Online Presentations

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

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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**
Exercise 2.  
Creating a new prezi

After logging in at prezi.com:

1. Click the **New presentation** button

2. Select a **Template** from the side

3. Click **Use this template**

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.
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>
</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.

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

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.

Ideas and Content

**Exercise 3.**

1. Click **Insert**
2. Click **Text**
3. Add your text
4. Click the **Title** style button
5. Drag this object into the frame
Exercise 4. **Add Topic**

Topics organize key information and structure your presentation into meaningful sections to convey your message. There are two types of topics: **planet** and **stack**. Each topic type helps you present content in a distinct way.

**Planet**

Planets have **subtopics** that orbit the main idea and are best used to separate related content. Use this type if you want to break your topic up into subtopics.

1. Click **+Topic** button in the bottom left corner
2. Click **Planet**
3. Double click the new **Topic** to add and edit content

**Subtopic**

1. Click **+Subtopic** button in the bottom left corner

**Subtopics** can be **planets** or **stacks**

2. Click **Planet**
3. Double click the new **subtopic** to add and edit content

**Stack**

Stacks contain pages of content that display in a linear fashion. Use this type if you want to reveal content to your audience step by step.

1. Click **+Topic** button in the bottom left corner
2. Click **Planet**
3. Double click the new **Topic** to add and edit content
Exercise 5. 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. OR
4. To insert Google images into prezi
5. 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
6. Select an image, save the image to your workstation
7. Click Insert > Image… in the top menu
8. Select the file from your workstation and click Open
Exercise 6. **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
2. Click **Video...** to insert files from YouTube

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

**Other Media**

Other files such as PDFs can be added by dragging and dropping

**Going to the next level**

Exercise 7. **Layering**

1. Right click an object covering another
   - Click **Send to Back** to move the item to the back
Exercise 8.  
**Add animation**

Animation occurs on mouse click in presentation mode.

1. Click the **item** then click the **Animations** button
2. Select when you would like the animation to occur

3. Click the + button to add an animation type
   - Fade in
   - Fade out
   - Add zoom area
4. Click **Present** to preview your animations

You can adjust the order of animations by clicking and dragging

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Exercise 9.  
**Remove Animation**

1. Click **Animations** button
2. Right Click the Animation you wish to remove, and select **Remove animation**

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Notes

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Backgrounds and style presets
You can add a background image to overlay the canvas. Style presets allow you to set preset formatting for titles, content, topics, etc.

**Exercise 10.**  **Change the background**

1. Click the **Background options** button in the top menu. The Background pane will open at the right.

2. **Choose** a Background image by clicking the **Upload background image**… button

**OR**

3. **Select** a background colour

**Exercise 11.**  **Apply a style preset**

1. Select the item you which to apply a style preset to, this can be:
   - Text
   - Topic
   - Stack
   - Subtopic
   - Page

2. Apply the **preset** from the toolbar
**Exercise 12.  Edit a style preset**

In order to edit a style preset, the preset must be applied beforehand

1. Select the item you which to change the preset for
2. Make the appropriate formatting changes, things such as colour, size of text etc.
3. Right click the object and select **Update style preset**

**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.
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** from the top menu

2. Click **Create new link**
3. Add people by typing their name or business name
4. Click **Create Link**
5. Copy the address and pass it on
From Your prezis

1. Select a prezi
2. Click the button
3. Click Share via link
4. Click Create new link
5. Add people by typing their name or business name
6. Click Create Link
7. Copy the address and pass it on
Collaborate with Prezi
Got a project you’re working on? In Prezi Next, you can work with up to 10 users on a single presentation. What’s more, you can add comments to specific areas or objects to communicate feedback or ask questions.

From edit mode
To allow multiple concurrent editors on a Prezi:

1. Click **Show collaborators** in the top menu
2. Click **Total Collaborators**
3. Enter the email address of desired collaborator
4. Set what permissions they have to the right of their email address

This permission level can be changed later.

From Your prezis

1. Select a Prezi
2. Click the **Present** button
3. Click the + next to other collaborators to add a new collaborator
4. Enter the email address of desired collaborator
5. Set what permissions they have to the right of their email address

This permission level can be changed later.
Permissions and house keeping

**Exercise 13.** Name/rrenom your prezi

1. Click a prezi name
2. Type the new name

**Exercise 14.** Update prezi permissions

1. Click the button on a prezi
2. Click Set privacy
3. Update the privacy state as desired
4. Click Close

**Collaborators & Clients** – visible to you and anyone you invite to edit the prezi. Collaborators must have a prezi account.

**Anyone on the web** – Visible to the world on prezi.com/explore.
Exercise 15.

Delete a prezi

1. Click the button on a prezi
2. Click Delete

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

1. 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.

2. 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.

3. How do your ideas fit together
4. What information/materials do you have to support those ideas
5. 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.