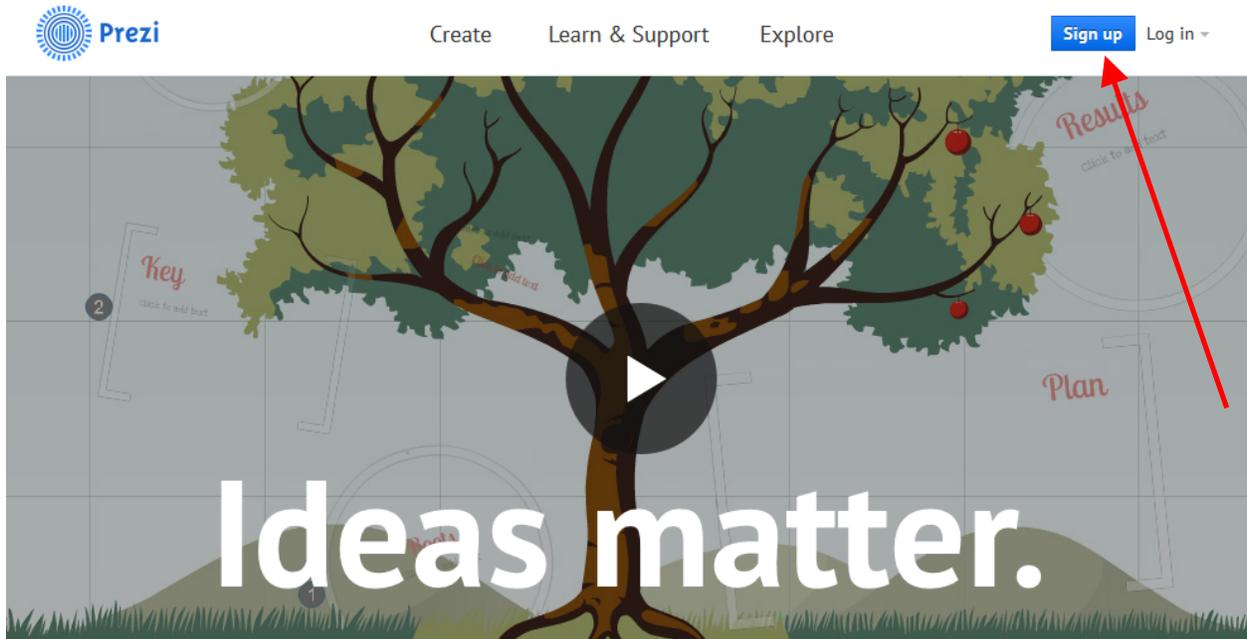


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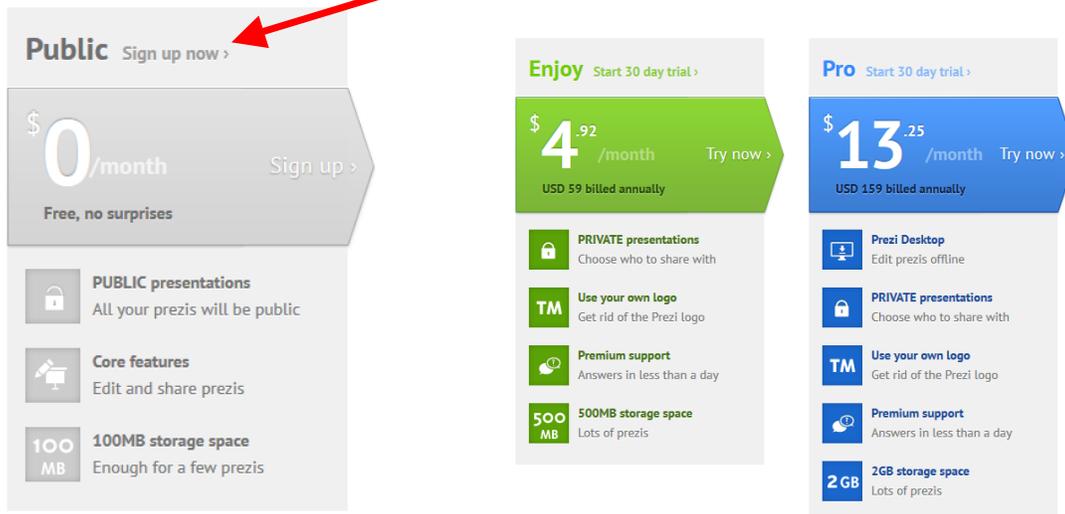
Creating an Account



1. Type in **prezi.com** into the address bar.

2. Click **Sign up**

3. Three options for licenses appear. Click on the **Sign up now >** next to the public license.



Sign up to Prezi

You have chosen “Public access” for \$0/year

Your personal info

First name	Last name
Email	
Password	
Re-enter password	

I agree to the [terms of use](#).

Sign up

4. Type in your name, email, and a password.
5. Click on the box next to the terms of use.
6. Click “Sign Up”.

Creating a Prezi from a Template

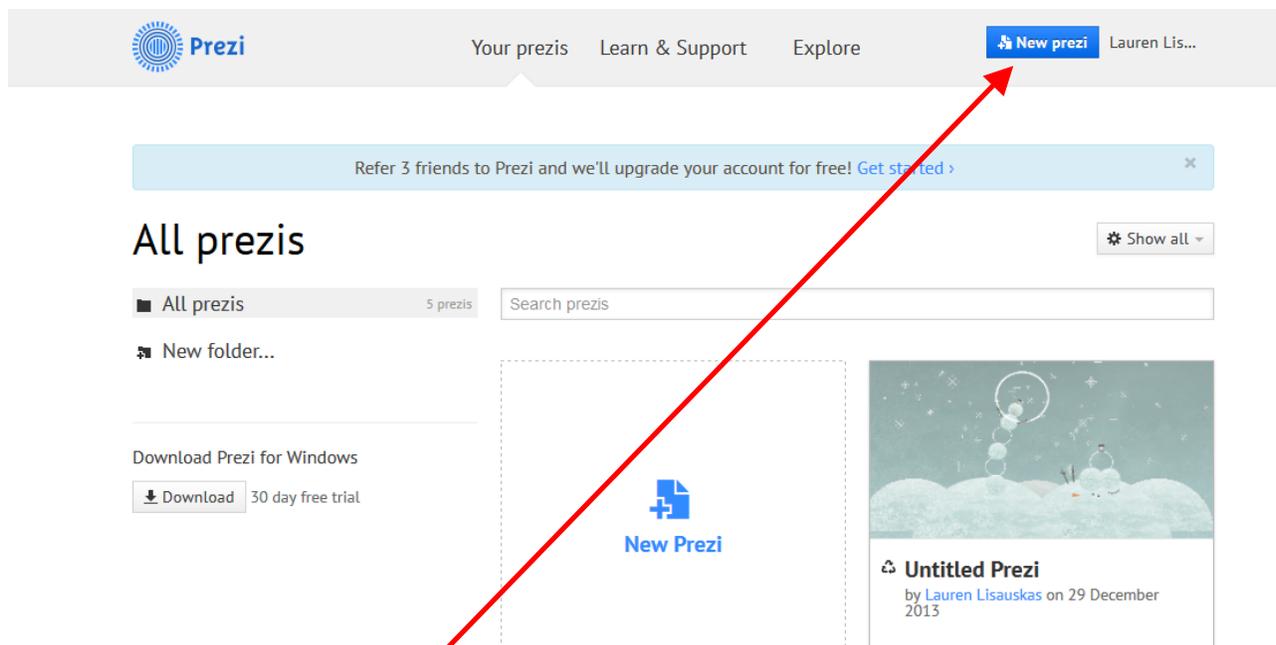
Log in

New to Prezi? [Sign up >](#)

Log in

[Forgot your password? >](#)

1. Log in to Prezi using your email and password.



2. Click **New prezi**

Choose your template

Latest More Search for Templates Q

Popular Templates

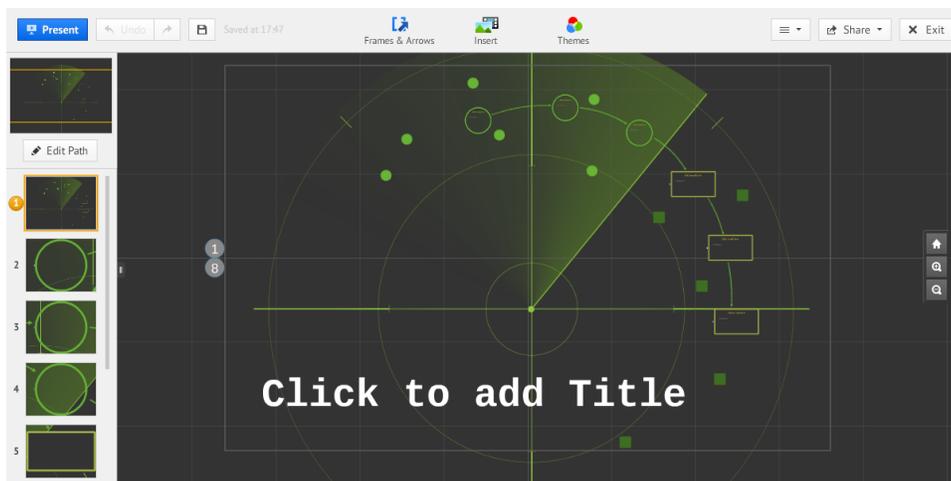
Journey

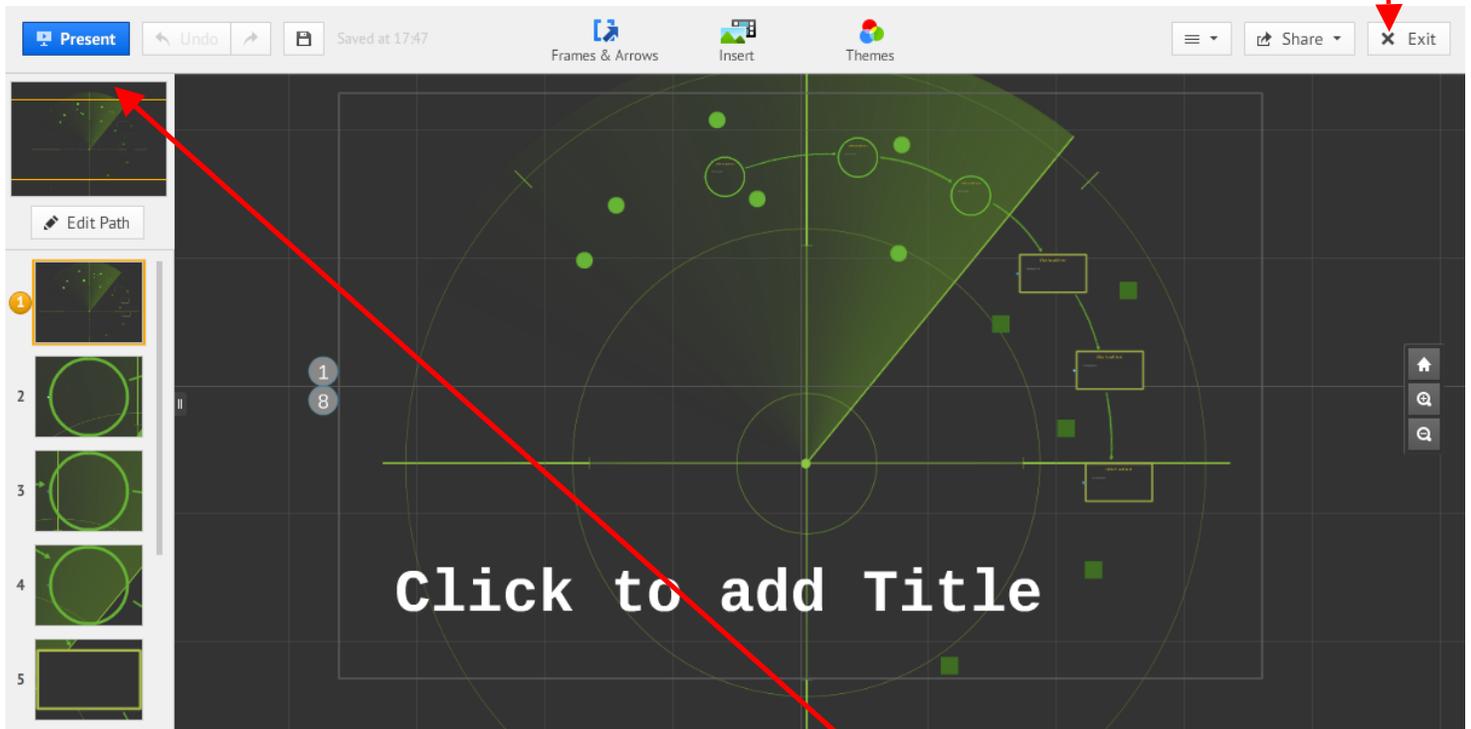
World Map 1

Start blank prezi Use template

3. Scroll down and click on the template that you want to use.

4. Click **Use template**

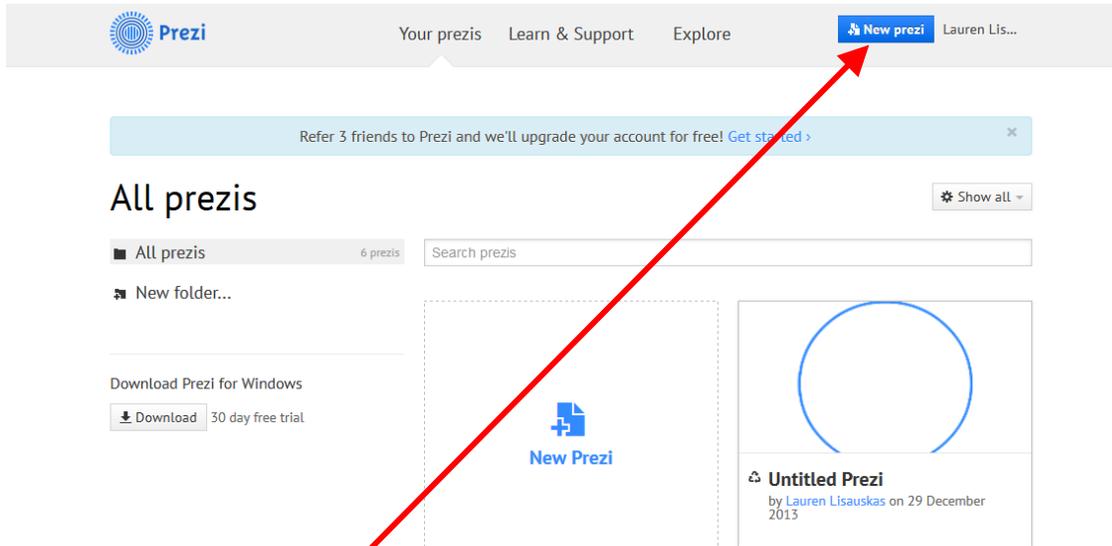




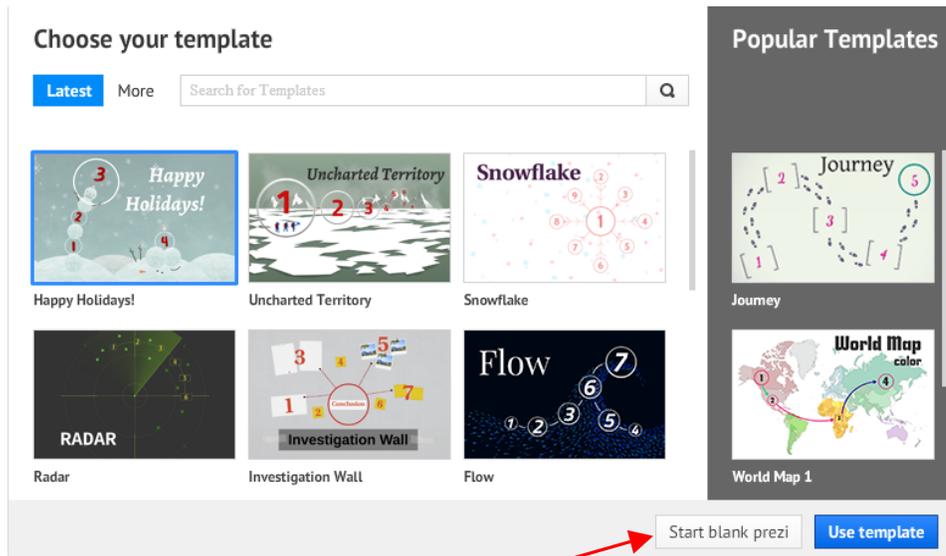
5. To see the flow of the template, click on 
6. A box will appear about keyboard controls. Click Allow.
7. Click the arrows that the bottom of the screen or the arrow keys on keyboard to see the animations.
8. Hit ESC on the keyboard to exit the presentation.
9. If you do not like the template chosen, click 
10. Choose a new template using Instructions 1-10.

Creating a Prezi from a Blank Template

1. Log in to Prezi.

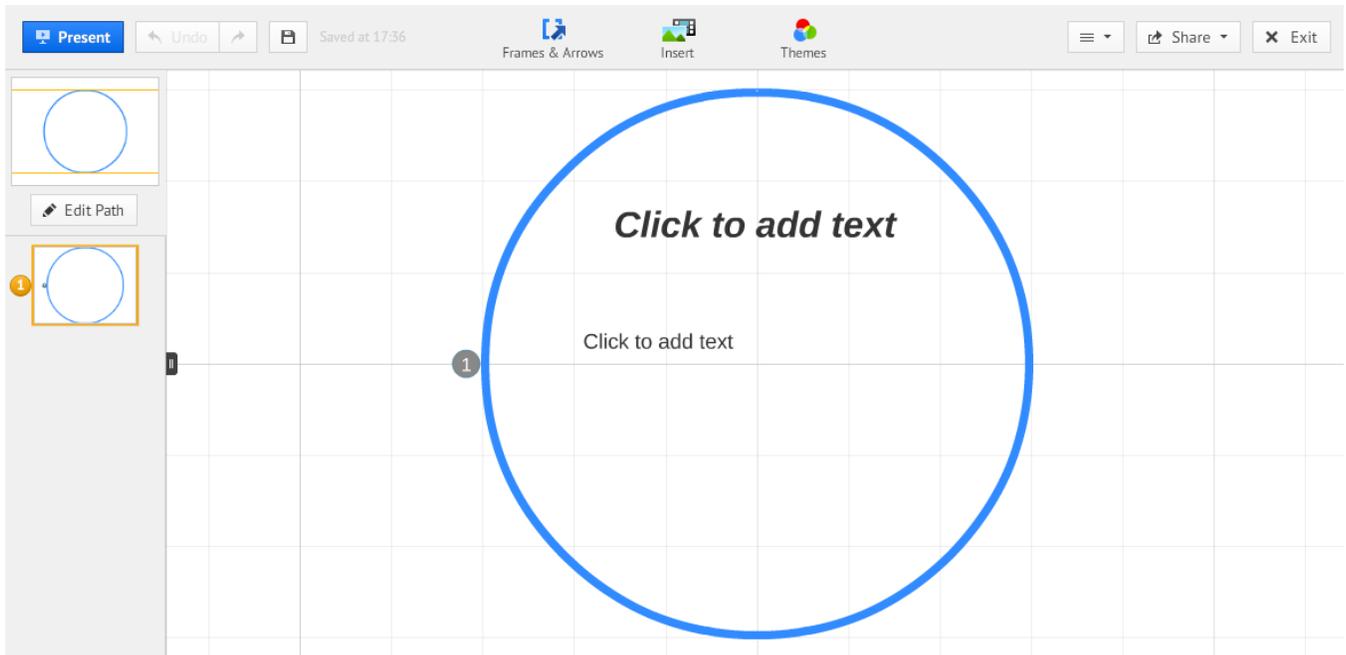


2. Click **New prezi**



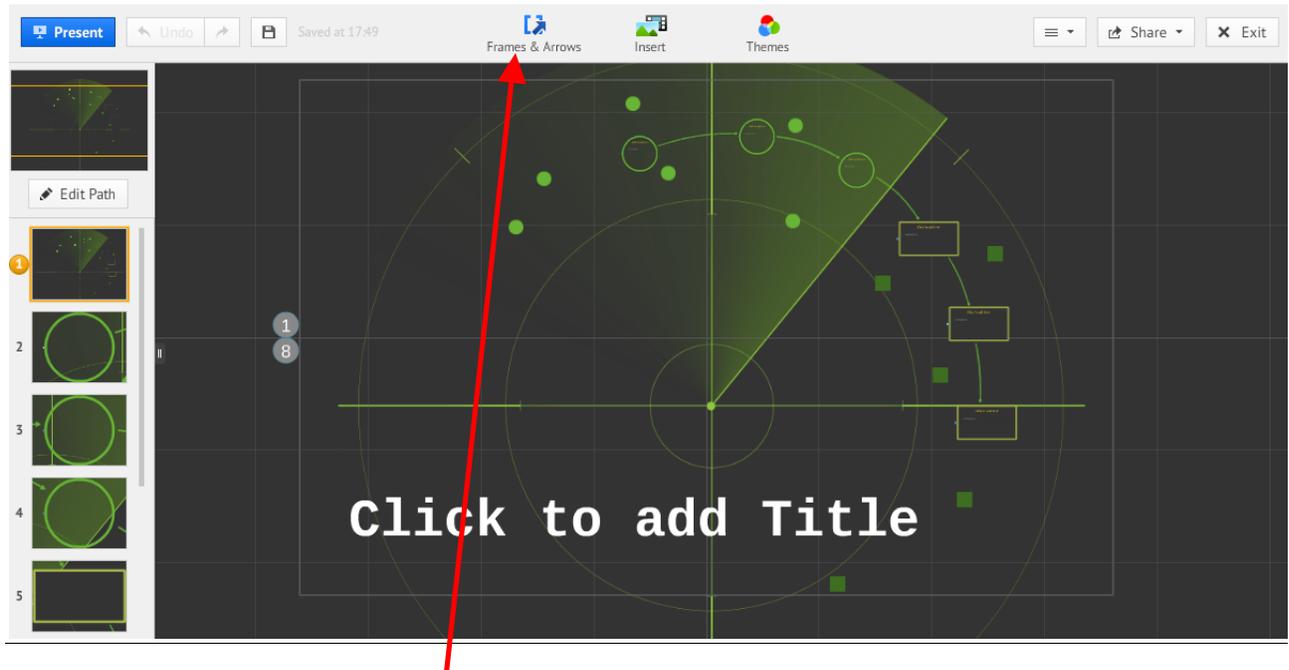
3. Click **Start blank prezi**

Prezi—continued

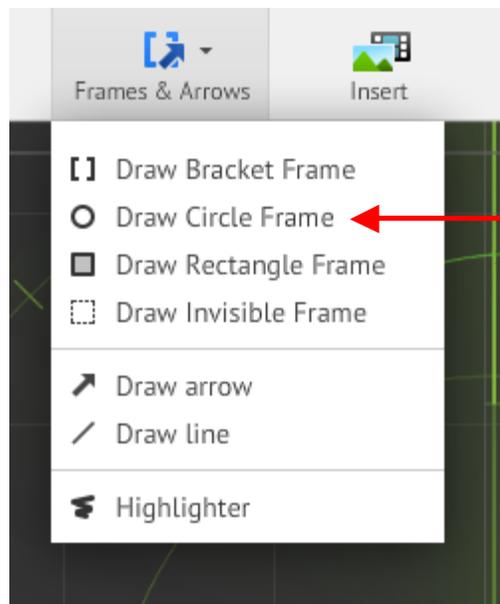


4. Begin creating Prezi.

Creating Frames

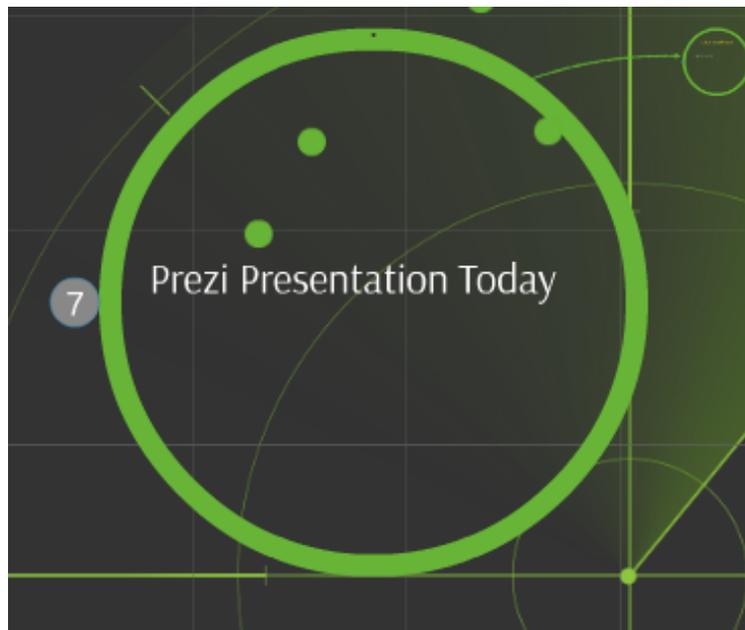


1. Click on the “Frames and Arrows” tab on the task bar.



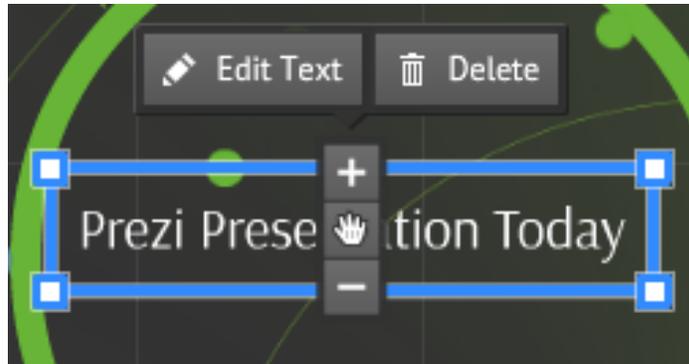
2. Click the frame you want to add to your Prezi.

3. Draw frame around text or image by left-clicking on mouse once and dragging until frame is as large as you want and left-click again.

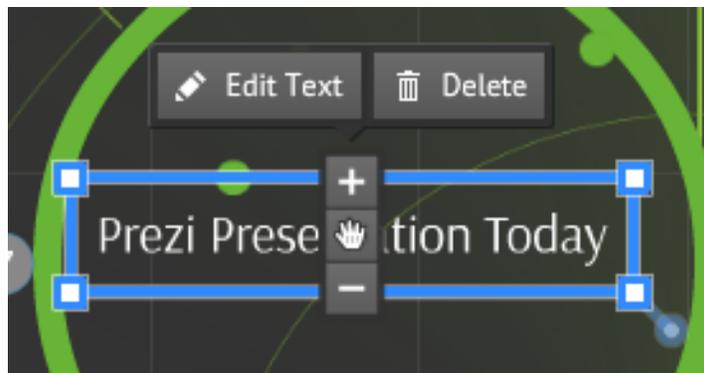


Transformation Tool

1. Click on effect you want to edit.



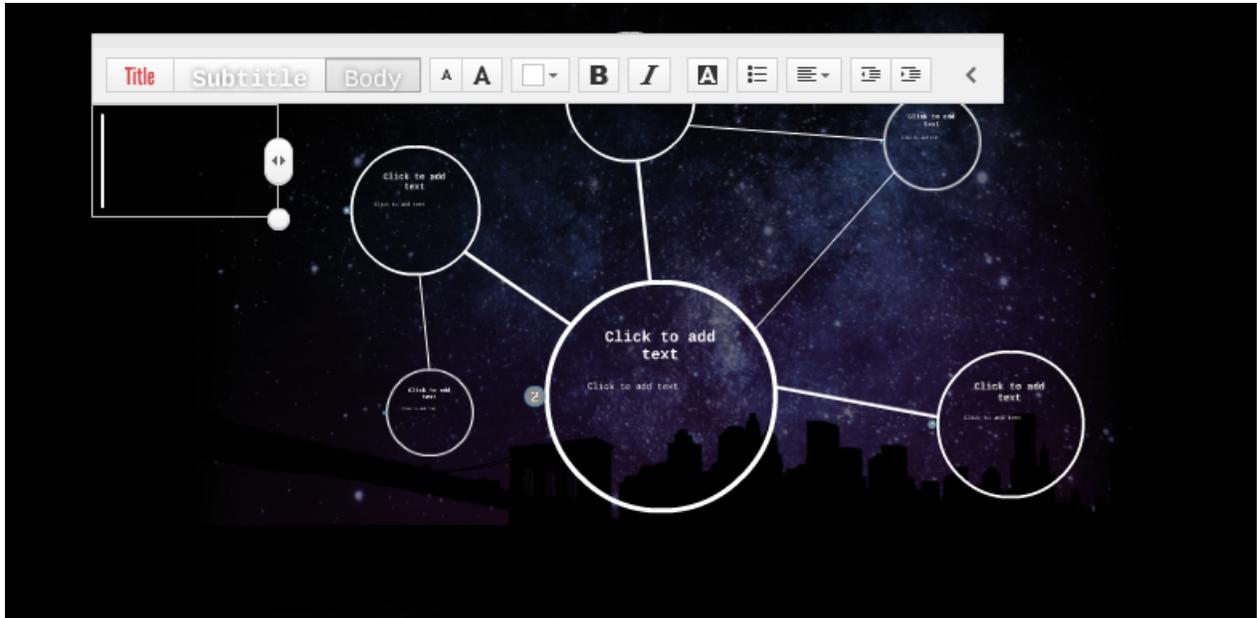
2. Click the  button to move the text around the Prezi.
3. Click the  button to make the text larger.
4. Click the  button to make the text smaller.



5. Click the  button and hold to rotate the text.

Adding Text

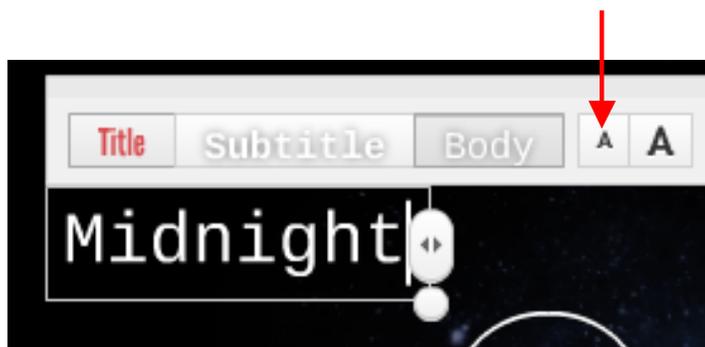
1. Click anywhere on the “canvas” and a text box forms.



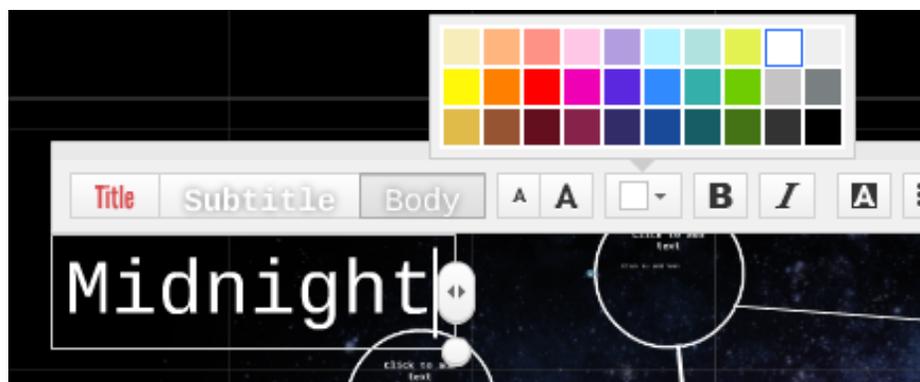
2. Write text into box.



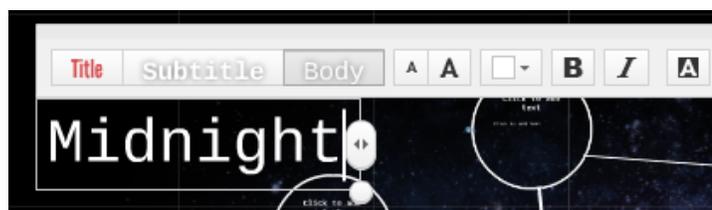
3. To change the style of the font, click either, title, subtitle, or body.
4. Click the  button to make font smaller.
5. Click the  button to make font larger.



6. Click the  button to set the color of the text.



7. Click the  button to bold the font.
8. Click the  button to italicize the font.
9. Click the  button to have a color background to the text.



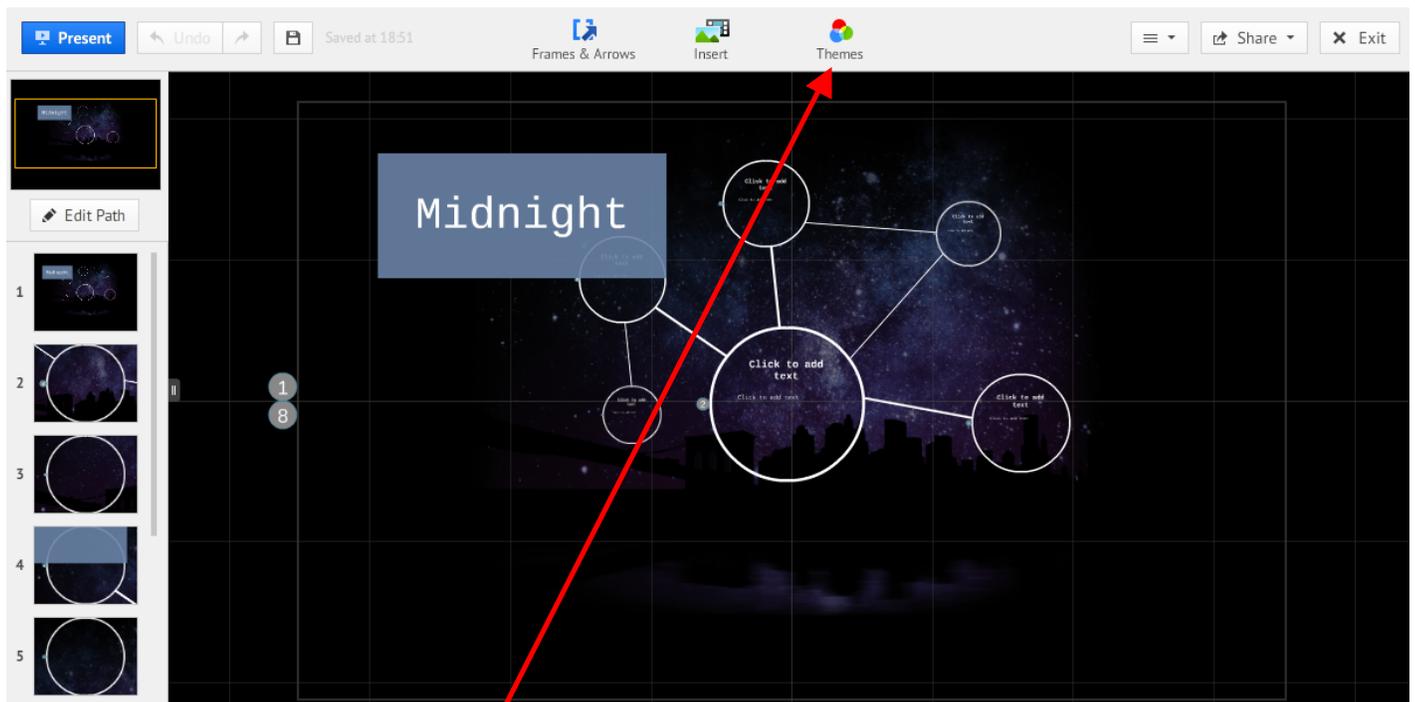
10. To add bullet points click the  button.

11. Also you are able to align the text by clicking . Several different alignments will appear. Click on either the align text left, centered, align text right, or justify.

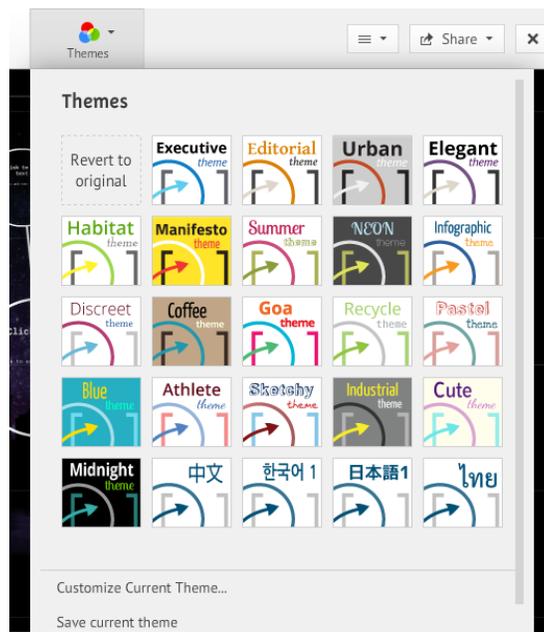


12. To indent the text click either , which indents the text to the left or click , which indents text to the right.

The Theme Wizard

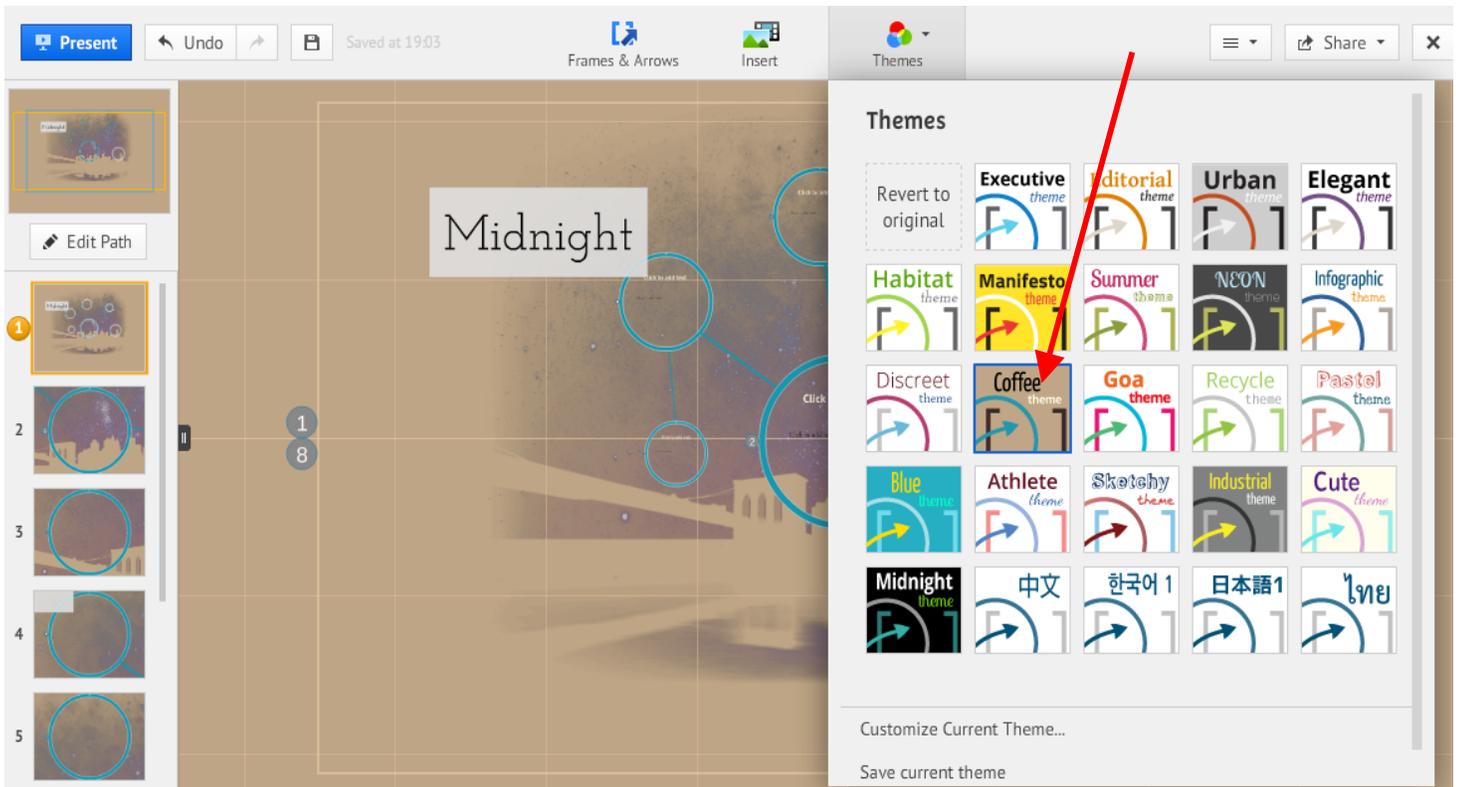


1. Click on the “Themes” tab.

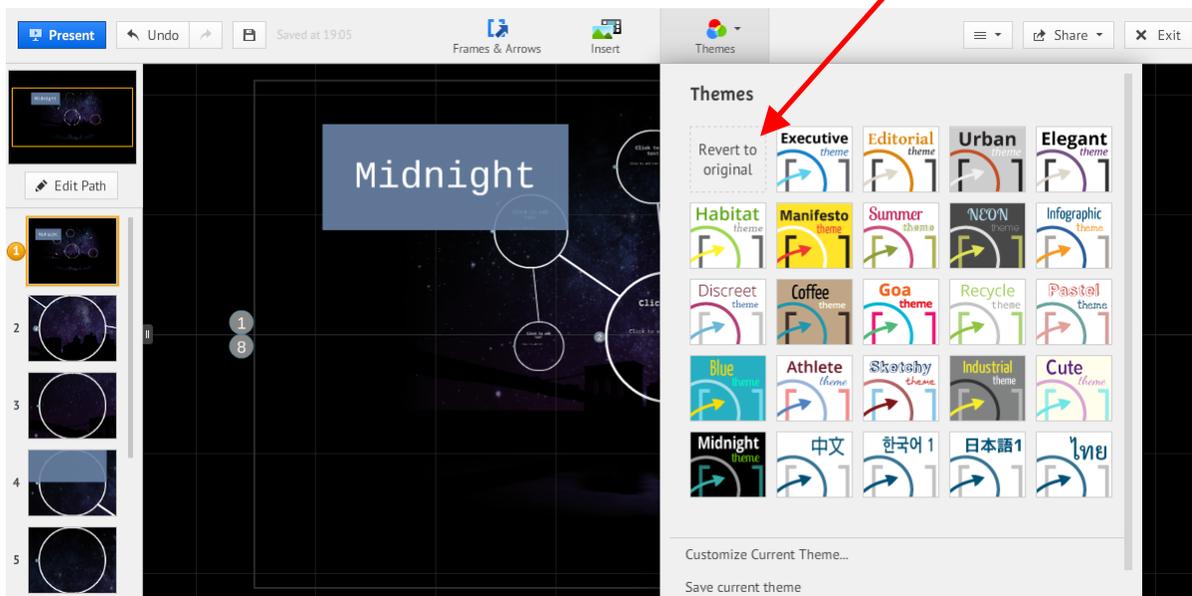


2. Click on the various themes to see what it looks like in the Prezi.

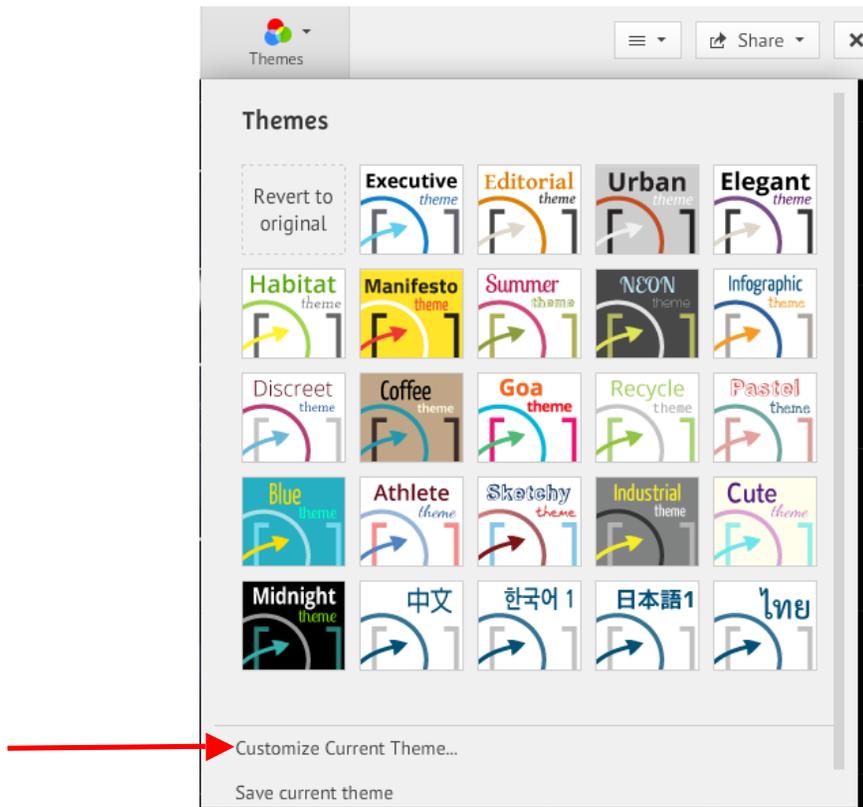
Prezi—continued



3. To go back to original theme, click the box that says “Revert to original”.



4. To choose different colors for the Prezi, click on “Customize Current Theme”.



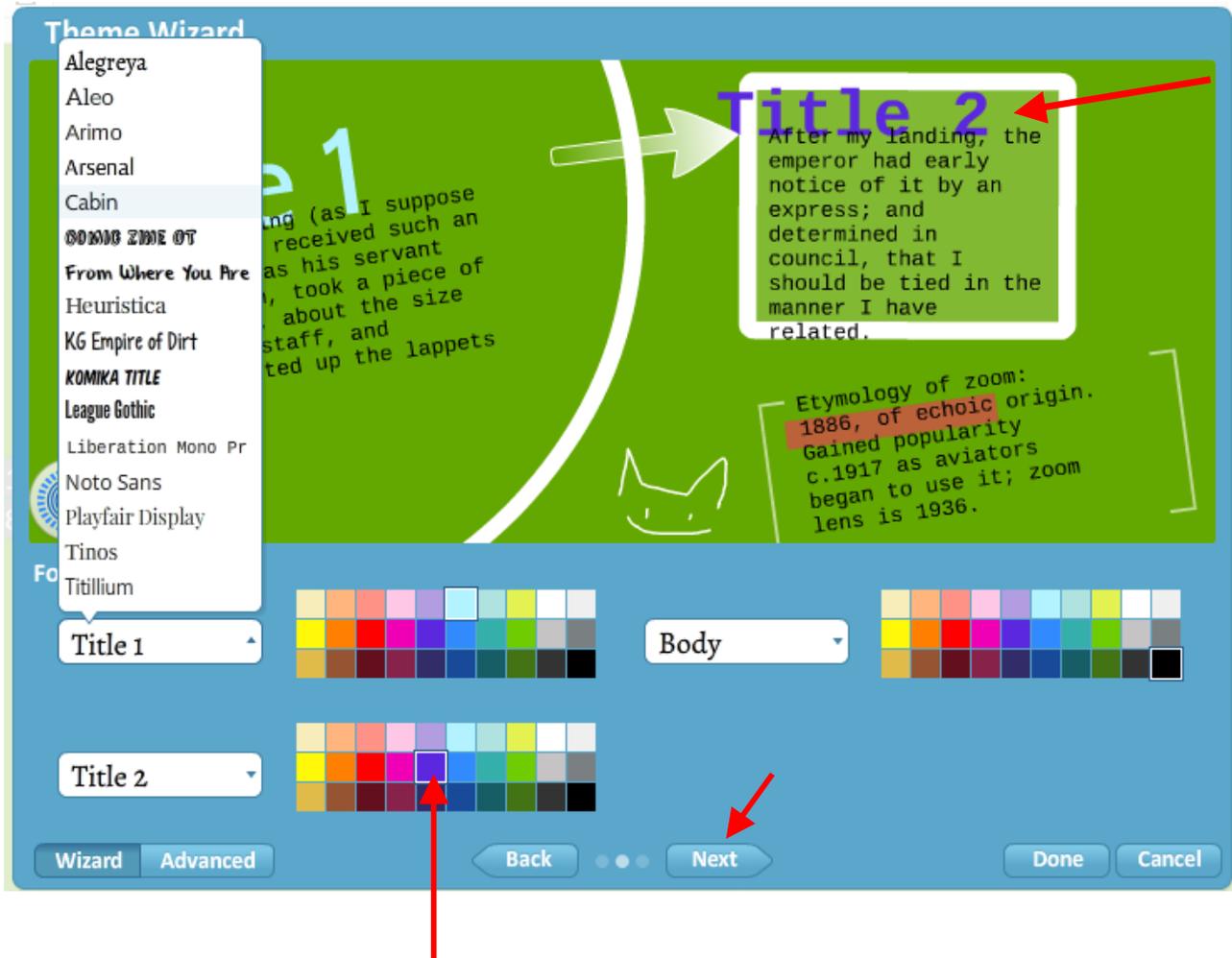
Prezi—continued

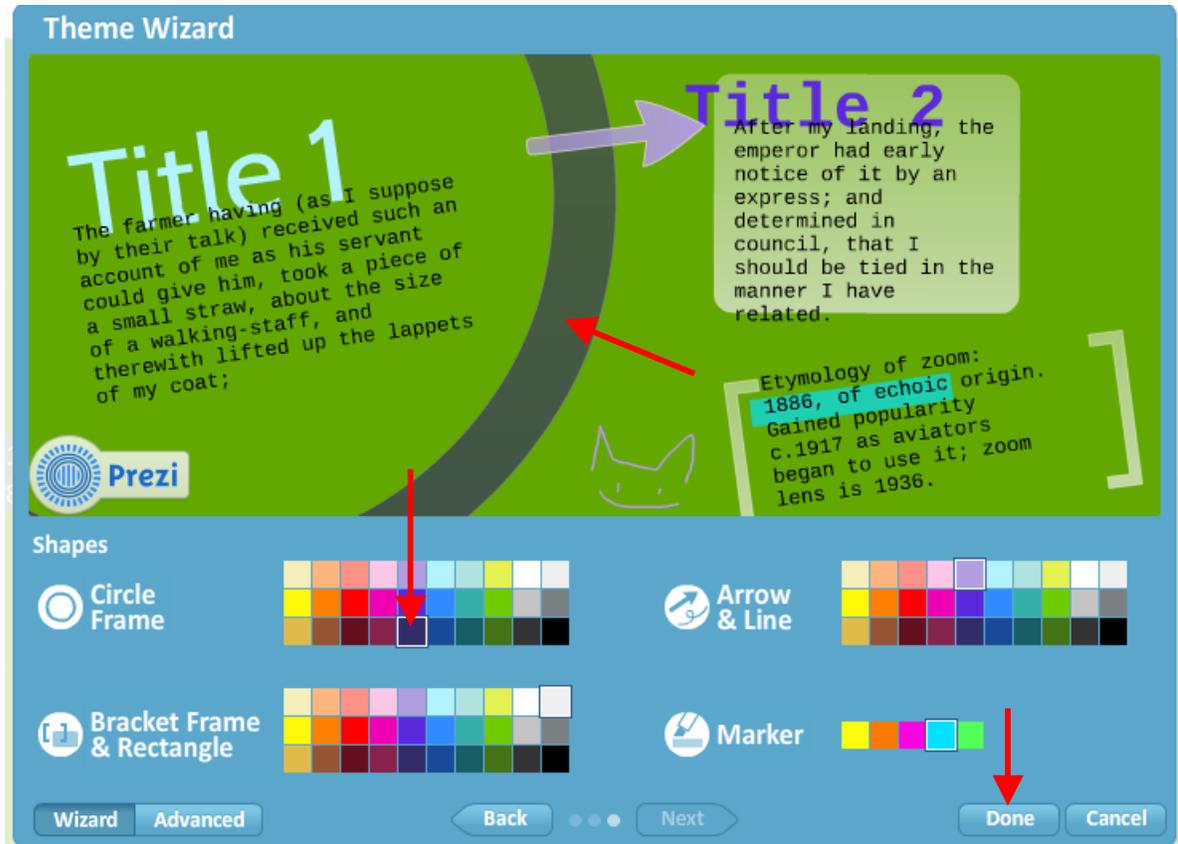
5. To change the background color, click on any of the colors shown.
6. Once all the changes on the screen are what you want, click Next.



Prezi—continued

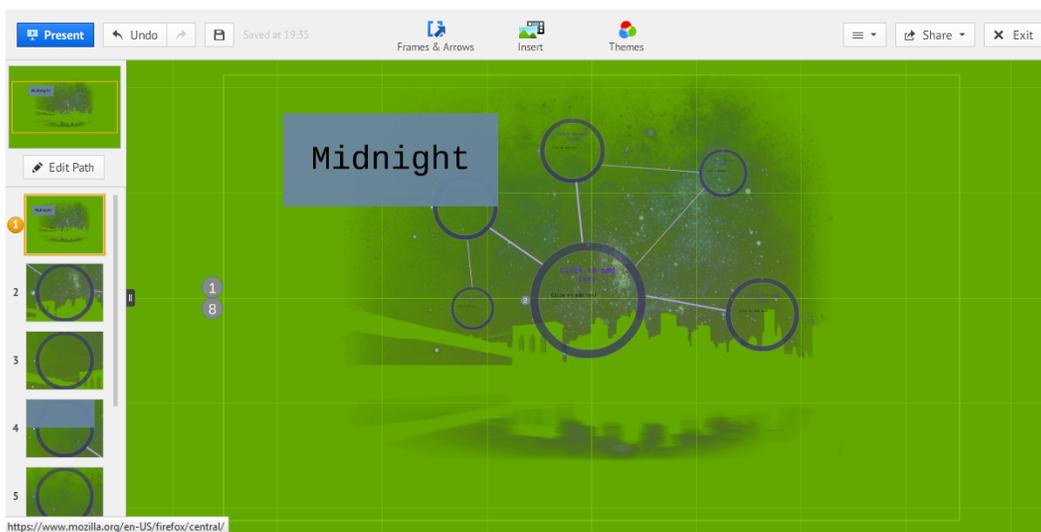
7. To change the font style on your titles or the body, click on section you want to change and a drop down menu will appear.
8. Click on the font style you want for each section.
9. Click on the colors next to each section to change the font color.
10. When completed making changes, click Next.





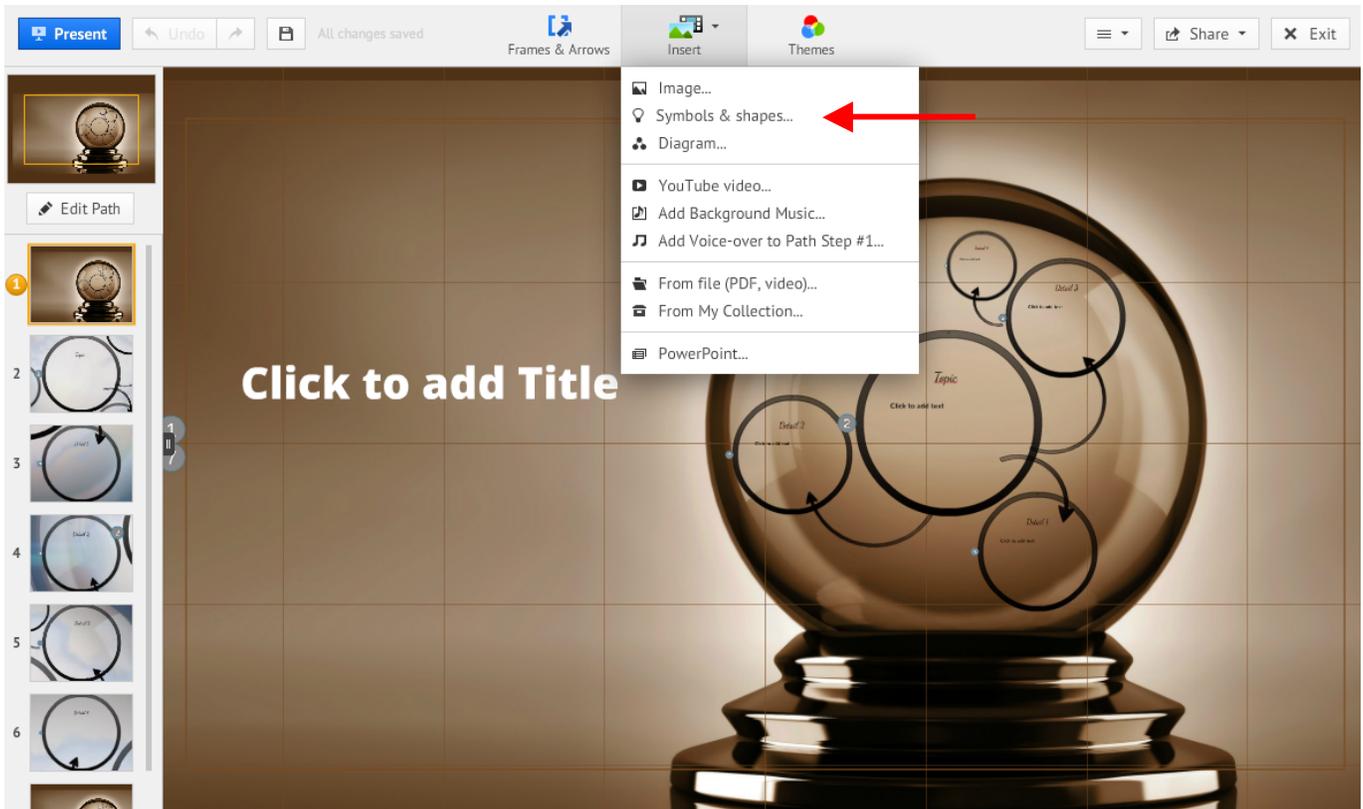
11. To change the colors on the on different frames, the arrows, or the marker click on the color you want.

12. When finished making changes, click Done.

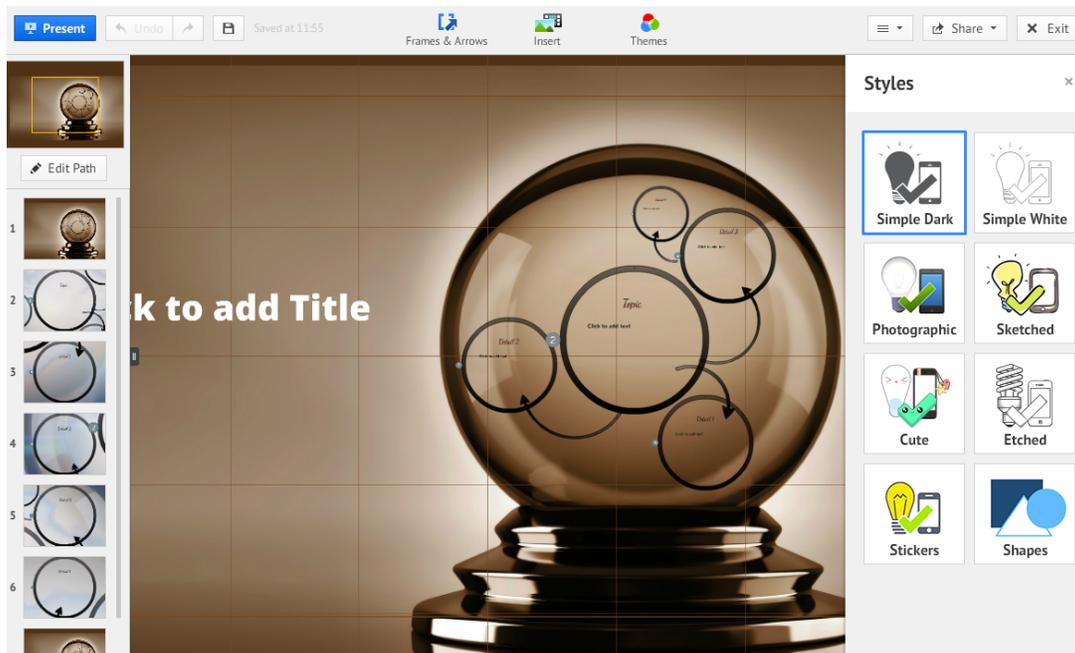


Drawing Shapes

1. Click the “Insert” tab on the top toolbar.
2. Click “Symbols and Shapes” on the drop down menu.



Prezi—continued



3. Different styles will appear in menu on the right hand side of your screen. Click on the one of the icons.
4. After clicking on one of the icons, other images will appear. When you see an image you want to be in your Prezi, click on the image and drag into the Prezi.

