

## How to create a Prezi:

1. Go to <http://prezi.com>
2. At the top right hand corner, underneath the password box, click on the **sign up** link.
3. In the first column that says **public**, go to the bottom and click **get** (free). Unless you would like advanced features so pick either enjoy or pro (these cost money).
4. In order to get a Prezi login, the registration needs your **name**, **email**, and what you would like your **password** to be.
5. In registration, type in the information, add the word password, and check the terms of use. Click Register and continue.
6. Now, click learn Prezi now and watch the video to show you the basics of Prezi.
7. Click on the orange link under the video that says **Prezi Academy**.
8. This will bring you to a page that will show you everything about Prezi. For basic learning skills on Prezi, there are three lessons. For advanced learning, there are two lessons and for expert learning there is one lesson. You can always go back to this page if you want to learn more. (I will tell you how in a little bit)
9. For basic instructions with learning Prezi, click **Lesson 1: Prezi in 3 minutes**. This will send you to a video that shows you all the basics in 3 minutes.
10. If you want to go to lesson 2, go to the bottom underneath the video after the stepped instructions, it says Next lesson: Grouping and Layering and click on it.
11. When you click on Lesson 2: Grouping and Layering, it will bring you to another video that shows you how to do grouping and layering.
12. When you click to go to the next lesson, it will bring you to a page that is about presenting and publishing. It has sections that will show you how to save, use a projector, use a path clicker, and navigate freely through your Prezi.
13. If you go to the top of the page and in the top left hand corner, there are three tabs that say My, Learn, and Showcase. Click on My to go to your page.
14. What comes up is what is going to get you started with your Prezi. Enter the title you want your Prezi to be, a description of it, and what theme you want it to be. None of these are permanent so you can go back and change them later if you want to. When you choose what you want, click **Create** in the bottom right hand corner.
15. Your Prezi will pop up that says **Open me**. Click on it. Click on **Open me** again when it comes up.

16. Prezi is loading up your presentation. A video will come up and you can watch it again if you would like to refresh your memory but if you don't, click the check box in the bottom left hand corner of the video and close it.
17. Now here comes the fun part.
18. Double click anywhere whenever you want to add text at any time. To change it size, click out of the text box and click the text once. A weird lined thing (it's called a zebra) will pop up so you cant see the text you typed in. To change to size, click and hold the second circle and move your mouse in to make it smaller and out to make it bigger. You can always change the size whenever you like.
19. To turn the text, click and hold the outer circle and move your mouse back and forth.
20. To move the text somewhere else, click and hold the middle circle and move it anywhere you would like.
21. To take the zebra off your text, click anywhere else away from it.
22. If you have a scroll on your mouse, this would make it easier to zoom in and out of your Prezi. But if you don't, to the right side of the screen mainly in the middle, there are zoom and unzoom buttons.
23. To get the message **Double click anywhere & add an idea** click on it once. The zebra will appear and click the plus sign on the bottom left of the outer circle. A box will appear and at the top click **delete**. The text should disappear. If you have anything on your Prezi that you don't like, you can click that button and it will disappear.
24. If you want to change your theme, go to the top left hand corner and at the bottom of the "write" circle it says **Colors & Fonts**. Click on it and it gives you a few choices to choose from.
25. If you would like a frame around your text at anytime, go to the "write" circle and on the right of it, click on the **Frame** circle and choose any frame you want.
26. If you would like to insert pictures from a file you have, click on the **Insert** circle and click on **Load File** and if you want to add arrows or lines or highlight, click on the **Insert** circle and click on **Shapes** and choose what shape you would like.
27. When you are finished with creating you Prezi, you need to add a pathway to make the Prezi work. Click on **Path** and then **Add** and click on the order you want your text and pictures to be in.
28. When you are officially finished, go to **Show** in the top left hand corner of the "Write" circle and it will show you a preview of how your Prezi will look. If you don't like something, you can go back and change it as many times as you want. You can preview it as many times as you would like to make your Prezi perfect.

29. In the top right hand corner, click save and exit.
30. When you exit, click on your Prezi again and in the right hand bottom corner, in the **Make Public?** box, click on the link and it will bring you to your Prezi on the Prezi website. If you add this link to your favorites, you can access this to show your presentation to your class.