Tim Sain: How many of you have worked with this program before -- Prezi? Show of hands. How many of you are really familiar with the program? How many of you have just kind of played with the program? Who likes the program? Who does not like the program? [Laughter] I see you back there. All right, so hopefully this will make you feel a little bit better about it. It is a little harder -- it is a little hard to navigate a program like this just because it's not PowerPoint.

All right, so I'm going to go ahead and get started, guys. So this is designed to be an interactive workshop, okay, so there's going to be -- I'm going to be telling you guys to do things on here and it's to help you get more comfortable with the program, okay? So at the end of the workshop, all of our screens should look the same. There's a lot of people in here so it's going to be hard for me to get to you and help you individually, so hopefully you guys can help each other out. Sound good?
All right, so what is Prezi? Prezi is an online cloud-based canvas, okay? It's like an infinite canvas -- three-dimensional canvas that you can place things on and zoom in and out on. Okay? You'll see what I mean here. You can put lots of things in Prezi. That's what's so nice about it. You can put images, you can put PDF documents, you can put screen shots, you can put videos, you can put just anything you can think of that you can take a picture of it -- on it -- on a computer, you can put into Prezi, which is really nice. That's pretty much how I made this thing.
So why Prezi?
Because boring presentations suck, right? How many of you have been to a boring presentation? You felt like a lot of these people. Lots of us, right? They’re -- I mean, I felt like this guy right here in the front many times.
Like a whiteboard, instead of traditional slides. You can easily place ideas, images, and videos and arrange them in an actual flow to tell your story.
As you are presenting,
Prezi lets you zoom in to emphasize a detail, or zoom out to see the big picture. Now the audience can see the whole story as well as the details and will likely remember they're work, ideas, or be persuaded to do something. The best part -- you can start a Prezi now for a presentation you have tomorrow. Flip and twist, you can bring presentations back to life.
So, I mainly did that to show you guys exactly what the kind of basic movements that you can expect with a Prezi. You see how I give you a little flip and twist and the zoom in and the zoom out to see the big picture? I wanted you guys to see all of that, okay?
So this is what we're going to do today. We're going to create an account. And how many of you here already have accounts? A couple of you, right? So you're just going to log into your normal account, okay? And then just follow us along, all right? So I'm going to show you how to create a new a Prezi, so how to create and start a Prezi and finish one, okay? I'm going to show you the basic home screen and all of its functions, all the buttons and what they do. How to insert images, how to insert text, that kind of stuff. Inserting and manipulating text is a little tricky, so we're going to go over that. We're going to insert some images and just about basically anything you want like I mentioned before. And I'm going to show you how to create a path, which is basically like slides. Like you know you progress from one slide to the next? Well, a path progresses from one object to the next, okay?
All right, so this is where I want you to go. [www.prezi.com](http://www.prezi.com).
Insert this into your url box and press enter. Are a lot of you guys already there? Is anyone not there? Good.
All right, so you should be on this page, right?
Everyone? Anyone not on this page? Okay, go ahead and push the sign up button, or those of you that do got an account, press the log in button.
Okay, so this is very important and some of you guys that already have accounts might want to may attention to this, okay? So when you create an account, it's going to ask you to choose your Prezi license. Is everyone here? Is anyone not here? Okay. So the public is what they're giving you for free. This one over here. They're giving you this one for free. If you click on this little thing down here, student teacher license, it's going to automatically upgrade you to this one for free. Okay? There is in account settings. If you want to see me afterwards, I can help you with that, okay? So those of you who want to upgrade, let me know afterwards and I'll show you how to get in there, okay? Okay, so you're going to click on that, and you're going to hit this one.
The enjoy edu. It's going to ask you to enter an email address.
Make sure that it's your .edu account. Is everyone here? All right, and you should get something like this, too.
You can log in with, you know, just like you can anything else in this world with Facebook, or you can just type your information in. Everyone following along?
Everyone should get to a page where you see this button. So you should get to a screen where you see this emblem on the right-hand side. Go ahead and click on new Prezi.
Everyone stop, look up here for a moment. I want to show you something. Okay, so after you click on choose new Prezi, what it's going to do is it's going to offer you a bunch of templates. And these are automatic backgrounds they're going to insert into your -- onto your canvas. So, one thing I want to point out here is visual metaphors. This is definitely a benefit versus PowerPoint. Right? So if you're looking for -- maybe you're just trying to come up with new ideas in some kind of workshop that you're doing or presentation that you're doing, that would be -- a brainstorm would be a good one for that. If you're trying to show the actual steps to get to somewhere, this one might be good for you. You see how the visual metaphors work to enhance the presentation? Okay? So what I want you to do is to choose on the blank one. Okay, that's going to offer you the most freedom, and that's what we're going to play with today, okay? Now click on the blank one and then you've got to click choose.
You should get to this page here. Is anyone not on this page? This is called your home screen, all right? And this is your basic screen for when you're creating your Prezi, all right?
So we’re going to go over some basics. I’m going to go over what each one of these buttons up here mean, and what this means over here on this side, okay?
So we're going to break it down button by button.
This is your present button. Okay, so when you're done with your Prezi or you want to know what it looks like while you're creating it, because it does look different while you're creating it and what it actually shows, it looks just a little bit different. So if you're ever -- one time you want to check to see what it looks like on a screen like this, you hit the present button. Okay?
And just like on Word we have our best friend, the undo button -- I don't know how many times I've freaked out and saved my butt by the undo button. And of course the save. Prezi just upgraded their system where it automatically saves as you do things, but it's always good to be safe and just click on the save button before you close it out.
All right, so we're going to go over each one of these here. The frames, the insert, and the template. They should be at the very top of your screen, okay?
We'll go over frames and arrows first. You're going to insert each one of these. I want you to insert one at a time. So the first one we're going to look to is add frame.
The benefit of this button is that it comes with text boxes already inside your frame, okay. So it’s a place for you to already put text. Has everyone inserted a frame? Has anyone not inserted a frame? Good. This one is your rectangle frame –
Your bracket frame, sorry. Your bracket frame. So I want you to enter one of those. Put it on your canvas. You just grab the canvas and pull and it will draw the frame for you. Same thing with the circle frame. The rectangle frame. And the hidden frame you don't need to worry about. That basically does the same job as any other frame, it's just hidden and you don't see the -- you don't see the blue or the red. So you should have -- you should have five frames on there with the one you started. I want you to draw an arrow, and a line, and a highlighter, just to scribble on there. Some of you are getting creative with it. I like it. I like it. Anyone irritated with the program yet? All right, guys, I'm going to move on to the next one. Does everyone have their five -- all their stuff on here, all the way up to the highlighter? You guys done? Does everyone's screen have those at the top? Do you have more buttons than that at the top? Yeah. So what's happening is you guys are using -- that's an older version. They just upgraded it like three days ago, so try to find what we're doing. I mean, if you want to talk to me afterwards, we can go over that. This is what -- this is what they're going to now, though. And at the end of the workshop, I'm going to give you guys this. You can put your email on it and I'll email you this Prezi so you guys can have it for future reference, okay?
Okay, so let's get back to where we were. Okay, now I'm going to go to insert, the insert tab here.
All right, so we're going to look at images first.
So, when you click on images, you should get this box. Insert image from Google Images or from your computer. What's great about Prezi is you can insert stuff right from Google Images right here on the canvas. You don't have to go to Google Doc, Google Images, copy it and do it to the computer, and then upload it from the computer. You can do that, but this makes it a lot easier. So what I want you to do is put stop sign in the Google Images.
And you should get something that looks like this. Without the arrows, and this and stuff. You might not get that, but you should get a row of stop signs. Choose a stop sign and go ahead and insert it into your document or onto your canvas. Okay? I'm going to move on.
We're going to talk about symbols and shapes next. This is basically just like clip art. Anyone not familiar with what clip art is? You are, right? It's on PowerPoint. It's on Word. It's on almost any Microsoft program that you can think of. This is basically just like that, okay? So go ahead and choose one of those and insert it onto your canvas. You're going to have to make sure you click the choose button. You can't just click on it. Okay, I'm going to move on.
Next we're going to talk about diagrams. Diagrams are pretty cool. They allow you to -- you could put charts and stuff like that. You know the visual metaphors we talked about in the beginning? Well this has a lot of that stuff already there. So go ahead and click on diagram.
And you should get a screen that looks like this. And I want you to choose this one down here, and then click on choose. And it should insert that picture right in there. Basically, what you just did is you inserted five different frames with this template.
Okay, the next thing we're going to look at is how to insert videos, okay? Inserting videos into PowerPoint is a pain in the butt. But Prezi makes it very, very easy. There are two different ways you can do -- you can insert video.
You can just -- you can click on the YouTube icon, --or the YouTube link there and post your link right into this box here and it will post it on there for you. It will just come right up.
Or you can just paste the url box -- or the url from youtube right on the canvas. Okay, that's what we're going to try.
So what I want you to do is just double-click on the canvas anywhere, and then I want you to type this in red. I want you to type this red -- in red right onto the -- right into that box, okay? So there's some questions on -- so there's two different ways, guys. So you can type it -- you can type it right into this box. Or you can just double-click anywhere on canvas and type it right on the canvas. So there's two different ways to do it. Oh, I'm sorry, leave out the period, okay? Because the only way I kept this url address from turning into a video was to put that period. So take the period off, and then just click anywhere outside that box that you were typing on. Just click anywhere outside of it. It should turn right into a video. It's private? Really? I just used it. It's the video you guys watched just a second ago. Does anyone have a problem? Raise your hand. Did you figure it out? Okay, I'm going to move on, guys.
All right, the next thing we're going to look at. Okay, there's a couple things on here that I'm not going to get into because it's a little more advanced. I do another Prezi later on in the semester for advanced Prezi users. This is the beginning class, so I'm not going to go over add background music, or voice-overs, or anything like that, okay? Next thing I'm going to talk about is inserting stuff from a file.
So you can go anywhere you need -- you click on that and it'll open up your -- go ahead and click on it, you'll see what I'm talking about. It's going to open up your box to insert stuff that's saved on your computer. Okay?
You can insert Word documents; you've just got to save them as a PDF. You save them as a PDF and then you can insert it right in there. Say you wanted to talk about an assignment that you guys are doing in class, right? Say you were supposed to give a presentation at the end of the semester about some topic you were doing in class, but you wanted to reference one of the documents that maybe the instructor gave you earlier in the class, right? This is how you could do that. You just save the file as a PDF and then insert it as a picture, basically.
You can insert videos like we mentioned before. Ones right from your -- these are not YouTube videos, though. These are videos right from your file. [Background music] Right from your computer, okay?
Screen shots. Does anyone not know what a screen shot is? Okay, so there's two ways you can get to screen shots. You can take a picture of anything that's on your desktop. That's how I made this Prezi. I took screen shot, after screen shot, after screen shot, after screen shot, of every step and then just pasted them in here, okay? So for HP computers, you go to the start menu, the little icon right down here, and you just click on it and search for snipping tool, and then add that to your desktop. And then you just click on snipping tool and you can highlight anything that's on there and it takes a picture of it. For Mac computers, it's pretty cool. You just press shift, command and four, and your little arrow comes up and you just highlight what you want and it becomes a picture. I love screen shot tools.
What I really like about this program is you can insert PowerPoints. So any PowerPoint that you've created in the past,
All you've got to do is click on PowerPoint and what it does is it comes, it gives you this little -- it converts all your PowerPoints into these. And then your PowerPoints get transferred over as frames. So you can turn any existing PowerPoint that you have into a Prezi just like that. You can insert one at a time or you can insert all of them at the same time.
We're going to go over to templates.
Okay, so templates basically change all your color scheme, okay? A little caution to changing your templates and your color schemes. Your themes -- I’m sorry, your themes and your templates. If you change them after you’ve already put all your stuff down on your canvas, it’s going to rearrange everything, okay? Because it's different fonts, different sizes, everything’s different. So if you click on -- say you’re working on the sailor theme up here, but you decide you don’t like that color scheme, you might want to think about changing the color scheme before you start putting a bunch of stuff on there, okay? Same thing with your template.
Change template...

Rearrange your Prezi into one of our beautiful templates. You can always revert to your original layout by pressing Undo.

Note: Changing your template may not affect your text.
Your template, the thing that you chose in the beginning of the Prezi, you can change that mid -- while you're making -- right in the middle of making it also. And again, that will rearrange everything. Okay?
I'm going to move over to this corner over here now.
A little box right here with the little settings symbol. This one right here will allow you to get online help. It has tutorials on it. Anything that's coming new down the Prezi pipeline, it's going to have on there, okay? Like if were to have looked at this before I made the Prezi, I would have found out that they were about to change everything on me. So, this button down here is really cool, especially for us college students, okay? Because this allows us to collaborate online.
Okay, so say you have a group presentation that you need to do, right? You can share certain urls with your group members and just you guys can go on there and you can all work on the same canvas all at the same time from five different computers in five different places. Okay?
So the first one is the one that you would give to your classmates, or anyone that you want to allow to make changes to your Prezi, okay? So you just copy this link, send it to them in an email, and then they can open it up and they can edit it.
They have to have a Prezi account to edit it, though.
This one right here gives you the url just for someone to watch it. So you can send it to -- say your Professor just to watch -- just to look at it. Or you could share it on Facebook. Something like that.
You can download the whole thing as a PDF. It will take each frame that you have and put it on a piece of paper just like it would your PowerPoints, alright? But once you do that, you can't change it. You can go back to the Prezi and make changes on that Prezi, but once you save it, you can't make changes to that thing you saved. Okay?
All right, so some of you might have already been able to play around with this, but this is inserting text.
So double-click anywhere on the canvas, okay? And then type something in there. You can type whatever you want. Type your name in there. And then click on this little button over here, the little arrow, and it'll expand everything that you can do with your text, okay? It has -- you have three different colors. You can change those colors with the theme. Remember the theme that we went over. That will change those three colors. It also changes the fonts. So after you type something in here, you can click on these and change the font. Everyone do that. Change -- click on the middle here, subtitle. And change your font to something different. The little a and the big A will make your text bigger and smaller. Everyone play around with that. You could put bullets on here. You used to be able to underline, but you can't do that anymore. You can change where it's centered. It can be centered, it can be left justified, it can be right justified. You can also change the color of your text right here. You have to have the text highlighted, so everyone highlight what you just did, and change your text to pink, or blue, or yellow, or whatever you want. Everyone good? Okay, now click off of your text. Get off of your text. Click somewhere else on the canvas.
Okay, so right over here on the side, you see these zoom buttons? You can zoom in and zoom out. With these, you can also use the scroll button. You guys don't have one. Sorry. But you can use the scroll button to zoom in and out. But it's very important that you put the cursor directly on what you want to scroll into. So watch. I'll show you what I'm talking about. Everyone look up here. If I want to scroll down to this little corner right here, I put my corner -- see how it scrolls down there. This is where some people get very, very frustrated with this program. If I want to scroll in right here, I can scroll in right here. See that?
Okay, now everyone click off of your text. Make sure you click off your text. Now click on your text one time. Not double-click, one time. And you should get this little emblem over your text, right? You can click on the plus and the negative. It makes your text bigger and smaller.
If you move over right to the corner of your text box. Move right over to the corner of your text box and another little dot should appear. It should look like that.
You can grab that and twist it. And it makes your text turn. Everyone following along? Anyone lost?
All right, so after you have a whole bunch of stuff on your canvas -- do you guys have a bunch of stuff on your canvas? You should have an arrow. You should have about six frames. You should have a highlighter. Okay, so now we're going to create a path to that. So over here on the -- it would be the left-hand side of your screen, you should see this. Okay, the top button up here, this edit path is your tool to edit.
If you don't -- if you click on this, every time you click on your canvas it's going to make a path to that. It's going to make that a slide. So you don't want to use that unless you're actually creating your path, okay? So you have to click it on and click it off. All right, very important. The top is a canvas overview.
It just basically gives you a big picture of your canvas. You can actually click on that little box anywhere and it will take you right to that spot on your canvas. Like if I wanted to go to this spot on my canvas, I could click on it and it would take me right there to that place.
Again, this turns on your path and off your path.
You can actually grab these, just like on PowerPoint, you can grab six and drag it all the way up and make it one if you wanted to.
Remember this that we added? Well, this automatically made a path for you. If you look over on the side, you should have like five or six of these, right? It should look something like this.
It should look something like this. And basically you can see the number four and the eight.
See how it goes four, five, six, seven, eight? That's the path. That's the order it's going to go in. It's going to four, five, six, seven, eight. So that's what I want you to do.
I want you to go back, or I want you to go and click on the edit button here at the top, the edit path, and then start clicking on all the objects that you made that are on your canvas. Just click on every one. And you'll start seeing lines going everywhere on your canvas, and that's what you want. All right, so you're ready to -- has everyone done their path? Everyone click on Present, and you should get a screen that looks something like this, without the clouds and stuff in the background, of course. But it should be all clear. There should be no buttons at the top. There should be no way to fix the Prezi -- or edit the Prezi.
That's the end of this presentation.
This is my contact information, guys, if you need to get ahold of me or what some more advice or tips or tricks.