**Prezi (**[**www.prezi.com**](http://www.prezi.com)**)**

Prezi is a web based presentation program which has a free basic or an advanced version for cost. To use either version, you need to set up an account using an email address (Gmail, Hotmail, Yahoo, etc...) Below are some of the features available for at least the free version. Enjoy!

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| **Feature** | **Function** |
| Canvas | Your ‘work area’. To zoom in or out either use the mouse wheel if you have one or there’s a ‘zoom bar’ on the right side of the screen |
| Scrolling | To move the canvas around so you can see what you’ve done better, left click on the mouse and drag the canvas around as you need. |
| Text | Left click on screen anywhere and you type where the cursor is located. You can choose a font style and color or other effects at this point. |
| Zebra | This icon is where you go to add most of the features to your Prezi’s canvas. It looks like a circle with little hash marks all around the edges. When editing your prezi it’ll have small circles with features around the outside. |
| Templates | When you start making a prezi, you can use some pre-loaded patterns that Prezi gives you including a blank canvas that you can then change. To get more you have to become a paying subscriber. |
| Reuse | On the ‘explore’ tab at the top of the Prezi home screen you can search out other prezi creations and if it’s reusable you can click on ‘make a copy’ so that you can borrow parts of theirs like graphics and more. |
| Colors & Forms/Theme Wizard (zebra) | On this part of the zebra tool you can choose variations of 30 colors and many font styles by which you can customize your prezi. |
| Home | This is part of the right-side zoom bar and it will take you back to the starting point of your prezi. |
| Insert Drawings (zebra-insert) | Premade drawings, diagrams, and charts are featured here that you can borrow and then add your own content. You can also incorporate YouTube videos and Google Images. |
| Draw Shapes (zebra-insert) | These features will help you make rectangles, circles, and triangles that you can use and it gives you a highlighter and a pencil to add fine details to your prezi. |
| URLs | To add a URL, simply click on the screen so that a text box comes up and then paste in or type in a web site’s URL into that area. Follow that up by then clicking on the ‘ok’ button. |
| Paths (zebra) | A path in a prezi is the order of items the screen is focused on as you play your presentation. You click on path and then click on the items in the order you want them to appear. You’ll see a number on each one as you do this as well as thumbnail pictures along the left side of the screen. To change the order, you can click and drag one of the circles in between items on your path so that it adds in your new item. The order of the presentation will be renumbered to reflect the changes. |
| Edit Prezi & Edit Together | You can make changes to your prezi when you click on ‘edit prezi’ box and you can share your prezi with other Prezi users with a link you send them. To let other Prezi users make changes click on the ‘edit together’ box. These boxes are under each prezi on the ‘Your Prezis’ tab. |
| Exit | To leave your prezi, click on the tab marked ‘exit’ and it will save your work and stop the editing process. |
| Print | To print your prezi creation, simply click on the box marked print on the editing screen. |
| Share | You can share your prezi either by copying and pasting the URL link they provide or by email, Facebook, or Twitter. This is an option when you look at a prezi under ‘Your Prezis’. |
| Learn | This is a tab at the top of the screen where Prezi keeps they’re video and written tutorials which demonstrate many of the features here. There are also videos on YouTube which can be helpful in this same way. |