Prezi: A Quickstart Guide

1. Creating your first Prezi
   - Make sure that you are using Chrome or Firefox as your web browser. Internet Explorer has too many glitches.
   - Go to the library website at www.ksslibrary.org and under the "Web 2.0" menu, choose "Presentation Tools"
   - Click on the "Prezi" link
   - Located in the top right-hand corner you will see the "Sign up" option - click
   - Once you get the page that asks you to choose your Prezi license, scroll to the middle and click on "Student & Teacher licenses"
   - Now choose the "Enjoy Edu" option, which is free
   - You will be asked to provide your email address, and it must be your school email address which is your student # and @sd69.bc.ca (ex. 123456@sd69.bc.ca)
   - You then need to check this email in order to receive the registration message. You can find the link for this on the KSS webpage www.sd69.bc.ca/school/KSS . It is located in the lower right hand corner. Your username is the same email as above, and your password is the same password that you use to log on to the school computers.
   - Once you have clicked the link in the email to accept registration, you are required to entire the school's name and website address. After that, you are ready to go.

2. Once in Prezi
   - Click "New Prezi"
   - Provide a title and description
   - Choose a template
   - click-and-drag with your mouse anywhere on the canvas to move around.
   - click the zoom in and zoom out buttons on the right side of your canvas
   - add items from the menu located on the top.

3. Working through the editing features located along the top:

Feature	Task
Theme	Allows you to customize your Prezi with different background colours and fonts.
Path	Located on the left-hand side. Click on each of the slides and move them around as you want. You usually do this at the end, but you can easily edit the path at any time.
Frame	You can choose from 4 different frames to encase your text.
Images	If you want to use images, it is easier to find the image, save it to your drive first, and then upload it.
Shapes	Allows you to insert arrows and shapes, as well as

	symbols
Media	You can easily insert video clips, especially from YouTube
PowerPoint	If you have an old PowerPoint that you want to make more exciting, you can easily upload this and edit accordingly.

4. Other options along the top, right-hand side:

Two people	You can invite other to watch, or edit the Prezi, which can be done in real-time
Print	Prints out the path slides
Settings	You can change the speed and screen ratio. This is not really necessary.
Help	
Save and Close	It is a good idea to do this every now and again.

5. The "Save" button is located on the top, left-hand side of the menu bar. Save frequently.