Online Presentations

Course objectives:
- Create new online prezis
- Edit and develop presentation ideas
- Collaborate and share your prezis
- Manage your gallery of presentations

Student Training and Support

<table>
<thead>
<tr>
<th>Phone</th>
<th>(07) 334 64312</th>
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<tr>
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</tr>
</tbody>
</table>

Service Points

- St Lucia: Main desk of the SSAH, ARMUS and DHESL libraries
- Hospitals: Main desk of the PACE, Herston and Mater libraries
- Gatton: Level 2, UQ Gatton Library

Library services provide the student I.T. Helpdesk service in the UQ Library. They can assist with general enquiries and IT support. This includes computing help and training for UQ students in: Study Management Applications like my.UQ and Learn.UQ (Blackboard), Microsoft Office and I.T. fundamentals like file management, printing and laptop setup.

Staff Training and Support

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<thead>
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</tr>
</tbody>
</table>

Staff may contact their trainer with enquiries and feedback related to training content. Please contact Staff Development for booking enquiries or your local I.T. support for general technical enquiries.
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Prezi - Ideas matter
Prezi is a web application, resembling a virtual whiteboard, for creating, and delivering, presentations. The basic version of the application is Internet based and does not require an installation.

Using prezi online you can:
• Create and edit prezis
• Enable others to view your prezis
• Share your prezis and collaborate with other prezi users

There are also paid and educational membership options and features which can be investigated at prezi.com

My prezis, Explore and Learn & Support
Prezi has three main sections.

My prezis
• Access prezis you have created and those shared with you.

Learn & Support
• Keep up to date with online learning materials and application updates.

Explore
• Be inspired by the Prezi community.
Exercise 1. Create a Prezi account

1. Navigate to prezi.com to log in or to create an account.

2. Click Pricing (to create an account) or Log In (if you already have an account)
   You can also use your Facebook credentials although this will default you to a public licence. The public licensing option is free but with fewer privacy and modification settings than the Educational Plans.

3. Choose Educational Plans on the right of the screen

4. Sign up to the free Enjoy Edu licence.
   The Enjoy Edu licensing option allows you to create Private presentations with more storage space whilst the public option only allows for public presentations.

5. Verify your UQ email address and Register the university details to continue the process.
6. Once the verification email arrives, click the link and complete your details and choose a password.

7. Log in if you need to

8. Go to the **Prezi Dashboard**

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**Prezi: Online Presentations**
Exercise 2. Creating a new prezi

After logging in at prezi.com:

1. Click the New prezi button

2. Click the Start blank prezi button

Templates are pre-made prezis with empty frames for your content. Use templates to get a feel for how Prezi works best or to get started quickly.

Re-start with a blank template

Compete only if you selected the wrong template and wish to restart with a blank prezi.

1. Click Exit (at the right) from the top menu
2. Optionally: click the trash can icon to delete the Prezi
3. Start with a new blank prezi
The Prezi interface

Prezi is being actively developed and the interface and features may change periodically. Refer to learning materials available at prezi.com for the latest additions.

Major interface elements

<table>
<thead>
<tr>
<th>The Canvas</th>
<th>Pan around, and zoom in and out, of this virtual whiteboard to place your text, objects and frames.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The top-centre menu</td>
<td>Access this menu to present, save, print and share your prezi or add objects and frames etc.</td>
</tr>
<tr>
<td>The Transformational Zebra</td>
<td>Use the Zebra to resize, move or rotate an object or frame etc.</td>
</tr>
<tr>
<td>The Text Editor</td>
<td>Type and format prezi text as a title, subtitle or body text with basic formatting extras.</td>
</tr>
<tr>
<td>The Frame and Path Strip</td>
<td>Access frames, re-order frames or traverse your presentation path using the frame and path strip.</td>
</tr>
</tbody>
</table>
Getting started

Navigation

**Pan** (move around the canvas)
- Click and hold your left mouse button and move the mouse.

**Zoom** (move the camera in and out)
- Roll your mouse scroller to zoom in and out.

**OR**
- Use the **Magnification** buttons on the right of the screen.

**Home** (go to global view)
- Return to the default magnification and position using the **Home** button.

Configure objects with the Zebra

The Zebra is an object editor which can be used to move, resize or adjust text and pictures etc. It has been redesigned without the stripes which presumably inspired its name.

- Move an object with the **Hand** icon.
- Grow or shrink an object with +/-

- Use **Zoom to Frame** to select and zoom in on the frame.
- Use **Frame Options** to change the frame type or delete the frame but keep its content.
- Use **Delete** to remove the frame and grouped content.

- Grow or shrink an object with the square corner.
- Rotate an object with the circle visible when mousing over the border.

Add and style text

Add a text box by double clicking anywhere on the canvas.

- Widen the text box to wrap or unwrap your text with the widen handle on the right

- Grow or think your text with the scale handle in the right corner

- Style text using the Title, Subtitle and Body styles. Update the prezi **theme** to change the look of all your text.

Notes

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Idea and Content

**Exercise 3. Add text boxes**

1. Double click the canvas to access the text editor popup
2. Add your text
3. Click the **Title** style button
4. Drag this object into the frame

You can change or customise your Prezi theme now, or at any time, to modify your text styles. See page 17.

**Exercise 4. Add frames**

Frames group and hold your prezi content, make up the focal points of your prezi and determine the presentation path along which the camera will zoom and pan.

1. Click **Frames** selector in the top left corner
2. Click **Bracket Frame**
3. Click Bracket Frame picture and then resize resulting frame on the canvas,

**Frame Layouts**

1. Click **Insert** in the top menu
2. Click **Layouts**

The Layouts panel will open at the right side of the screen

3. Double click a frame to insert it and add to path.
4. Select and edit placeholders as required
**Placeholder image**

1. Click on the image
2. Click on Replace button in the menu at the top of the image
3. Search for an image and then Double click to insert the image
4. The selected image will replace the original placeholder image.
5. You may need to resize the image or resize the frame to fit

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**Exercise 5. Add Multi-Frame layouts**

A diagram is a structured group of frames arranged to provide semantic detail in which you can add content.

1. Click Insert from the top menu
2. Click Layouts...
3. The Layouts panel will open at the right side of the screen
4. Click Multi-Frame
5. Double click a multi-frame to insert it and add to path.

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**Exercise 6. Add images**

Prezi supports JPEG, PNG and GIF image types with a maximum resolution of 2880 x 2880.

1. Click Insert > Image... in the top menu
2. Select the file from your workstation and click Open
3. To insert Google images into prezi

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**Notes**
2. Search for an image topic such as **cat**
   - Make sure to use an image that is **free to use or share, even commercially**
   - Click the settings cog and select **Advanced search**
   - Next to usage rights change the selection to **free to use or share, even commercially**
   - Click **Advanced Search**
3. Select an image, save the image to your workstation
4. Click **Insert > Image** in the top menu
5. Select the file from your workstation and click **Open**

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**Exercise 7. Add Media**

You can insert PDF files and various media file types to a maximum of 50MBs. Larger movie files can be uploaded and included via YouTube.

1. Click **Insert** in the top menu
   - Click **From File (PDF, video)**... to insert files from your workstation
   OR
2. To link to a YouTube movie click **YouTube video**...
3. Paste the **URL** of a YouTube movie
4. Click **Insert**

If using a downloaded Prezi you need to have an active internet connection to view a YouTube video

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**Notes**
Exercise 8. Insert PowerPoint slides

To use the slides of a PowerPoint presentation within a Prezi they must be inserted.

1. Click Insert > PowerPoint in the top menu
2. Locate your PowerPoint presentation
3. The PPT Import wizard will activate

Insert individual slides

4. **Click and drag** individual PowerPoint slides from the sidebar onto the canvas
5. Slides that are unused will have a blue triangle in the corner

6. **Rearrange** your slides and add extra decoration by using arrows or lines to guide the viewer
7. **Modify** arrow thickness and colour as necessary

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8. **Use Frames** to zoom into areas of the slide – Choose Zoom to Frame

**Going to the next level**

**Exercise 9. Managing frame transitions**

Camera movement between frames is managed automatically. You can affect the pan, zoom and rotation of the camera by adjusting frame location, magnification/size and rotation.

**Zoom out** moving to the next frame
- Zoom out, using your mouse, and make the second frame larger than the first

The distance between the frames on the canvas determines the rapidity of the transition.

**Zoom in** moving to the next frame
- Zoom in/make the second frame smaller than the first

**Rotate** the camera moving to next frame
- Rotate the second frame as desired

If you rotate content it will be skewed, if you rotate the frame the camera will turn and the content will be flat.
Re-order your prezi path
• Click and drag frames into the desired presentation order in the frame and path strip

Grouping
Objects, or frames, within a frame are automatically grouped. This means they rescale or are deleted if you change or delete the frame. Grouping also links objects as related ideas.

Exercise 10. Grouping related elements
1. Create a few frames in a cluster using the Add Frame button

2. Create an invisible frame, using the Add Frame button, which covers the cluster of new frames

3. Click Edit path
4. Click each frame in the order you would like it presented
5. Turn off Edit path or click Done in the top menu

Notes
Exercise 11.  Ungrouping

1. Click and drag the object outside of a frame.

   OR

   • Delete the frame grouping the objects using the **Remove frame** option on the Zebra

Exercise 12.  Layering

1. Right click an object covering another
   • Click **Send Backward** to move the item back one layer

   OR

   • Click **Send to Back** to send to the back layer

Exercise 13.  Add animation

Animation occurs on mouse click in presentation mode. Place the content inside a frame and either:

1. Double click the **frame path number** then click the **Animate frame content** icon

   OR

   • Right click the frame > **Animate frame contents**
2. Click the frame objects in the order you wish them to appear

A green star indicating the animation order will appear next to the object.

3. Click the Preview icon, on the animation frame title bar, to test the animation.
4. Click Done to confirm the changes

**Exercise 14. Remove Animation**

To access the animate window:
1. Click Edit Path in the frame and path strip
2. Click the Add animation button for the frame you wish to remove or adjust animation
3. Hover your mouse over the green animation star
4. Click the red cross icon
   OR
   - Click the Reset button, on the animation frame title bar, to remove all animation
Backgrounds and themes
Themes determine background, object and text colours. You can also add a background image, or images, to overlay the canvas in up to three layers.

Exercise 15. Apply a theme

1. Click the Customize button in the top menu. The Customize pane will open at the right.
2. Choose a Background image by clicking the Choose file... button
Note: Background images should 3000 pixels wide for best results
OR
3. Select a Theme pane to apply it to the prezi

It may not be obvious that a theme with a white background has been applied. Have a look at text, shapes and objects to confirm they’ve been updated.

Exercise 16. Customise a theme

- Click the Customize button > Scroll to the bottom of the Customize Pane
- Click Advanced

Notes
Unless you want to specify colour values, or add a 3D background, you can use the Wizard option to change various element colours and add a background image.

**Text style colours**
1. Click **Next** on the theme wizard to adjust text style colours
2. Click the **Style name** to select a font
3. Click a colour swatch to change the colour for all text boxes using that style

**Backgrounds**
1. On the Customise theme pane click **Upload** on the 3D background pane

2. **Locate and open** a file on your machine to upload the file

When uploading large images you may have the option to shrink the file. If you want a high resolution background or wish to be able to zoom in on particular elements, you can retain the quality.

**3D Background**
3. Click **Advanced** on the Customise theme pane
4. Click **Edit** beside the 3D background label

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5. Upload up to another 2 images which will be accessible and viewable as you zoom in on your prezi
6. Click **Done** to confirm the changes

**Preview or present your prezi**

**From edit mode**

1. Click the **Present** button on the top menu
2. Use the **forward** and **back** arrows to move through the prezi

At any point you can click, zoom and pan around the prezi independently.

**From the prezi pane**

1. Select the prezi pane
2. Click the **View Full screen** button
Share your prezi
This allows others to either view or edit your presentation. When you choose to Share a prezi a link is generated to allow others access to your prezi at the permission level you desire.

From edit mode

1. Click Share > Share prezi… from the top menu

2. Add people by typing their email address.
3. Choose the level of Viewer access
4. Click Add.
An email with the link is sent to the nominated address.
5. Use the Allow others to duplicate this prezi tick box to make your prezi reusable

From Your prezis

1. Select a prezi

2. Click Share

3. Select your privacy level and either:
   • Click Copy to copy the link
   OR
   • Add people by email address. Choose the level of access to grant and click Add. An email with the link is sent to the nominated address.
4. Use the Allow others to duplicate this prezi tick box to make your prezi reusable
Collaborate with Prezi meeting
You can collaborate with up to 30 users when building a prezi. Users must have a Prezi account. You can then start a Prezi meeting by sharing edit permissions. You will see the users avatar and changes will be shared with all editors.

To allow multiple concurrent editors on a prezi:
5. Click Share > Share Prezi > Add People… while editing your prezi
OR
6. Share from Your Prezis using the Share button

The new presenter/editor’s avatar will appear.

Navigate in a Prezi meeting
7. To follow an avatar: click an avatar and select Zoom to position

8. To give a collaborator control of the prezi (you are currently the presenter): click on the avatar and select Hand over presentation on the right hand side of the prezi screen
Permissions and house keeping

Exercise 17. Name/rename your prezi

1. Hover on a prezi from My prezis
2. Choose View prezi

3. Click the title
4. Type a name
5. Click Save or Cancel to confirm
6. Repeat steps 3 to 5 for the description

Exercise 18. Update prezi permissions

1. Hover on a prezi from My prezis
2. Click the ellipses
3. Click the Privacy and Sharing menu choice
4. Update the privacy state as desired
5. Click Close

My collaborators – visible to you and anyone you invite to edit the prezi. Collaborators must have a prezi account
People with the link – You can view and edit and anyone with the link can view
Anyone – Visible to the world on prezi.com/explore.

Using the allow others to duplicate this prezi tick box allows others to save your prezi for the own needs and edit it on their own accounts.

**Exercise 19. Delete a prezi**

1. Go to My prezis
2. Hover on a prezi pane

3. Click the ellipses
4. Click on the Delete icon below the prezi

5. Click the Delete button to permanently remove the prezi

OR
6. Hover over the prezi in My prezis and click View prezi

7. Click the trash can on the right hand side of the page

8. Click the Delete button to permanently remove the prezi.

Exercise 20. Download your prezi

From within the prezi:
1. Click Download
2. Click Presenting
3. Click Download

Free users can download a presentable version of their prezi for use with Flash Player. This may produce a large number of files and a large file size. The prezi will only be editable online.

The downloaded prezi requires an active internet connection to be able to access YouTube content.

Exercise 21. Print your prezi

While editing your prezi:
1. Click Share icon
2. Click Download as PDF
3. Each step in the path becomes a page within the pdf. So if your prezi has 12 steps in the path you will get 12 pages in the pdf
**Prezi or PowerPoint?**

Microsoft’s PowerPoint and Prezi produce a similar finished product; a presentation aid or standalone prop to meet a particular need. They have different features and have different approaches to presenting. Consider which will work best for you.

With this in mind it’s important to remember that the success of a presentation is heavily based on the skill of the presenter and their understanding of the subject matter and their audience. It is likely that a person who delivers an ineffective presentation accompanied by a PowerPoint would not have a great deal more luck with a Prezi.

4. PowerPoint presentations are linear. You develop your idea in a predictable way. PowerPoint also helps you by making your content easy to compartmentalise into slides and then into bullet points. It frames your content neatly and reduces your focus to text placeholders and the small amount of unfilled slide which may be left over.

5. Prezi on the other hand is just a blank canvas. If you choose not to use a template - where do you start? How do you develop your idea? What is the big picture? You need to be careful because if you don't have the answers to these questions this prezi is going to take you far longer than a comparable PowerPoint.

**Tips for Prezi development**

**Brainstorm or mind map your presentation**

Prezi requires more upfront work to spread your idea into a form suitable for the canvas.

6. How do your ideas fit together

7. What information/materials do you have to support those ideas

8. What is the theme or bigger picture?

**Organise your content**

Consider organising your content in branches and in clusters. The cluster can be an intro to the section and then you visit each frame within the cluster in detail. A lot of organisational and structural detail becomes visually meaningful.

**Keep it simple**

Play to Prezi’s strengths – zoom in for extra detail or use simple but elegant design elements to make content add to your message. Place things so that you can zoom out to the big picture to summarise your argument.