



WORKSHEET

PREZI PRESENTATION



- Define the **purpose** of your prezi presentation and the **target audience**.

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- Decide on a **structure** for your presentation.

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- Write short titles and **text** in a sequence that tell your **story**.

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- Choose **Images and Videos** you want to use in your presentation. Add **Music** or **Voice Over** if desired.
 - Draw a **Sketch/ Storyboard** of your presentation (where you want your images, videos, and audio).

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- **Create** a New Prezi and add all those nice things you thought of in your Storyboard.
 - **Present** it and **Share** with your target audience.

HOW TO DO IT

Why and For Whom

- What is the purpose of your Prezi presentation? Why are you making it?
- Who is your target audience? Who will see it?

Presentation Structure

- A good presentation will be like a story: with a beginning, a middle and an end. Remember the purpose of your presentation.
- It is good practice to tell them what you will tell them (Introduction), tell them (The Body: what you will present), and tell them what you told them (Conclusion).
- For long presentations, you need to divide The Body into logical parts.

Text

- For every point in your structure, write a short title and a short text. Keep it simple and clear. If you have a lot of text, you lose your audience during your presentation.
- Put no more than one idea per Frame.

Images, Videos and Music

- Look for images, videos and music (optional) that support your text. If you are using materials that do not belong to you, ask the owner first. You can also use the Creative Commons database <http://search.creativecommons.org/>
- Go and take some videos and pictures that add to your story.

Sketch your Prezi design

- Now that you have all you want to put in your presentation, it is time to decide where you want to put it and how it will look like. In this step you make a sketch showing where you will add the images, videos, and text. In a way, it is like a **Storyboard** for a movie.
- Prezi allows you to zoom in and out of pictures. In this way, you can "hide" text inside an image. If appropriate for your subject, you can use one image for your presentation.
- Prezi also allows you follow a "Path" and it lets you to rotate objects (images, text, videos, etc).
- Prezi gives you the opportunity to zoom back to your big picture. Your transitions should be made going from the overview to the details and back.

Getting started

- Go to <http://prezi.com> and click on *Get Started the Continue with public presentations*. Write your personal info or log in with your Facebook account.
- After you log in, click on *New Prezi*. You can Choose from a range of Templates or *Start Blank Prezi*.

Creating from a Template (skip this step if you start a Blank Prezi)

- By clicking Theme, you can change the colour and style of the template.

- Begin clicking on each "Frame" on the left bar.
- Each Frame provides you with spaces for text, which you can use or delete.
- For each Frame, click on Insert and choose an Image, Symbols and Shapes, Diagrams, Youtube video, Background Music, From File (from your computer), From Collection (prezis that you previously made), or a Powerpoint presentation. You can even add a voice over to a step (you would have to record this with another software such as Audacity).

Start a Blank Prezi (skip this step if you choose a template)

- If you start a Blank Prezi, you are free to create anything you want, but you need to create a good sketch beforehand. For example, you can choose one relevant image as your base image, and move around it.
- A Blank Prezi starts with one large circle Frame and text which you can use or delete. Clicking on Frames & Arrows allows you to add Bracket, Circle, Rectangle or Invisible Frames. When you add a Frame click the left button on your mouse and drag it until you reach the desired size. You can add arrows and lines too.
- You can also Insert Frames which already have spaces to add your images and text. Simply choose one on the right bar and drag it to where you want to put it.
- For each Frame, click on Insert and choose an Image, Symbols and Shapes, Diagrams, Youtube video, Background Music, From File (from your computer), From Collection (prezis that you previously made), or a Powerpoint presentation. You can even add a voice-over to a step (you would have to record this with another software such as Audacity).
- By clicking Edit Path, you can move the order of the Frames and then press Done.
- If you want to scale, resize, move or rotate objects (Frames, text, pictures, etc), simply click on the object, click the left button of the mouse and make it bigger, smaller, move it or rotate it.

Present

- When you are ready, click on Present, on the top left corner.
- Move the arrows on the bottom of the screen to go through your presentation.
- Press Esc on your keyboard (top left) to exit the presentation.

Share

- Once you are done editing with your prezi, you can click on Share Prezi, Share on Facebook or Download as PDF. If you Download as Portable Prezi, you need to have a special Prezi software in your computer.
- You can also go to Your Prezis, click on a prezi and click on Share Prezi by email or copying the link.
- You can also click on Present Remotely. This allows other people to see your prezi at the same time as you, and you decide when to move to the next slide.

INTERESTING TIPS:

Tip: For the first times using Prezi, you can use existing templates, and when you are ready you can move on to create your own design.

Tip: Prezi saves automatically, but you can also Save on the top left corner of the screen.

Tip: If you make a mistake, click Undo, on the top left corner.

Tip: In some cases it is not necessary to add any text to your images or videos. Keep it simple.