

*Quick KeyBoard Shortcuts
for Prezi*

Prezi keyboard shortcuts save time and are easy to remember.

- **Open the text box to edit**
Double Click on the text
- **Toggle between edit and show modes**
Press the space bar
- **Go forward and back in the path from Show mode**
Use the left and right arrow keys
- **Zoom in and back out from Show mode**
Use the up and down arrow keys
- **Save**
Press Ctrl+S
- **Undo / Copy / Cut / Paste**
Press Ctrl+Z / Ctrl+C / Ctrl+X / Ctrl+V
- **Escape from full screen in Show Mode**
Press Esc key
- **Select multiple objects**
Hold SHIFT while clicking on items



Media Formats to Use with Prezi

With Prezi, you have the opportunity to include a variety of media that to make your presentations really stand out from the usual boring slide shows. You can use custom video you have created, audio, or photos and sketches. There are no limits. Here is a list of the media formats you can upload to Prezi:

Any image in a Vector, JPG, or GIF format: Maximum size for an uploaded image is 2880 x 2880.

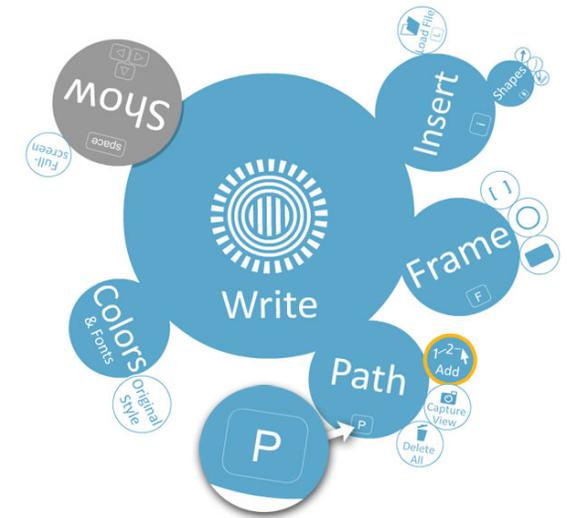
Video: File formats .AVI, MOV, WMV, F4V, MPG, M4V, MPEG, MP4, 3GP, and FLV are supported

YouTube Videos: Cut and paste the URL of the video into a text box from the Write Bubble and the video will play within Prezi as long as you are connected to the Internet. Or choose “YouTube” on the **Insert bubble**.

Audio: You need to convert your audio file into an FLV format.

Images, charts, spreadsheets, graphs and any content that can be converted to a PDF and uploaded to Prezi: For example, you can take an Excel spreadsheet and convert it to a PDF and upload it.

Graphics and images you created from drawing software like Adobe Photoshop: Just convert them to PDFs first.



PREZI BUBBLE MENU

*Web 2.0 Team
Washington University Libraries*

“Prezi Basics”

<http://libguides.wustl.edu/prezi-basics>



PREZI ZEBRA

Navigating the Prezi Bubble Menu and Zebra



The **Prezi Bubble Menu** allows you to create exciting presentations. It consists of five major elements needed to build your presentation. They are: Write, Insert, Frame, Path, and Colors and Fonts. Knowing how to navigate the **Prezi Bubble Menu** helps you to create presentations with ease. Following are the main Bubble elements:

Write Bubble:

The **Write Bubble** allows you to type in text and add Web links. Here you can access the **Prezi Zebra** to *move*, *resize* and *rotate* the information within the text box. Just click anywhere on the background, and a text box will appear.

Prezi Zebra: What it Does



Insert Bubble:

The **Insert Bubble** allows you to upload media files from your computer and add shapes, such as an *arrow*, *free form line* or *highlighter*. Just click the “load file” bubble or the “shapes” bubble.

Colors and Fonts Bubble:

The **Colors and Fonts Bubble** allows you to select a specific style for your presentation. Each style has distinct fonts and colors.

You can also use the **Theme Wizard** to create your own set of fonts and colors. Advanced users can also save and edit the CSS.



Frame Bubble:

The **Frame Bubble** allows you to select containers around the content within your presentation. This includes text and images. You can select a bracket, circle, rectangle and hidden. Just click on the frame bubble and make your selection.

Path Bubble:

The **Path Bubble** allows you to set up and follow your storyline. Once the path is created your presentation can be viewed on automatic. Just click the 1-2-3-Add bubble.

- To start the path, click on the text or graphic you want to show first. It might be the title you created. Once you click it, the number 1 appears in a circle on top of the element you clicked. This represents the first area of the screen that will be shown.

- To set up the next area you want it to move to, click on that object. A circle with a 2 in it is placed on top of that area, and a line connects you from number 1 to number 2 so you can follow it. Continue clicking on objects until you have the path set up the way you want it. If you want the view to be the center of a grouping of objects, click the center of the Frame.



Show Bubble:

Prezi has two different modes of operation: Edit Mode, in which you create your presentation, and Show Mode, in which you play your presentation. In Show Mode use the following shortcuts to enhance your presentation.

- **Full Screen Mode** will accommodate a projector or a wider screen
- **Timing Intervals** allows you to set specific amounts of time for each screen. Intervals can be set at 4, 10 and 20 seconds between screens. After you set them up, you can run Auto Play.
- **Zoom** into the screen, click (+) sign.
- **Zoom** out from the content, click (-) sign.