

DARTMOUTH COLLEGE

FILM AND MEDIA STUDIES TECHNICAL SUPPORT

Using Prezi



Creating and Editing a Presentation

Sign in on prezi.com

Note: You should make sure your browser has Flash turned on. Prezi will remind you of this and may provide simple directions for changing this setting.

There is now a difference between “Prezi Classic” and “Prezi Next.” You can select between the two using the dropdown on the top left of your dashboard.

If you prefer to see the entire presentation laid out at once, you might prefer Prezi Classic. Prezi Next is designed to reveal the next topics and sub-topics only as you progress through the presentation. The idea is that it allows you to build the path of information more intuitively.

First, choose whether you will begin from a template or from scratch.

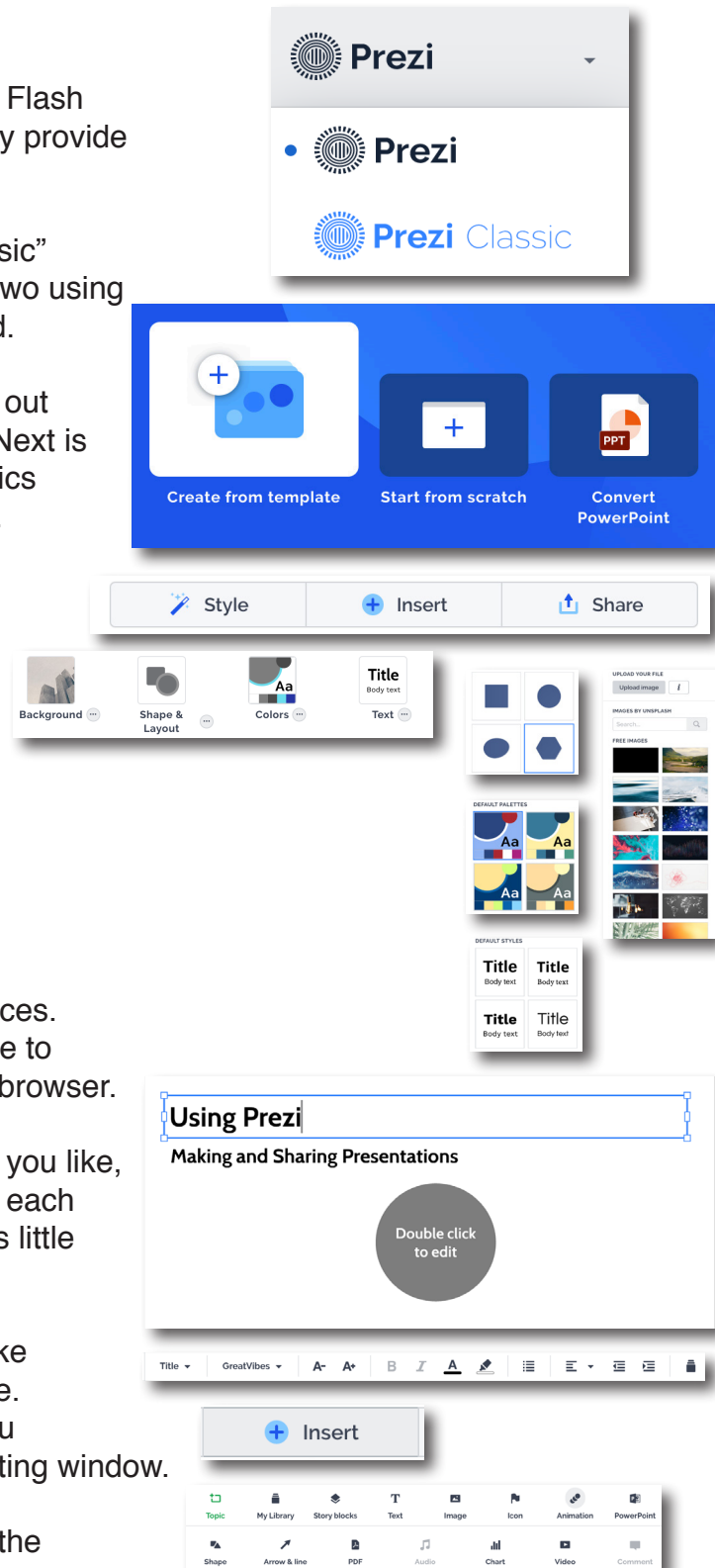
If you choose a template, simple or complex, you can customize it to make it your own.

Along the top bar of the editing window you can click on “Style,” which will drop down options to edit the background image, shape and layout choices, color palette, and text choices. Click on the three dots below each one of these to open its editing panel on the right side of your browser.

These adjustments can become as specific as you like, such as re-arranging the array of subtopics for each new slide. Use the style function as much or as little as you need. For now, let’s begin editing.

The template you chose will have text boxes like these on the left, usually with a title and subtitle. Click once to select one, click again to edit. You should see text options along the top of the editing window.

To make a new text box click “Insert.” Choose the Text option from the dropdown. You may want to add other items like Images, Videos or Charts.



This first frame, called the “Overview” will include a “Topic” frame. In the basic template it may be a circle, you can change its shape, and for all subsequent topic frames, in the style tab. When you open the topic it will bring you to the “Sub-Topics.”

If you zoom into a topic or subtopic click the zoom out button in the bottom left to return to the previous frame.

You can add text, images, or more sub-topics using the insert tab. Under “Shape and Layout” in the style tab you can make adjustments to the orientation of your subtopics.

When you add new sub-topics you might notice the numbers attached to each. Those numbers denote each ones order in the path. Your presentation will follow this order.

To edit the path settings click “Path Settings” in the lower left. You will see two options for both the overview - topic path, and the topic - sub-topic path.

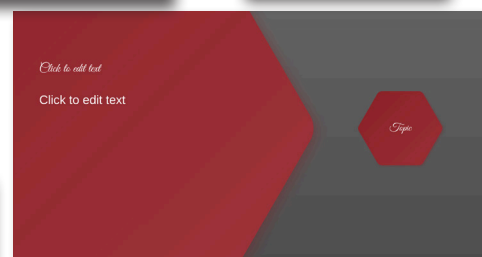
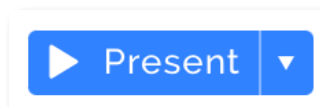
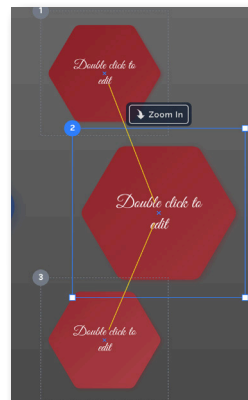
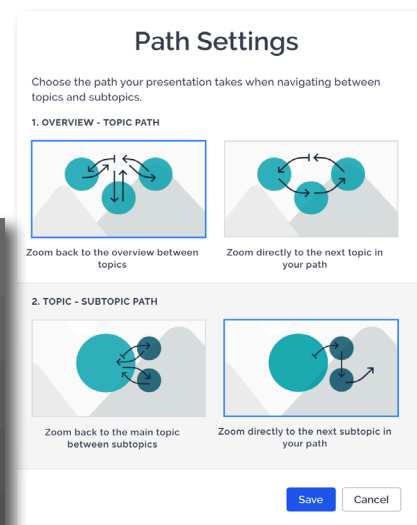
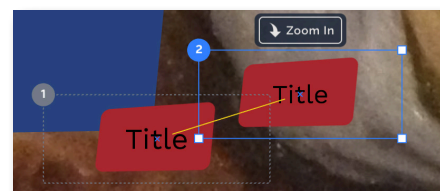
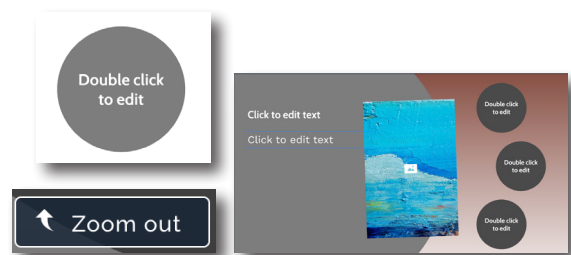
The option afforded you in Prezi Next is to return to the overview frame or continue to the next topic or subtopic.

You can use the Zoom In, Zoom Out functions to test the path. Or simply hit Present and see how it flows.

You can change the size of any topic/sub-topic by clicking on it once and using the points to rescale it. Grab directly in its center to be able to move it wherever you like.

Click Zoom In to edit the contents of a topic or sub-topic. Add text, images or new sub-topics by using the insert tab. Click Zoom Out to return to the overview frame - or the topic frame of the sub-topic you are editing.

Find “Present” in the top right. Click present to test the flow of your path, or when you are ready to deliver your presentation. There are other options under the present dropdown - these are reserved for Pro Prezi accounts, or like Prezi video, are addressed in an additional tutorial sheet like this one.

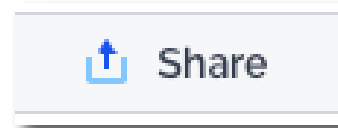


When you have completed editing your Prezi presentation, you will be ready to share it.

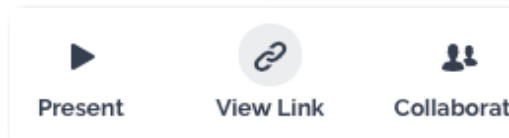
As we are meeting virtually this term, you will be able to share your presentation with the class via Zoom, by sharing your desktop and using the “Present” feature..

In order for everyone to experience your presentation in its best light however, everyone should have the opportunity to play through your presentation independantly. In order to do this, we will use the “Share” feature.

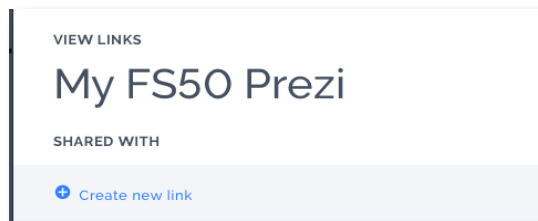
Click on the “Share” button from the top menu.



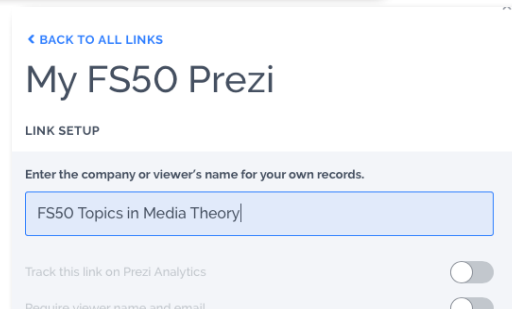
From the option bar that opens, choose “View Link”



In the next window that opens, choose “create link”



Next, name the link you are creating.
In this example, it has been named for the class the Prezi was created for.



A link now exists to connect viewers to your Prezi.
Click on the “Copy” button, and paste that into an email or share in any way your professor has set up for you (perhaps via a Canvas assignment upload).

You can click “Back To All Links” to see the link listed, add another link to your Prezi, or close the window entirely by clicking the small ‘x’ in the top right of the window.

