**Tutorial: Learning to use Prezi through constructing a presentation about presenting**

Go to - <http://prezi.com/yu-8hlox-khb/using-prezi-to-present-on-presenting/>

Resources - <http://cmapspublic3.ihmc.us/rid=1MLLCC131-4XXW0W-1VFKN/Prezi.cmap>

This session was put together to provide participants with a rapid (1-2 hour lab based) introduction to the functions and features of Prezi as an alternative to PowerPoint. The educational challenge is to do this in such a way that it increases awareness and stimulates consideration of what else is involved in putting a presentation together whilst at the same time provides a comprehensive introduction to Prezi and provides useful resources to follow up afterwards.

Participants were primed in advance (via email 1 week before) of the session to set themselves up with an educational Prezi account (n.b. It’s unlikely that everyone will do this, so some time needs to be put aside at the start of the session to allow everyone up to get the same point.)

Instructions for registering for an account: Click on the 'Sign up now' button (<http://prezi.com/pricing/>) and click on 'Student and Teacher licenses' (<http://prezi.com/pricing/edu/> ) and then click on 'Enjoy Edu". You will have to enter the email address you use that is associated with your education institution, e.g., username@cardiff.ac.uk. Then go to your email account and click on the embedded link in the email to send confirmation. Then go back to Prezi and login.

Like many of web tools/services Prezi is evolving and changing all the time. This means that bespoke tutorials and associated resources can quickly become out of date and not correspond the functions and features in the latest version. It is recommended that you spend some time exploring the online information and videos prior to diving in and using Prezi.

* Watch the videos explaining the basics of using Prezi - (<https://prezi.com/support/>)
* Explore some example Prezis to see the kinds of things that can be done. View this wonderful but rather advanced example - <http://prezi.com/o1uclaxwhoow/turn-on-the-poetry-by-presentacionesbiz/>
* Breaking out from the slide - Interactive prezi - <http://prezi.com/umrvvlv82zvf/interactive-prezi-by-presentacionesbiz/>
* And, if interested, take a look at the Prezi ambassador program info – 2014-15 <http://prezi.com/uh6pmipdbwfv/prezi-ambassador-program-info-2014-15/>

Briefly explain how Prezi compares to PowerPoint and why someone might choose to use it instead. Explain in what way it facilitates a way of designing, developing and delivering a presentation that is not enabled by PowerPoint – n.b. it is worth mentioning that much of what Prezi allows can be achieved in PowerPoint with more advanced use of its features.

At the end of the session you will have your own Prezi that contains all the content of this session. You will be able to go back and look at this in more detail and follow up the links it contains.

**The practical exercise:**

Login and click on '+ New Prezi' - You will be presented with a range of presentation templates to choose from.

Briefly describe the purpose and value of using templates in Prezi and explain that for the purposes of this session they will be using a blank template – click on the ‘Start blank prezi’ button. By default this places a text box - ‘Click to add text’ - within a circular frame on the canvas. Use this to demonstrate the basic text editing features of Prezi.

Demonstrate and describe scrolling to zoom in and out of the canvas using the mouse wheel.

Scroll out until it is not possible to do so anymore. Click on the frame icon in the left hand column to illustrate centering back on the frame. Scroll inwards until a message appears that says it's not possible to scroll in any more. Doing these activities enables the learner to understand the zooming function, provides a sense of the scale and depth of the workspace, and use of the edit path column to help navigate and oriented oneself around the canvas.

Demonstrate how holding the right-hand mouse button down and moving the mouse will change position on the canvas.

Click on the circle frame and explain that this has similarities to a 'slide' in PowerPoint, and that when presenting a Prezi there is movement - transitions - between frames that move and reveal the content within a frame. Explain that this we will see more of this later in the session.

Clicking on the frame reveals the edit controls at the top. Illustrate each of these in turn – ‘Zoom to Frame’ to center it in the workspace, the dropdown menu list (select other frame types to illustrate the variety of frames and removal).

Lets now put some content on the canvas, starting with some text. Click off the circle frame to deselect it, roll over the text object to show how it becomes highlighted and then click on 'Click to add text' and type some text - e.g., 'Presenting with Prezi'.

Illustrate the range of formatting options available. Change style of text. Demonstrate select Title, Subtitle, Body, decrease size, increase size, change colour (nb. first select all the text you want to change), create bullet points, justify, indentation, change text wrapping - deselect bullet point.

Click on the handles that can be used to change how the text wraps and can be made larger or smaller.

Demonstrate and describe clicking off the text and re-selecting it. Demonstrate how the orientation of the object can be changed using the pop-up rotation handle. Click edit and then delete the text object. Go to the undo button on the menu bar and undo the deleted text object.

Scroll out, move canvass and select the circle frame. Click on the 'Frame Options' menu item (looks like O). Select remove frame and describe what this does, i.e., removes frame but leaves the contents within.

Zoom out until text is small but still visible.

Tell the group – *“We are going to begin by selecting and uploading a background image for our presentation. The aim is to find an image that sets the scene, or establishes the context, for our presentation. So that it clues people into what we’re going to be talking about.”*

Go to menu options. Select Insert > Image... Either ‘Search images on the web’ using Google or select file from local computer. Locate and insert 'lecture theatre'. Then demonstrate zooming in and out towards screen shown in the image. Locate image and double click to load.

e.g., <http://commons.wikimedia.org/wiki/File:FOSDEM_2008_Main_lecture_theatre_2.jpg>

Illustrate searching for images using <http://search.creativecommons.org/>

Briefly explain about copyright issues and only selecting images which are free to use.

Explain about the important of understanding image resolution and how this impacts on visuals in Prezi. Whenever possible select the highest resolution image when the intention is to zoom into a specific area of it. Illustrate this by zooming into the uploaded image to show how it becomes pixelated.

Click on Insert > 'Symbols & shapes…' Point out the various styles and then choose the option ‘Shapes’ and select the second option, which is the dark rectangle. Click on the rectangle and change the style to a white fill and make the border thin and black. Drag the square and position it so that it overlays the screen in the image.

Click the save icon. Explain that Prezi automatically saves, but it is still worth doing every so often just in case of a crash.

Click on menu option Insert > Insert a diagram. Scroll through to show available options. Decide on an appropriate diagram, point out that this is a matter of preference depending on what you want to convey in your presentation. Explain that in this case we are trying to find a graphic or diagram that illustrates the stages involved in doing a presentation. So we will go for a diagram that represents the five stages involved in doing a presentation - select the graphic entitled 'Turn the situation around 3'. Resize and position on the blank square (i.e., the lecture theatre screen).

Point out the sequences of frames automatically created for the path.

Move the initial text object "Presenting using Prezi" to create a title under the graphic.

Then click through each view in the path and enter the following items of text into each circle:

* Understand the purpose!
* Plan and prepare
* Design and develop
* Performance
* After the presentation

Zoom out to show everything.

Demonstrate create a frame for the presentation's first view.

To illustrate the various kinds of frame - select 'Frames & Arrows. To the side of the photo, create each type of frame. Do this repeatedly to encompass the previous frame. Then select the outer frame, and demonstrate how it moves and resizes everything it includes.

Click on the delete menu option to demonstrate how everything within the frame is deleted. Then click on undo.

Demonstrate the drop down menu option on the frame itself to delete just the frame and not its contents.

Create and position an invisible frame around the photo. Select and zoom to frame. Mention that it is difficult at this stage to judge what it will look like when presenting. Click on the 'Present option' to see how it will appear when presenting. Then redraw and/or re-position to ensure image fills the display.

Click on 'Edit Path - describe how the series of frames represent the sequence of views (similar to PowerPoint slides) - notice the numbers against each frame and on the canvas - you can click on them to make them the focus.

Click on edit path and add the newly created frame to the sequence. Notice how it goes to the end of the existing sequence. We want to make it the first frame. Demonstrate dragging the frame to the front of the path.

Click on save, then click on Present.

Demonstrate dragging numbers from existing path to change sequence and add photo frame to the end of the path.

Having got our overall sequence and scheme, lets add some more information and detail.

**Go to ‘Understand the purpose!’ Frame.**

Add the Cmap image for ‘Understand the purpose’. Navigate to (<http://cmapspublic3.ihmc.us/rid=1KD72T6HT-152KZ14-CXV7/Presenting.cmap>). Right click and save image or do a screen selection and capture (n.b. you may need to edit/modify your images using the image editor of your choice). Go to Prezi and upload/insert image and place within the circle and add the web address text below. Mention that during the presentation it is possible to select the link to navigate to the web page.

Create an invisible frame that encompasses the image and web address. This is so that both items can be revealed at the same time.

Click on edit path and demonstrate animate object to reveal from previous frame. Click on (+) and select the frame grouping the image and web address.

**Go to 'Plan and Prepare' frame.**

Repeat as for ‘Understand the Purpose’ to upload the image and add web address for ‘Plan and Prepare’.

Then, open new browser tab and go to YouTube and search for 'Presentation 101 - Storyboarding'

Add the YouTube video - <http://www.youtube.com/watch?v=qYXQvM8jOTs> - and resize to cover one of the small icons on the image.

Create an invisible frame that encompasses the image and web address. This is so that both items can be animated together.

Animate the appearance of the slide content from the encompassing frame.

Then create new frame to zoom in on the video.

**Go to 'Design and Develop' frame.**

Repeat as for ‘Understand the Purpose’ to upload image and add web address for ‘Design and Develop’.

Demonstrate uploading and inserting PowerPoint slide(s) - Select and insert specific slide that details some information about slide design.

If required, search google 'Using PowerPoint to Design Effective Presentations ppt' - <http://www.owlnet.rice.edu/~cainproj/presenting.ppt> - Upload and select slide to pull out as an object and include in frame. Resize to cover one of the small icons on the Cmap.

Create an invisible frame that encompasses the image and web address. This is so that both items can be animated together at the same time.

Animate the appearance of the slide content from the previous frame.

Then create a new frame to zoom to the content of the slide.

**Go to 'Performance' frame.**

Repeat as for ‘Understand the Purpose’ to upload image and add web address for ‘Performance’.

Insert > From file (PDF, video) - If required, search for 'A brief guide to effective public speaking' and download.

<https://thercs.org/assets/AtoZ-Education-Resources/A-Guide-to-Public-Speaking.pdf>

Resize to cover one of the small icons on the Cmap.

Create an invisible frame that encompasses the image and web address. This is so that both items can be animated together at the same time.

Animate the appearance of the slide content from the previous frame.

Then add additional frame to zoom to the detail of the document.

**Go to 'After the presentation' frame.**

Repeat as for ‘Understand the Purpose’ to upload image and add web address for ‘After the Presentation’.

Locate audio file - search and download for a relevant podcast about presentations or presenting, e.g.,

<http://www.eyefulpresentations.co.uk/kc/podcast_rc2.html>

Select and download a podcast audio file.

Alternatively, do live recording using a Smartphone, share it and/or email to yourself and download. Emphasise the added value of doing this to create a narrated version of the presentation that people can listen to afterwards. Point out that it may be possible to record a presentation and then edit to segment the audio to correspond to the frames and then upload to create a self-paced tutorial (e.g., using an application such as Audacity).

Upload to Prezi using Insert > Add Voice-over to Path Step #n

See: Prezi Audio Introduction - <http://prezi.com/um8tzy-wgibx/prezi-audio-introduction/>

If there is time remaining, upload and place a suitable graphic in the frame.

Create an invisible frame that encompasses the image and web address. This is so that both items can be animated together at the same time.

Animate the appearance of the slide content from the encompassing frame.

**Final Frame**

Add a final frame to the path to zoom out to the original large photo showing the lecture theatre.

Then click on 'Present' and run through.

**Notes**

Rather than show the different phases of doing a presentation straight away, ask participants to suggest what they think the stages of presenting are.

After running through the first three stages to illustrate use of Prezi ask participants to do the next one on their own. This will provide an opportunity to go around the room to observe and for people to ask questions informally.

This will allow any questions/issues raised to be addressed when doing the fifth stage.

Create more informative and memorable short URLs to Cmaps and Dropbox.

Discussion/poll audience to find out in what situations they might use Prezi or PowerPoint.

The analogy of thinking of the Prezi virtual canvas as a whiteboard works well, sign posting what is to come.

Aim to make yourself more visible whilst sat at the computer. Better for those hard of hearing.

Make the point that presenters often put too much on screen and talk to it.