

Welcome

Prezi is a cloud-based presentation software that abandons traditional slides for a highly customizable 3D canvas. The potential for customization within Prezi is limitless and ensures that your presentation will be not only informative, but also entertaining and memorable. With so many options for design and customization, Prezi may seem overwhelming. Luckily there are many tools which allow you to implement your pre-existing presentation experience into this new medium.

This tutorial will teach you how to implement pre-existing content into Prezi's 3D canvas in order to breathe new life into your presentations. Once the content has been implemented into Prezi, it can be organized and connected in many meaningful ways. You will create a presentation using both Microsoft PowerPoint and PDF files. Furthermore, you will learn how to organize and connect your content within the 3D canvas.

Upon completion of this tutorial you will be able to:

- Import PowerPoint documents
- Import PDF files
- Orient your content on the 3D canvas
- Connect your imported content and give your presentation direction

This tutorial has two lessons. Each lesson aims to provide two key skills for creating your own presentation from pre-existing content. It is recommended that the lessons are completed in order as the content in each is built off of the preceding material. This presentation works directly with Prezi and as a result, you may save your progress at any time and continue the tutorial when it is most convenient for you. The total duration of this tutorial is approximately 45 minutes.

Symbols you Will Encounter

 Note: Provides additional information.


 Caution: Provides information that can prevent information loss/theft.

 Warning: Provides information that can prevent illegal actions.

Before you begin

For this tutorial you will need:

- A computer with an active internet connection
- A Prezi account (standard or upgraded)

 As Prezi is a cloud-based software, it is of great importance that you ensure your content is secured. If you think there is room for improvement in your current account security, please take a moment to improve your security with a strong password.

1. Importing Content into your Prezi

The goal of this lesson is to help you transition into the use of Prezi by incorporating your pre-existing knowledge of Microsoft PowerPoint and PDF files. This lesson is broken down into two topics:

Topic 1: Importing Pre-existing PowerPoint Documents

Topic 2: Importing Pre-existing PDF Files

Before we begin with topic 1, please take a moment to familiarize yourself with the blank Prezi canvas.

Figure 1.a shows the blank Prezi Canvas that we will be working with.

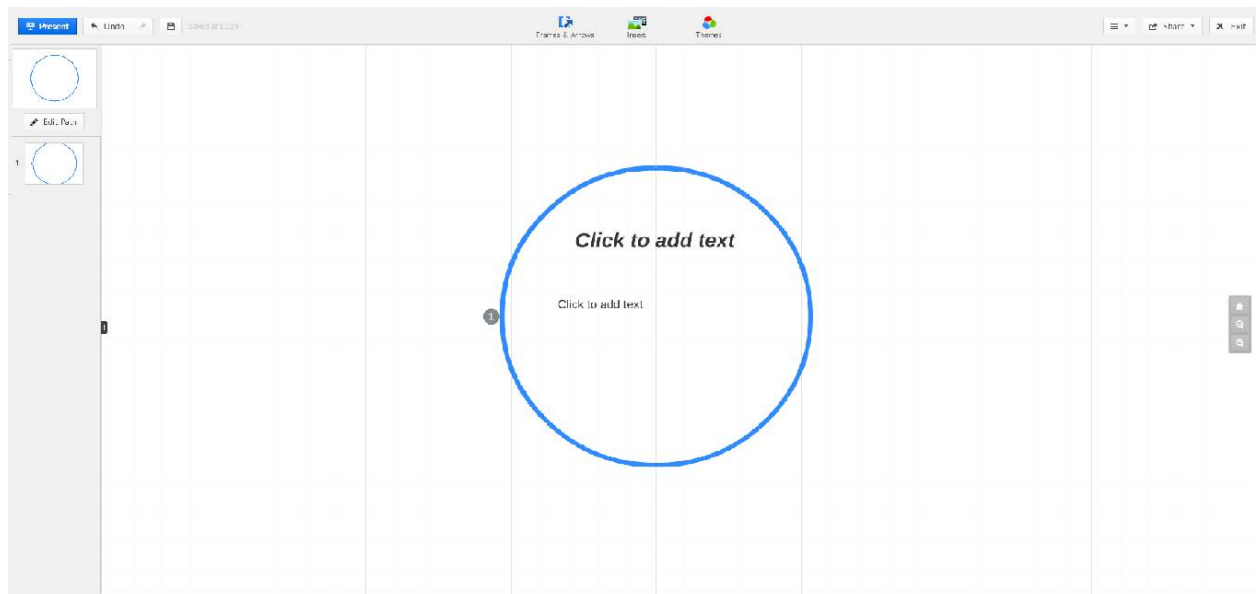


Figure 1.1 A Blank Prezi Canvas

- ➡ While this tutorial requires the use of PDF files and PowerPoint documents, you do not need to have PowerPoint or a PDF reader installed on your computer. These documents will be provided to you and may be opened directly in Prezi.

1.1 Importing Pre-existing PowerPoint Documents

As you most likely have previous experience using Microsoft PowerPoint, our first task will be implementing PowerPoint slides into your blank Prezi.

- ➡ If you do not have previous experience using PowerPoint, do not worry. You may find this skill to be useful for updating pre-existing PowerPoint presentations within your company.

Step 1: Select Insert

Click the Insert function. The insert function will be located at the center of your screen along the top as seen in *Figure 1.b*.



Figure 1.b: The Insert Function

Step 2: Select PowerPoint

After selecting Insert, click the PowerPoint option. The PowerPoint option will appear at the bottom of a drop-down list as seen in *Figure 1.c*.

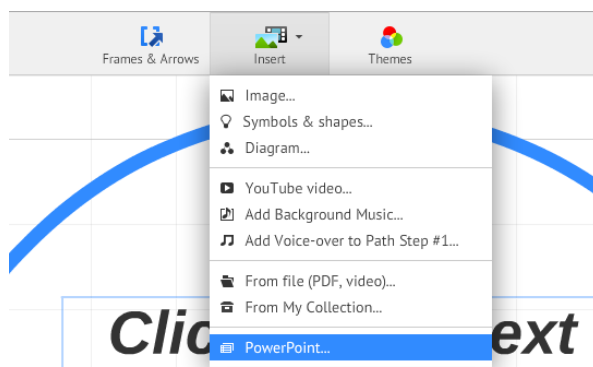


Figure 1.c: The PowerPoint Option

Step 3: Select a PowerPoint Document

➡ Please ensure that you have permission to use the PowerPoint document that you choose to insert into your presentation.

After selecting the PowerPoint option, a file explorer window will appear as seen in *Figure 1.d*. Navigate your folders until you locate the file you want.

➡ Any PowerPoint document will do at this point.

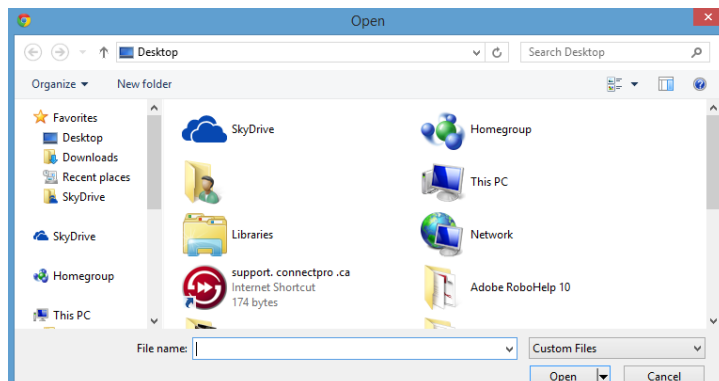


Figure 1.d: The File Explorer Window

Step 4: Selecting the Slides You Want

Once you have selected the PowerPoint document you wish to use, a bar will appear on the right-hand side of your Prezi canvas as seen in *Figure 1.e*.



As you can see, the PowerPoint slides are not immediately placed into your Prezi. This allows you to select only the slides you want. Using the left click button on your mouse, double click the first three slides. This will place the first three slides on your canvas.

➡ Don't worry if the slides do not look great at this point. Lesson 2 will help you learn how to clean up and organize your slides.

Figure 1.E: List of Slides

Step 5: Save and Exit

➡ Be careful not accidentally close your browser window [x] as there is no guarantee that your project will save if you do this.

Now that you have successfully inserted some PowerPoint slides into your Prezi, it is time to save and exit. The Exit function is in the top-left corner of your canvas as seen in *Figure 1.f*. Exiting through this means will automatically save your project.

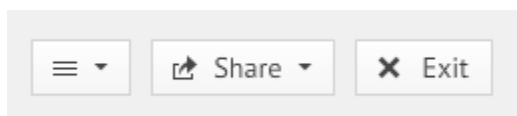


Figure 1.f: Save and Exit

Lesson 1, Topic 1: Test Your Knowledge

Please indicate whether the following statements are true or false.

1. When you insert a PowerPoint document into your Prezi, all slides will automatically be placed into your presentation.

T[] / F[]

2. It is okay to use a colleague's PowerPoint document without their permission.

T[] / F[]

3. Closing your web browser will save your Prezi project.

T[] / F[]

1.2 Importing Pre-existing PDF Files

Similar to the way you can import PowerPoint documents to your Prezi, you can also import PDF files. This is another means for cutting down the time required to update your presentations.

➡ It is okay if you have no experience using or creating PDF files.

Step 1: Select Insert

Click the Insert function. The insert function will be located at the center of your screen along the top as seen in *Figure 1.g*.



Figure 1.g: The Insert Function

Step 2: Select From file (PDF, Video)...

After selecting Insert, click the 'From file' option. The 'From file' option will appear third from the bottom of a drop-down list as seen in *Figure 1.h*.

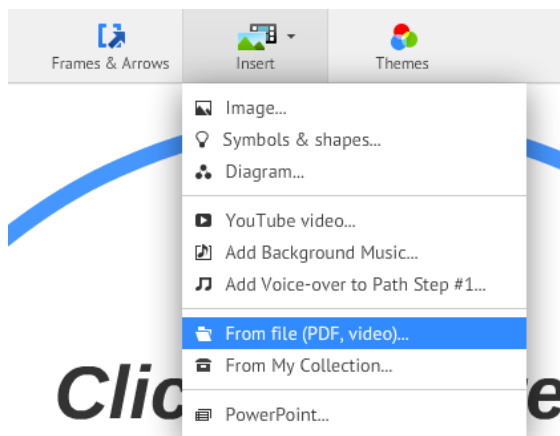


Figure 1.g: The From file Option

- ➡ This option may be used to import a number of different file types to your Prezi.
- ➡ You may want to make replicas of the file on your computer in case you want to edit the content externally without compromising the initial file.

Step 3: Select a PDF File

- ➡ Please ensure that you have permission to use the PDF file that you choose to insert into your presentation.

After selecting the 'From file' option, a file explorer window will appear as seen in *Figure 1.h*. Navigate your folders until you locate the file you want.

- ➡ Any PDF file will do at this point.

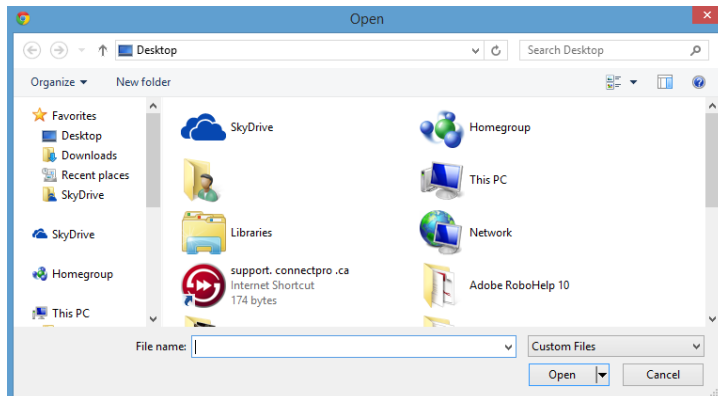


Figure 1.h: The File Explorer Window

Step 4: Checking your PDF for Accuracy

- ➡ Unlike PowerPoint documents, the content of a PDF file cannot be edited within Prezi.

Now that the PDF file has been imported to Prezi, you should read it to ensure that the content is appropriate. If you find you need to edit the content, you must delete the PDF from Prezi and then open the PDF for editing externally. Once you have edited the PDF you can repeat steps 2 and 3 to import the new PDF file.

- ➡ You may need to ask for a non-PDF version of the file for editing.
- ➡ Once more, don't worry if the slides do not look great at this point. Lesson 2 will help you learn how to clean up and organize your slides.

Lesson 1, Topic 2: Test your Knowledge

Please indicate whether the following statements are true or false.

1. The content of a PDF file can be edited within Prezi.

T[] / F[]

2. It is okay to use a colleague's PDF file without their permission.

T[] / F[]

3. The 'From file' option only allows you to insert PDF files.

T[] / F[]

2. Orienting Content on your Blank Canvas

The goal of this lesson is to help organize content that you incorporated into your Prezi presentation. As was seen in lesson 1, pre-existing content may be implemented into your Prezi. Now it is time to organize and structure that content. This lesson is broken down into two topics:

Topic 1: Positioning Content

Topic 2: Connecting Content

Before we begin with topic 1, please take a moment to decide which PowerPoint document and which PDF file you would like to use for this lesson.

Figure 2.a once more shows the blank Prezi Canvas that we will be working with.

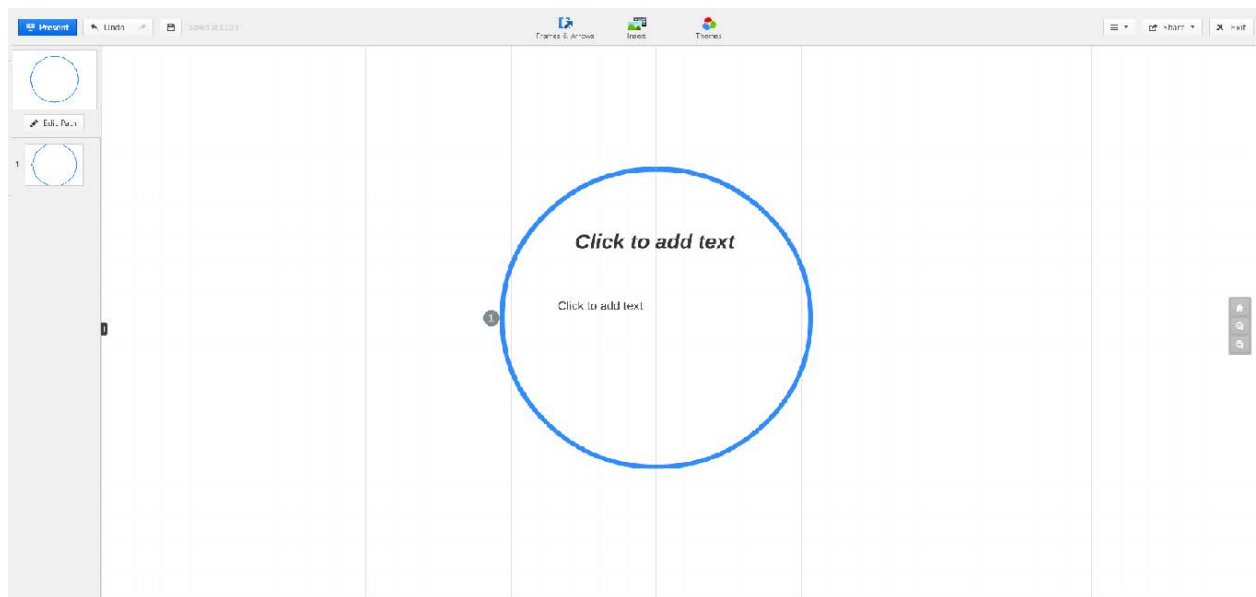


Figure 2.a: A Blank Prezi Canvas

- ➔ The content in this lesson builds off of the content in lesson 1. If you have not completed lesson 1 it is recommended that you do so before continuing with lesson 2.

2.1 Positioning Content

Now that you know how to import pre-existing content to your Prezi, it is time to position that content in a meaningful way across your blank Prezi canvas.

- ➔ It is recommended (but not required) that you use a small PowerPoint document and a small PDF file for this lesson as that will be enough to give the skills required to position your content.

Step One: Import a PowerPoint document

Use the skills you acquired in lesson 1 to import a PowerPoint document to your Prezi. Move the first three slides onto your canvas and close the PowerPoint side bar.

Step Two: Import a PDF file

Now import a PDF file to your Prezi. Your canvas will now look similar to *Figure 2.b* (it does not need to be identical).

- ➔ You should now have three PowerPoint slides and a few PDF pages (each page of your PDF will appear as a separate 'slide'). In this case there are 4 pages).

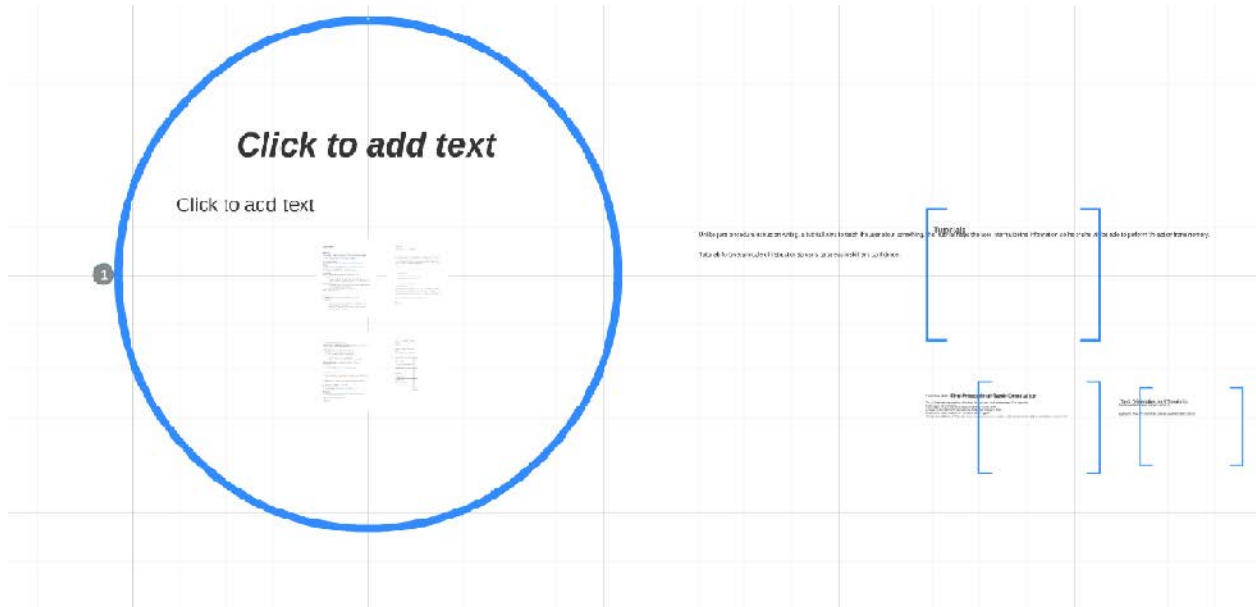


Figure 2.b: A Populated Canvas

Step Three: Cleaning up a PowerPoint Slide

As your canvas has now been populated with content, it is time to clean up your PowerPoint slides. As you can see, the text will likely extend beyond the frame of each PowerPoint slide. Left-click once on the text and a text box will appear around it as seen in *Figure 2.c*. Now drag the vertical line (right side) of the frame towards the middle of the text. Finally, click the hand icon in the middle of the text box and drag the whole box into the middle of your slide (looks like: [])

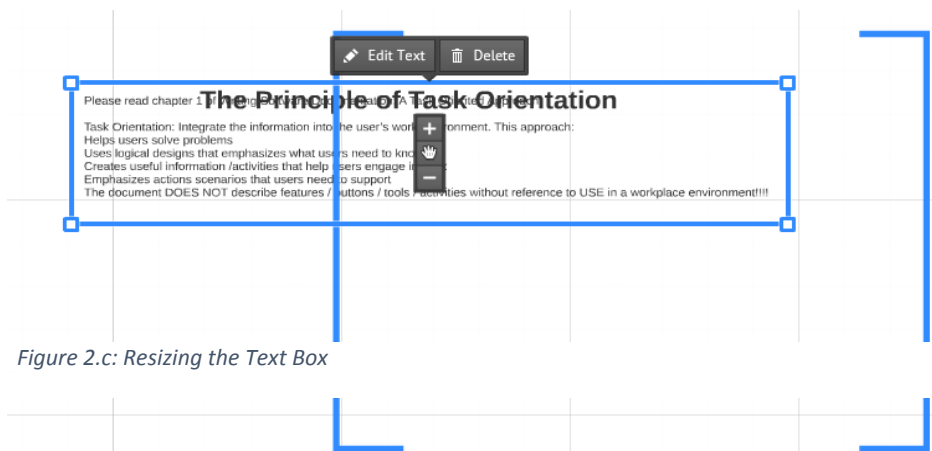


Figure 2.c: Resizing the Text Box

Step Four: Cleaning up all PowerPoint Slides

Now that you know how to clean up a PowerPoint slide, it is time to use that knowledge on the remaining PowerPoint slides. Simply repeat Step Three for the last two PowerPoint slides. Your end result for each slide should be similar to that shown in *Figure 2.d*.

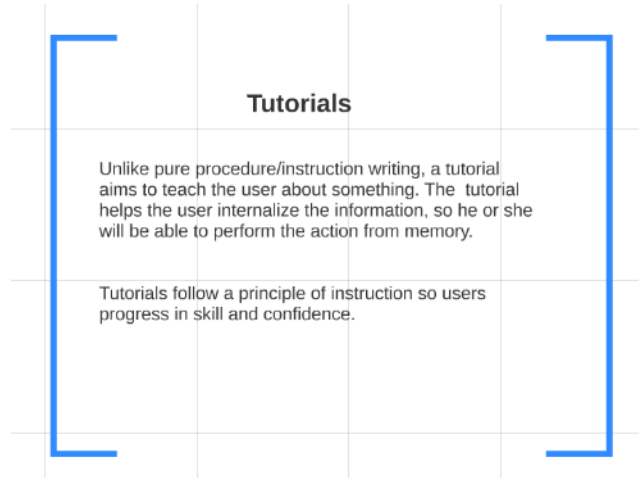
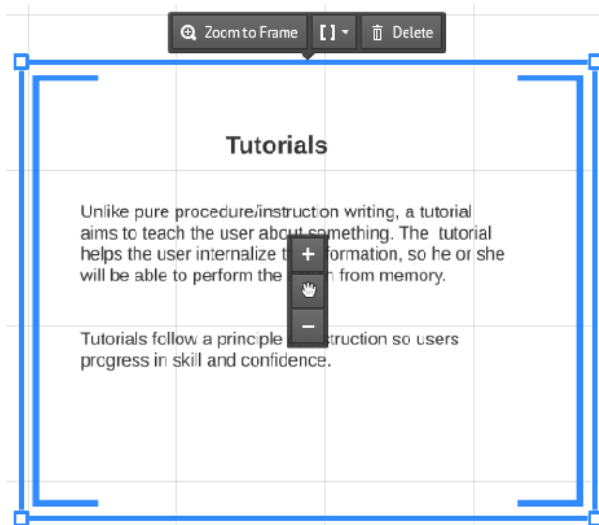


Figure 2.d: Clean PowerPoint Slide

Step Five: Relocating a Slide

With your slides cleaned up, you can now relocate them all to a more appropriate position on your Prezi Canvas. Select the outer frame of a slide (looks like: []) as seen in *Figure 2.e* and use the hand image to drag the whole slide across your canvas.

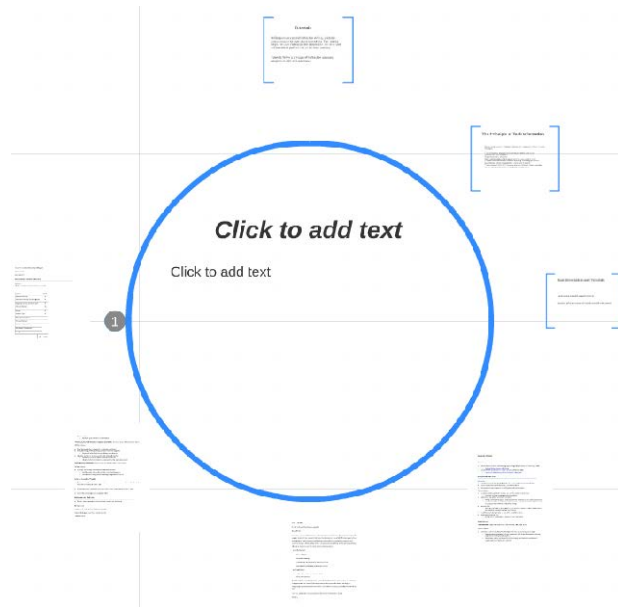


→ PDF pages are moved in the same way as PowerPoint slides.

Figure 2.e: Moving your Slides

Step Six: Relocating all your Slides and Pages

Now that you know how to clean move a PowerPoint slide or a PDF page, it is time to use that knowledge on the remaining slides and pages. Simply repeat Step Five for the last two PowerPoint slides and each PDF page. We're going to move the content to surround the central circle on your canvas. Your end result for each slide should be similar to that shown in *Figure 2.f*.



➡ It is recommended that for the sake of this tutorial you place your first slide at the top of the circle and move in a clockwise pattern around the circle.

Figure 2.f: Relocated Slides and Pages

Step Seven: Increasing/Decreasing the Size of your Slides and Pages

Now that you have organized your canvas, you can resize your slides and pages. Use the + or – functions on each slide or page box to resize the content as seen in *Figure 2.g*.

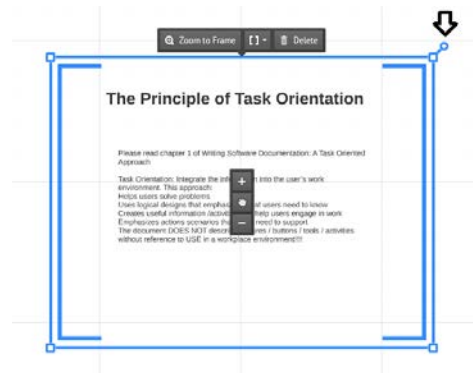
Resizing your slides and pages ➡ influences whether the presentation will zoom in or out when moving from one slide/page to the next.



Figure 2.g: Resizing Slides

Step Eight: Turning your Slides and Pages

You can turn each individual slide or page on your canvas. Click on the corner of a slide or page box and it will allow you to turn that content as seen in *Figure 2.h*.



➔ Turning your slides or pages will determine how the screen moves between each slide/page when presenting.

Figure 2.h: Turning Slides and Pages

Lesson 2, Topic 1: Test your Knowledge

Replicate the following image (*Figure 2.i*) as closely as possible within your Prezi presentation. Be sure to save your presentation at the end.



Figure 2.i: Test your Knowledge

➡ There are still 7 slides/pages (your count will differ) but the last few have been made so small you cannot see them. These slides/pages will be visible once you learn how to connect your slides/pages in the next topic.

2.2 Connecting Content

Now that you have oriented your content on the Prezi canvas, it is time to connect it all together. The way that slides/pages connect together is called the Path. The Path determines the order that the presentation will move through the content.

Step One: Open your Prezi presentation

If the completed result of the Test your Knowledge section of the previous section (2.1) is not open, please open it now.

Step Two: Editing your Path

The central circle on your canvas is by default the very first slide/page of your presentation. We are going to leave it as is. On the left-hand side of your canvas, left click 'Edit Path' as seen in *Figure 2.j*.



Figure 2.j: Edit Path

Step Three: Setting your First Path

Once you have clicked 'Edit Path', move your cursor back to your canvas and right-click the slide/page at the top of the circle as seen in *Figure 2.k*.

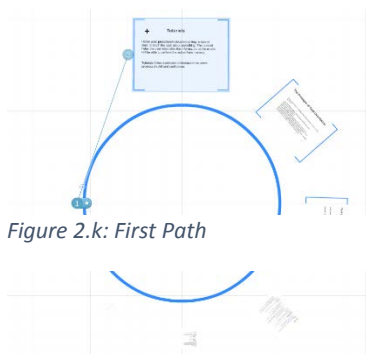
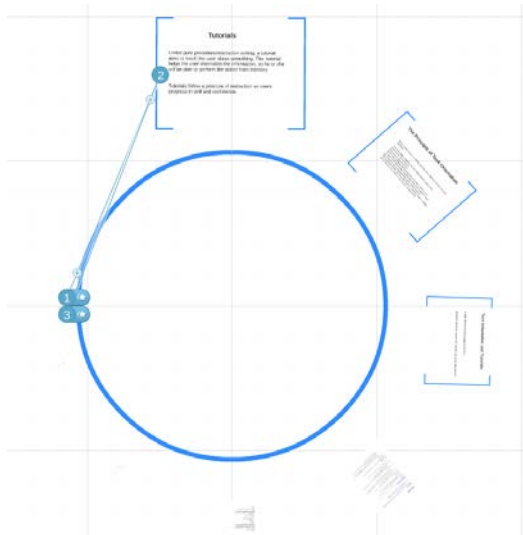


Figure 2.k: First Path

Step Four: Setting your Second Path

After clicking on your first slide/page click on the central circle again. Your path should now look similar to *Figure 2.l*.



Now your presentation will move from the central circle to the top slide and then back to the central circle.

Figure 2.l: Second Path

Step Five: Setting your Full Path

Now that you have set your first and second paths, it is time to complete your basic presentation. Repeat Step Four but instead of clicking the top slide every time, click the next slide/page in a clockwise fashion. The result will be a spiraling-pinwheel where each slide/page connects back to the central circle before moving on to the next slide/page as seen in *Figure 2.m*.

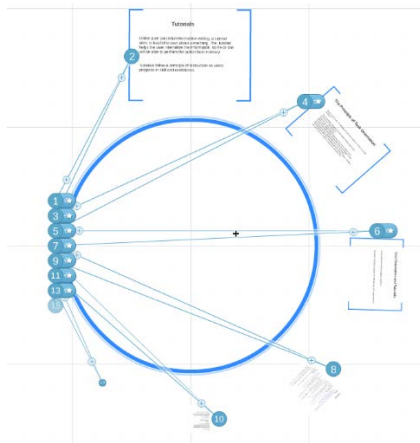


Figure 2.m: Full Path

Step Six: Your Prezi Presentation

Congratulations! You have now completed your presentation. Click the blue 'Present' button on the top-left of your screen to see what you have created.

➡ Use the left and right arrow keys to navigate your presentation.

Tutorial Overview: Test your Knowledge

Please download the PDF file and the PowerPoint document located here ([hyperlink to WordPress](#). Not active yet)

Step One:

Import the PDF and the PowerPoint to a blank Prezi canvas.

Step Two:

Clean up all the slides/pages.

Step Three

Place each slide/page in a clockwise direction around the central circle.

➡ Each slide/page has a number corresponding to its correct position from 1 to 10.

Step Four:

Rotate each slide/page so that its bottom is closest to the central circle.

Step Five:

Shrink and enlarge each slide/page so that they go from largest to smallest in a clockwise pattern around the circle.

Step Six:

Create a spiralling-pinwheel path to connect all your slides/pages.

Final Thoughts

This tutorial has aimed to provide you with the knowledge to implement your previous knowledge of PowerPoint documents and PDF files into a new and exciting medium for breathing new life into your presentations. With these skills you are well on your way to becoming comfortable with all that Prezi has to offer. These skills will help you reach new levels in your presentations and ensure that your content is delivered in a fresh and captivating way.

Appendix

Answers to Test your Knowledge quizzes

Lesson 1, Topic 1: Test Your Knowledge

Please indicate whether the following statements are true or false.

1. When you insert a PowerPoint document into your Prezi, all slides will automatically be placed into your presentation.

T[] / F[X]

2. It is okay to use a colleague's PowerPoint document without their permission.

T[] / F[X]

3. Closing your web browser will save your Prezi project.

T[] / F[X]

Lesson 1, Topic 2: Test your Knowledge

Please indicate whether the following statements are true or false.

1. The content of a PDF file can be edited within Prezi.

T[] / F[X]

2. It is okay to use a colleague's PDF file without their permission.

T[] / F[X]

3. The 'From file' option only allows you to insert PDF files.

T[] / F[X]