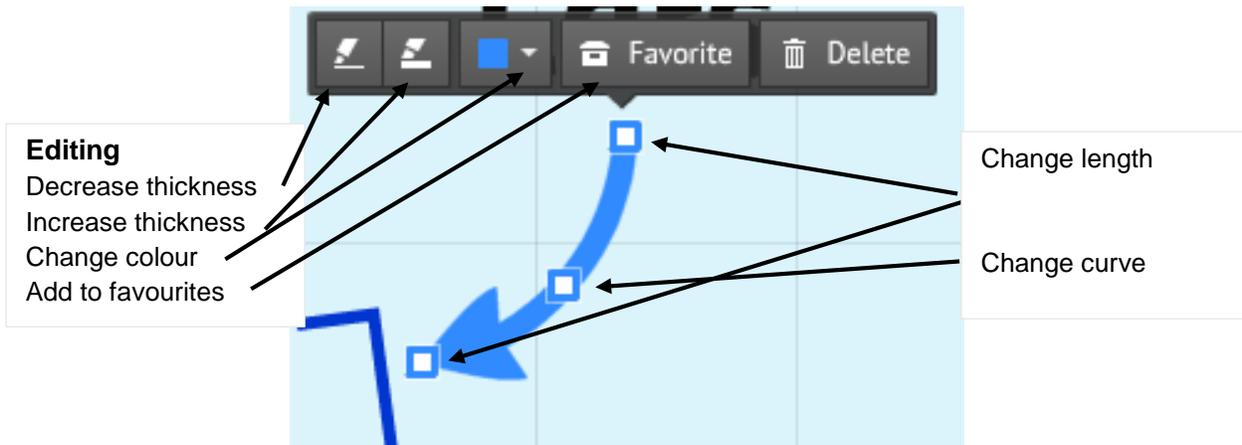
Click on "Insert", then on the "draw arrow" in the drop down menu:
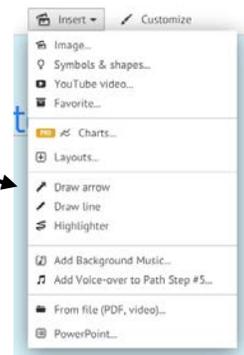

You'll then click-and-drag on the canvas to draw an arrow. Let go when the arrow is about the right size. You can change the width, length, and colour afterwards.
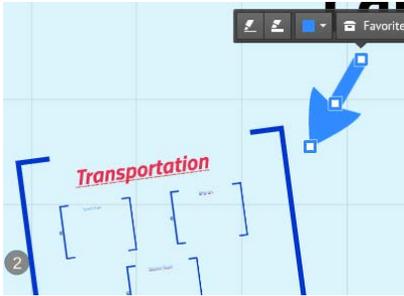
The editing tool will automatically appear. Try moving the edit point in the middle to curve your arrow. Now click and drag one of the ends to length or shorten. Here's a good way to start with a subtle curve:

Editing
Decrease thickness
Increase thickness
Change colour
Add to favourites

Change length

Change curve

Pretty good, huh? It's easy to add subtle styling aspects to your Prezi if you know where to start. Now you have a couple of simple changes you can make to the style of your presentation to help set it apart from others and engage your audience!
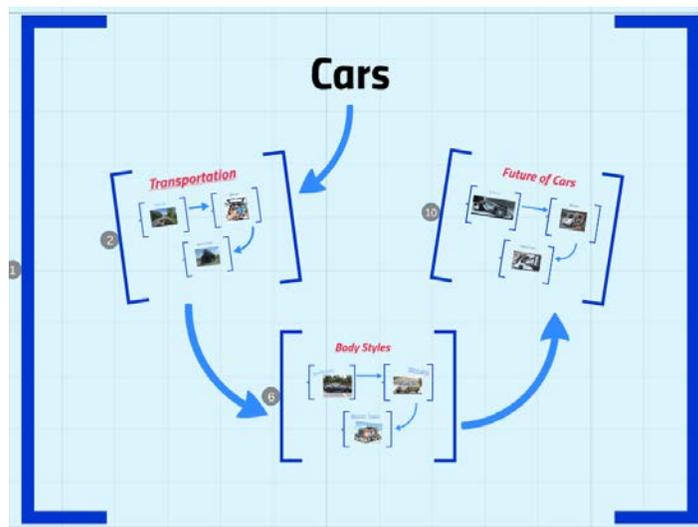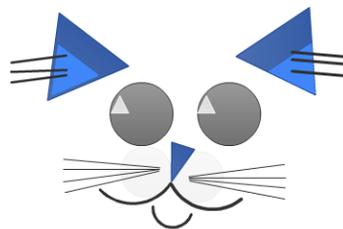
Wrapping It Up

Congrats! You now have some basic skills that will help you structure and style a Prezi presentation. Although it takes some practice to get used to the controls, the more you try the faster you learn. That's the beauty of Prezi, you'll only get better at it the longer you use it.

To tie it all in:
1. **Build** frames and place your ideas at levels from general to specific
2. **Move** ideas around, setting a path between frames and text
3. **Style** your Prezi with rotation, heading levels, inserting pictures, and adding arrows

The best way to make better Prezis is to get in there and start trying new things. So go!

Prezi is friendly like kittens