



How to Create a Prezi Presentation

Prezi is the newest *presentation builder with animation*. Prezi's zooming features attract students' and audiences' attention, keeping them interested and involved in the presentation. Prezi is a tool used for meetings, group projects and lectures with excellent organization, creating visually appealing presentations that enhance interactive learning.

CREATE A PREZI ACCOUNT:

Begin by creating a Prezi account, which will allow you to store all of your Prezis in a cloud storage system, making them easily accessible for presenting or editing anytime, anywhere. This will enable you to work collaboratively with others in groups to create a presentation without having to meet face to face.

To Create a Prezi account, go to www.prezi.com

- Click '**sign up now**'
 - (choose either 'free version' or choose a membership with additional features for a fee)
- Enter your information in the spaces provided
 - Your username will be your email address
- Once you have entered your login information, type the secure characters shown in the box into the space provided
- Click '**continue**'

You have created your own Prezi account. Refer to the instructions below for Importing PowerPoint to create animated Prezis presentations.



IMPORTING YOUR POWERPOINT SLIDES INTO PREZI

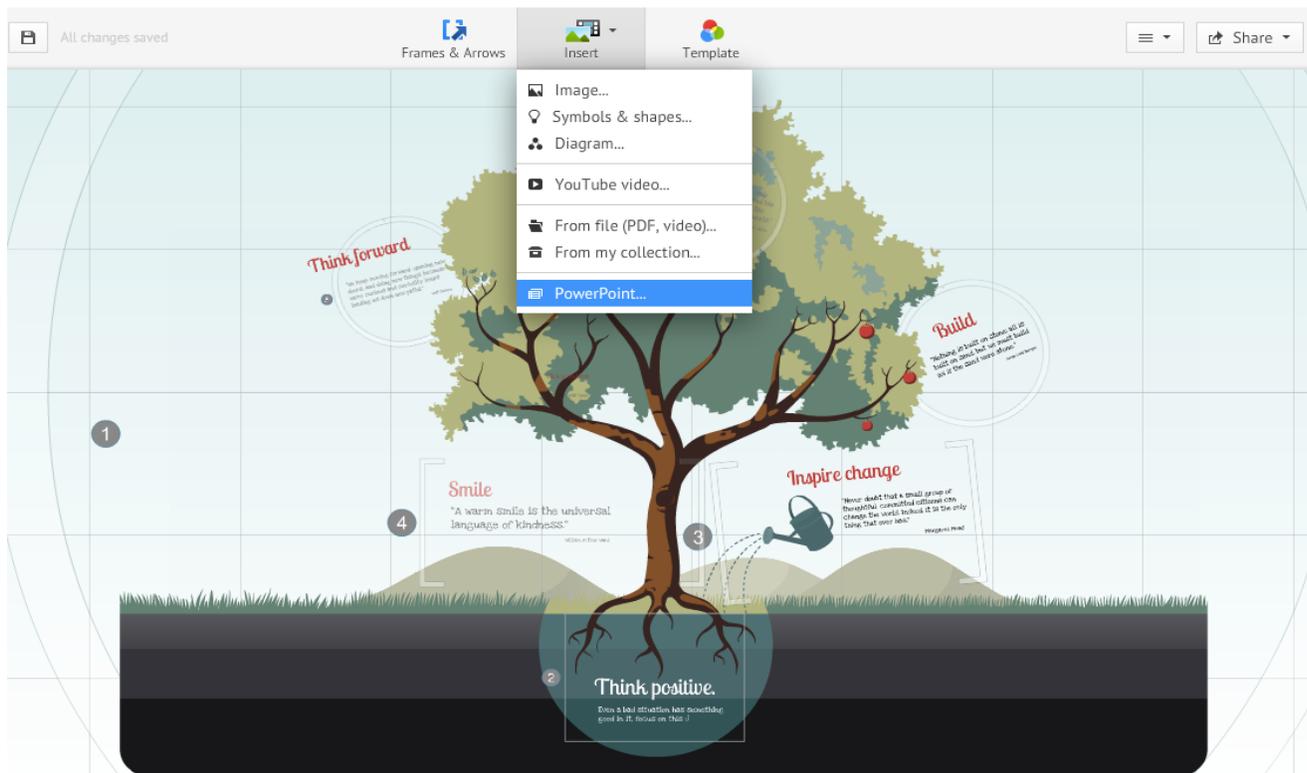
Transform your PowerPoint presentations into *advanced, animated, exciting, and visually engaging presentations!*

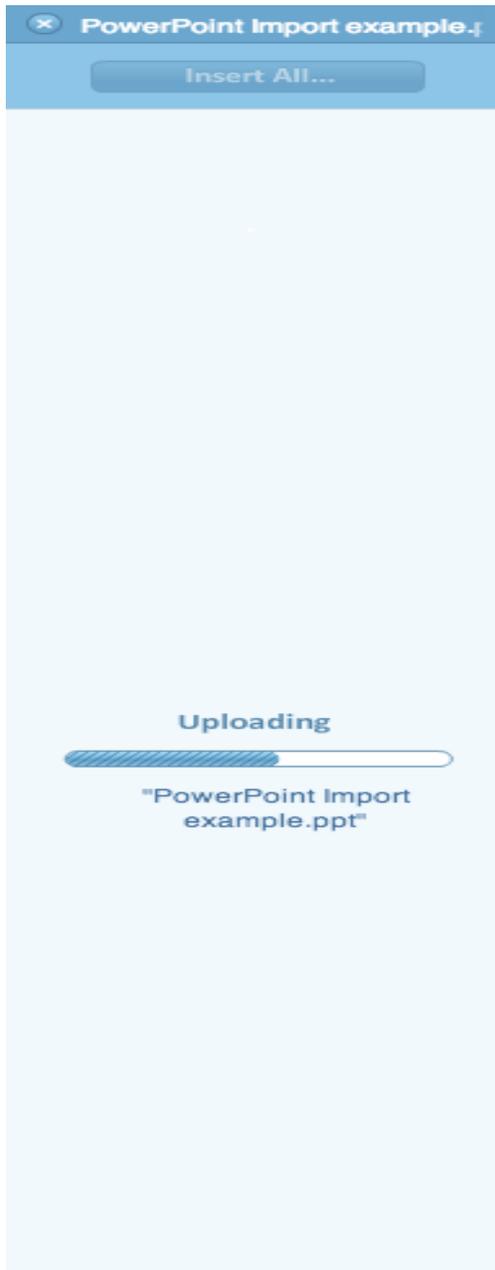
A great way to explore and learn more about the development of a Prezi is to start with a previously created PowerPoint presentation as your foundation.

How to insert your PowerPoint slides:

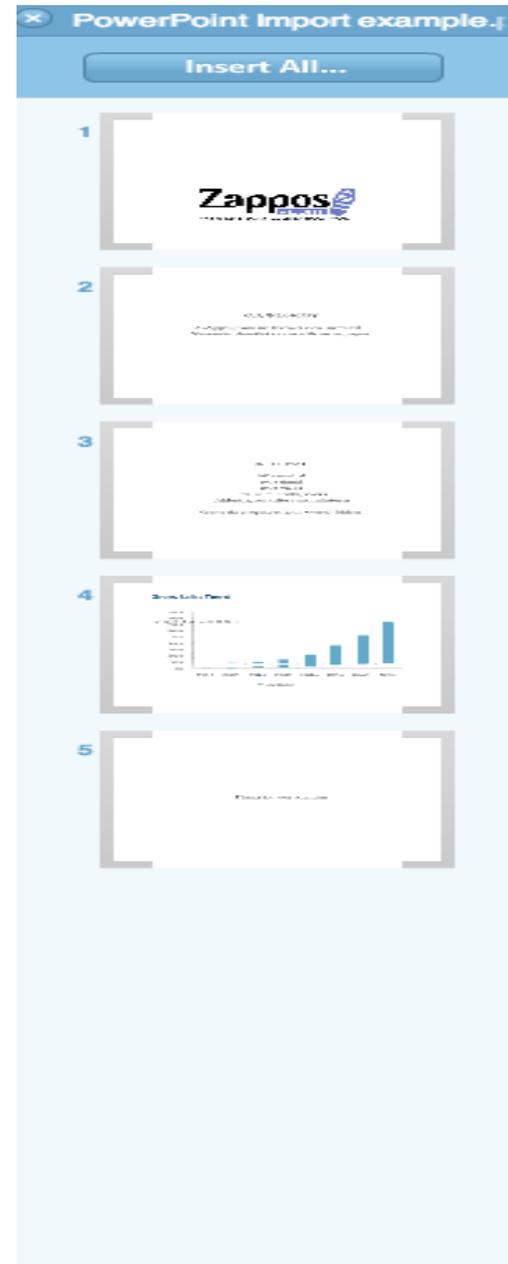
You can choose to import one at a time or all at once, with or without a [path](#), in just a few clicks. (Click on the hyperlink above to view the Prezi website for creating a 'path')

- Begin by entering into [Edit Mode](#). (Click the 'Edit Mode' hyperlink above for a guide about 'edit/present' mode)
- Select '**Insert**' from the top menu and then '**PowerPoint**'



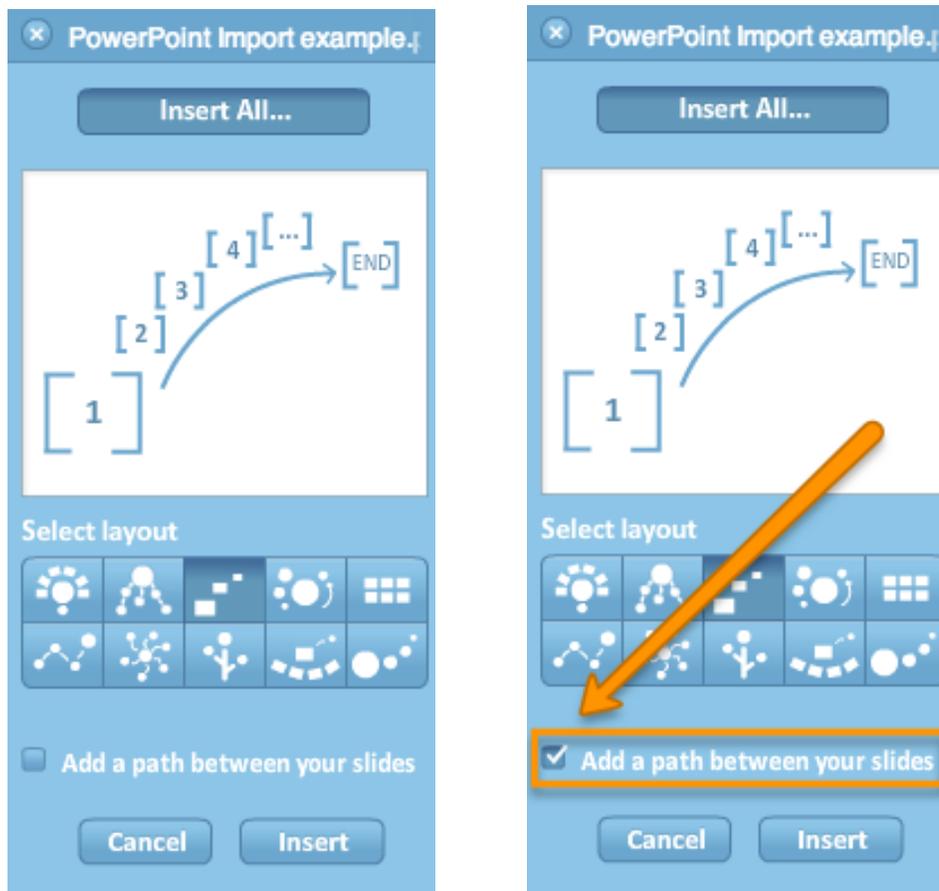


- Click on '**Select File...**' and choose the **PPT** or **PPTx** file you want to import.
- After a brief loading process (see screen shot on the left), Prezi will preview all of the slides for you in a panel on the right-hand side of the screen. (see screen shot on the right).



- You can now **drag** and **drop** individual slides from the sidebar onto your '**Prezi canvas**'.
- You can also multi select slides with '**shift and double click**' to insert them onto your prezi canvas.
- OR, you can click '**Insert All...**' to bring all of your slides into your prezi at the same time.
*If you choose this option, you will be asked to set a template for your slides.

How to 'Add a Path' Between Each Imported Slide:



- Check the box next to 'Add a path between your slides' to set a path for your slides.
- The path you added will follow the same sequence as your slides in the PowerPoint you used, so your first slide will become your first path step in prezzi and so on depending on the number of slides you have.

About "Paths":

- A path acts as a link of the main points of the presentation (linking the frames together). This creates organization, structure, and a flow that engages students for more effective learning.



- If you chose to import all slides at once, they will appear within a frame on your prezi canvas.

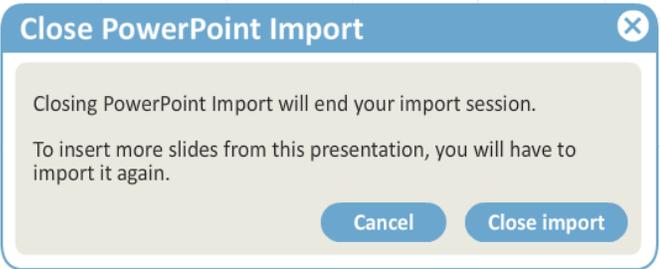
- Use the hand icon in the center of the frame to move all the slides around the canvas.

- Click the green check icon to approve the import.

- Alternatively, you can select the red X icon to cancel the import and start the process again.

- This screen displays the path of ordered frames. These frames hold your previous slides which you can organize to be linked for the path of the prezi.

- When you have finished importing everything you want from your PowerPoint file, click the X icon at the top-left-corner of the sidebar to finish the import session.



- A confirmation message will appear, simply select 'Close import' to finish the import session.



Congratulations! You have now successfully imported your previously used PowerPoint slides into prezi for a more advanced, interactive, and engaging presentation!

Notes:

1. The formatting of the content you import is dependent on both the prezi template and theme that you choose. Your theme choice will set the colors and font choices of your prezi. This includes all content that is imported from a PowerPoint presentation.

For more detail on editing your theme, click [here](#).

For more information on templates, click [here](#).

2. Prezi does not support certain text editing elements that are present in applications such as PowerPoint (eg. **Bold** or *Italic*), therefore it follows that some of the formatting of some slides will not exactly match the slide's original formatting. Similarly, any fade-in animations created in PowerPoint will not be present in your prezi (the objects will appear, but they will not be animated).

Note for Prezi Desktop users (Pro license holders):

1. The import PowerPoint feature is available as part of Prezi Desktop, however, the process requires an active Internet connection (as the conversion process is quite complex and occurs online). Therefore, please ensure you are connected to the Internet before attempting to convert a PowerPoint file.

*Information in this document came from Prezi.com