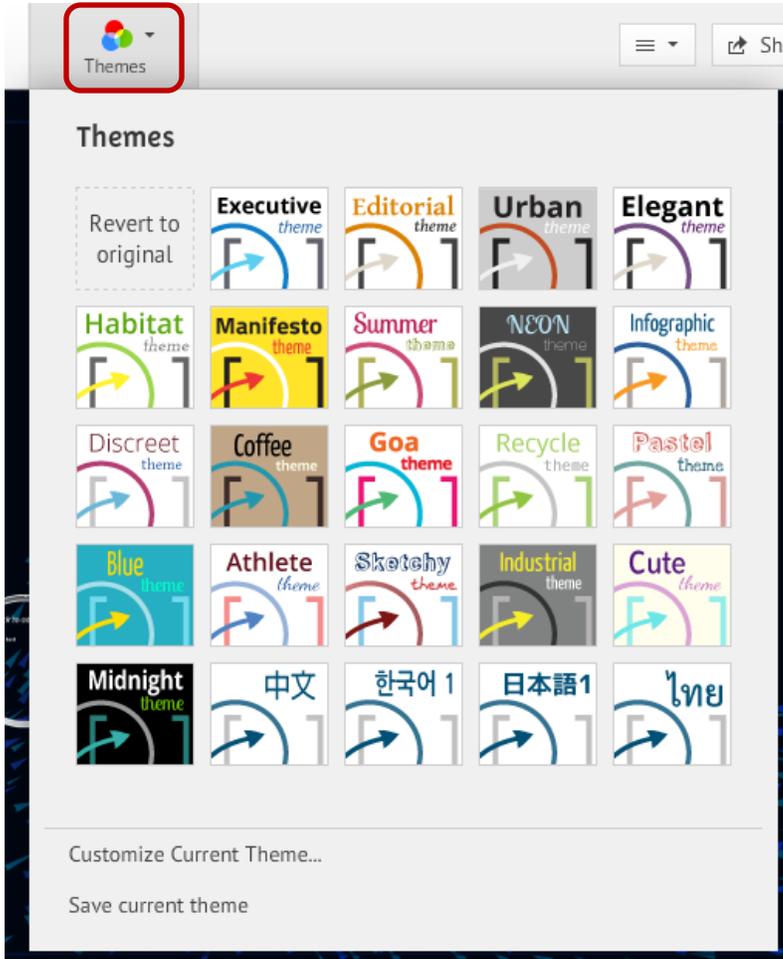


Creating Presentations with Prezi

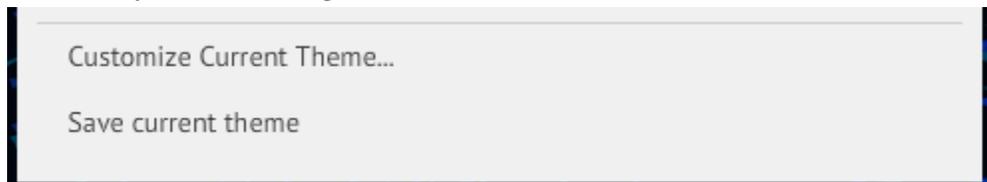
Creating themes

While Prezi offers the option to utilize a theme that has already been created for you, users now have the option of customizing their own theme. To create a theme,

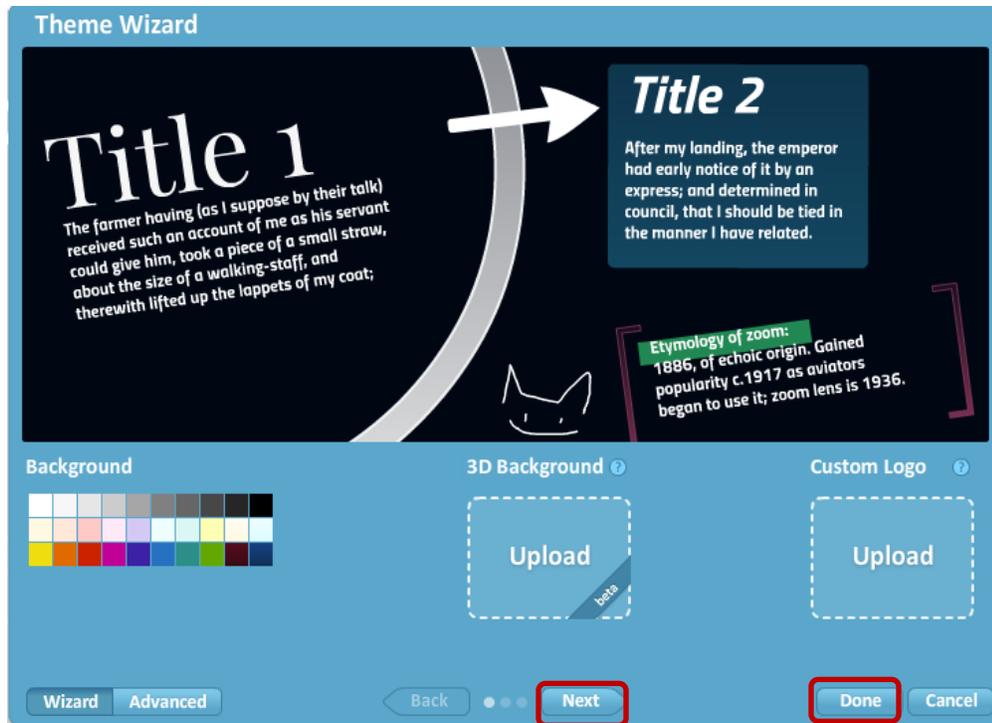
1. On the top toolbar, click **Themes**.



2. Choose a design for your presentation, and click to preview it.
 - a. To create your own design, choose **Customize Current Theme**.



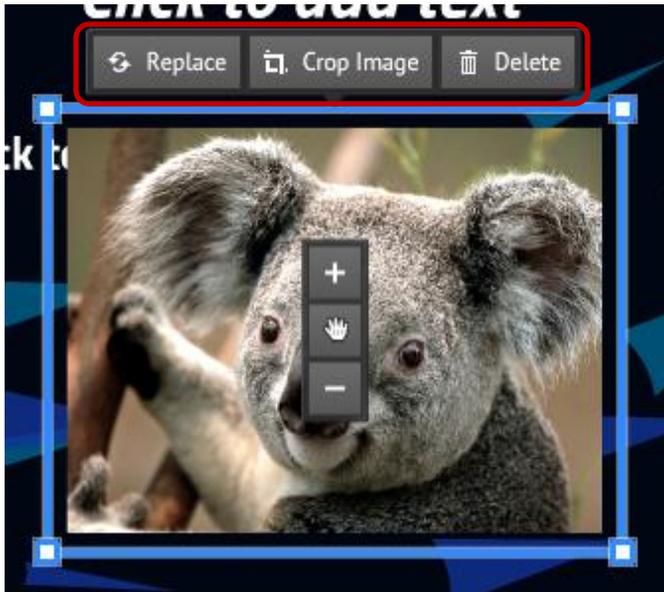
- b. Follow the wizard to choose backgrounds, fonts, and colors of text and objects. Click **Done** when finished.



Cropping pictures

To crop pictures,

1. Click the picture you wish to crop. Editing options appear along the top. **Replace** the image, **Crop** the image, or **Delete** the image.



2. To crop the image, select **Crop**, and then click and drag the outer areas on the picture to select the area you wish to crop. The shaded area in the background will be cropped out of the photo. When finished, click **Enter** and the picture will be cropped.

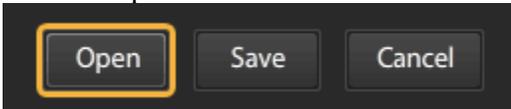


3. After cropping the picture, you can click it again, click **Crop Image**, and you will have the ability to extend the cropping back to the full picture.

Offline presenting

Offline presenting is available through Prezi Desktop, which is a feature available only to Prezi Pro or Edu Pro subscribers. Prezi Desktop allows users to create and save their Prezi presentations on PC, Mac, or Linux systems. If you are not a Pro or Edu Pro subscriber, you can try a 30 day trial of Prezi Desktop at no cost. To install Prezi Desktop,

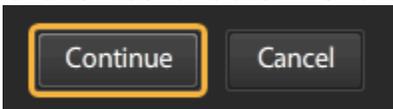
1. Go to <https://prezi.com/desktop/> and click the **Install Now** icon.
2. Choose Open to start the installation



3. Confirm by clicking on Install.



4. Click on Continue to finish the installation.

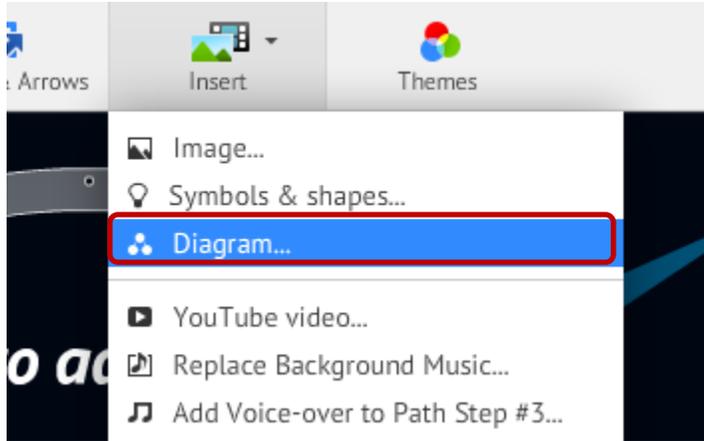


5. The Prezi Desktop opens, and asks you to activate it, if this is the first time you are using it.
6. Prezi Desktop will then open in a new screen, and has all the same features as the Prezi you access online.

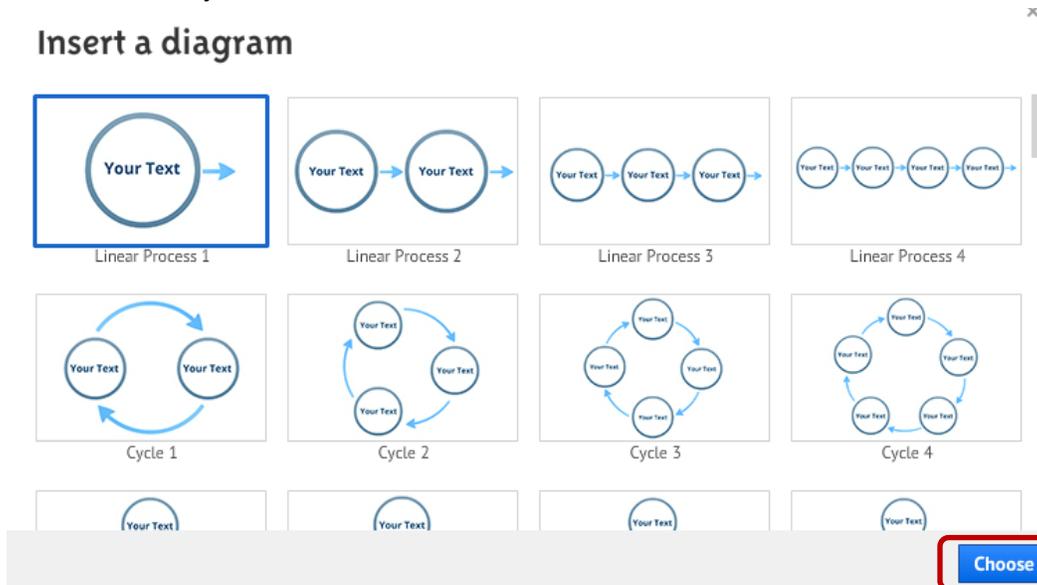
Diagrams

To insert a diagram, formerly known as an organized layout chart,

1. From the toolbar, click **Insert**, and choose **Diagram**.



2. Click the chart you wish to insert, and select **Choose**.



3. Edit each part of the inserted chart as you would anything else-double click to edit text, click and drag to move shapes, text, etc. You can completely rearrange the chart if you wish!

iPad app

Prezi has an iPad app, **Prezi Viewer**. Prezi Viewer is free to download, and allows users to:

- Download Prezis to their iPad and present them anywhere they go
- Use your fingers to maneuver around the presentation by pinching and zooming instead of using buttons

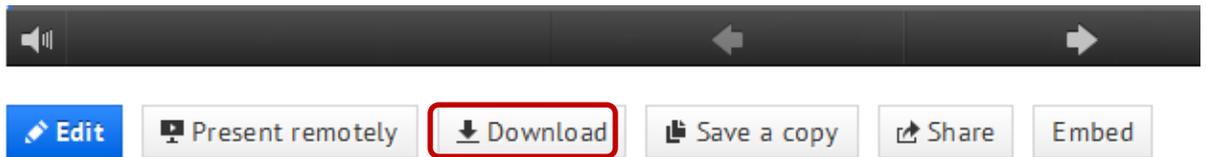
Downloading your Prezi

Prezis can be downloaded, allowing you to present without an Internet connection.

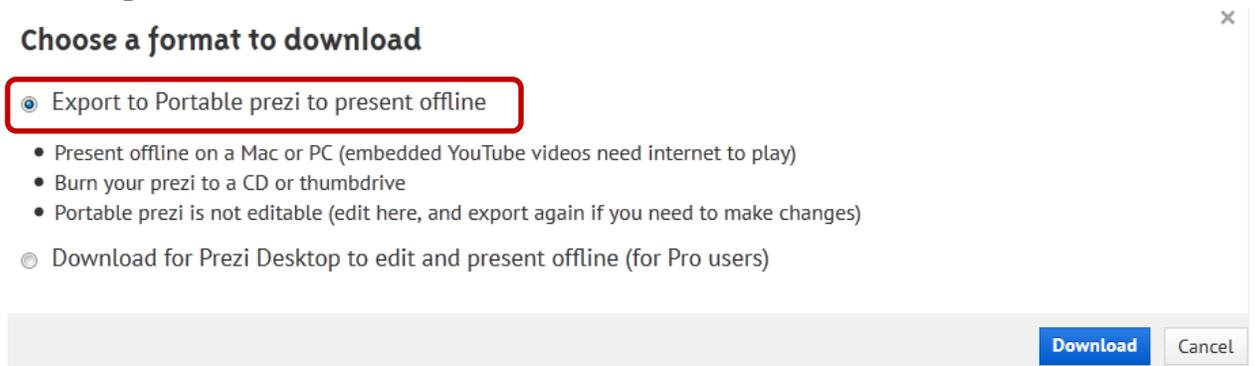
1. Log in to Prezi, and click **Your Prezis** on the tab across the top.



2. Click the presentation you wish to download.
3. Along the bottom of the screen, click **Download**.



4. Select **Export to Portable Prezi**, and click **Download**.

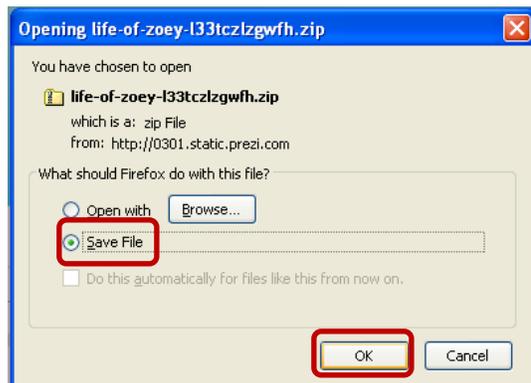


5. A link will appear for you to click when your Prezi is ready.

Your prezi is ready

Your downloadable prezi has been created. Please [click this link to download](#) the file.

6. Select to save the file, and click **OK**.

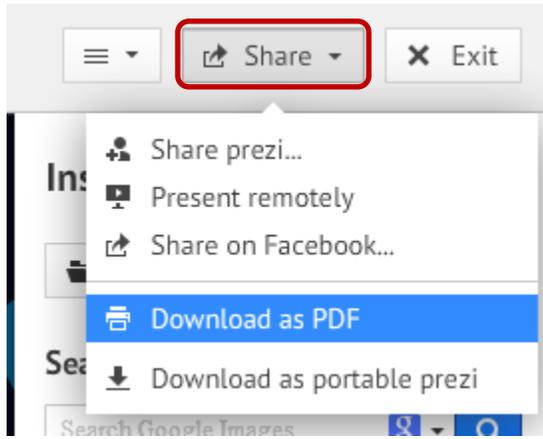


7. Choose to **Extract the data** from the file, and your Prezi will be able to be played via Flash, without an Internet connection being necessary.

Printing your Prezi

Users are able to print their Prezis to share with others. In order to print a Prezi, the user must add a **Path** to the Prezi. The Prezi will be converted to a PDF file, where every path step will be one page and will include an overview page of the entire Prezi.

1. To print a Prezi, click the **Share dropdown**, then **Download as PDF**, and then you will be able to print the Prezi from the PDF file.



For More Help

Prezi offers a variety of videos and tutorials for users based on their level of knowledge about Prezi. Click the **Learn** tab along the top of the screen to view different lessons to learn how to enhance your presentation.

