

# NJLA 2014 Microconferences – Prezi Presentations

Presented by  
Claire Schmieder  
Program Associate, Alice Paul Institute  
NJ Head Editor, INALJ.com  
cgschmieder@gmail.com

Feel free to contact me with questions!

## **Getting Started – Log In**

- Go to [www.prezi.com](http://www.prezi.com)
- In the upper, right-hand corner, click on Log In

### **If your last name begins with A-E:**

User Name: njlapreziae@gmail.com

Password: njlapreziae1

### **If your last name begins with F-L:**

User Name: njlaprezifl@gmail.com

Password: njlaprezifl1

### **If your last name begins with M-R:**

User Name: njlaprezimr@gmail.com

Password: njlaprezimr@gmail.com

### **If your last name begins with S-Z:**

User Name: njlaprezisz@gmail.com

Password: njlaprezisz1

- In the upper, right-hand corner, in a blue box, click New Prezi

Please Note: These directions are for people using a Windows-based laptop or desktop. The Prezi apps for Apple and Android work differently and are highly simplified versions of the online Prezi tool. For example, the apps have fewer options for adding photos, adding YouTube videos is not an option, and they're generally not as easy to use.

Also Note: Prezi works best with Firefox or Chrome.

## **Step 1 – Choose a template**

- You can search with keywords to find templates about travel, books, animals, etc.
- Keep your presentation topic in mind when you're choosing a template – your template and your topic should complement each other in some way.
- Also keep in mind how much information you'll need to share in your presentation – some templates are more appropriate for highly detailed presentations, while others are better for shorter, less detailed presentations.
- Once you've made your selection, click on Use Template in the lower, right-hand corner of the template box.

## **Step 2 – Add a title**

- Generally, all Prezi templates will include a "Click to add title" box. Simply click on this box and enter your presentation title.
- Note that you can change the font size, color, background color, and text orientation as well as add bullets and make the text bold or in italics all from within this box.
- You can also move the text box by clicking, holding, and dragging the box around. (This is easier if you have a mouse.)
- Adding text is the same for other frames, whether it's the title or not – click on the frame, type your text, format your text, click and drag to move the text box.

## Step 3 – Adding additional content

### Photos

- Adding photos is easy – at the top of the screen, note three buttons – Frames & Arrows, Insert, and Themes.
- To add a photo, click on Insert. A drop-down menu will appear. Click on Image.
- On the right side of the screen, a menu will appear. You can either add images that are saved on your computer by clicking on Select File. Or, you can search images on the web using Google.
- After you've selected or searched for and found an image, double click on it. It will appear on the main Prezi screen.
- Click on the photo – you can click on the hand to move the image and you can resize the image from the corners or by pressing the + or – buttons that are above and below the hand.
- Notice the menu that appears above the image – you can replace, crop, add effects to, or delete your image.

### Videos

- Adding videos is easy, too. Open a new tab or window (whatever your preference) and go to [www.youtube.com](http://www.youtube.com). Search for a video. When you find one you like, copy the URL. Then go back to Prezi.
- At the top of the screen, click on Insert. On the drop-down menu, click on YouTube video. Paste your link. The video will appear.
- Just like photos, you can click on the hand to drag the video and resize the video from the corners or by pressing the + or – buttons that are above and below the hand.

## Step 4 – Editing Your Path

- Much like PowerPoint slides, your Prezi presentation is divided into frames that determine the “path” of your presentation – this means the order in which each of your images, text, videos, etc appears.

- You can change the order of your frames – on the left side of your screen, click “Edit Path.” To add a zoom to any (or all) of your frames, simply click on the center of the frame. To change the order of your frames, click and hold on the frame you wish to move, then drag it up or down, depending on where you would like to move it.
- When you’re done editing, click “Done” on the upper, right-hand corner of your main Prezi screen.

For video tutorials, go to [www.prezi.com/support](http://www.prezi.com/support).