Transcript for Prezi Skill Builder: ADLC_CALM_skill_prezi.mov
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Prezi is a great tool for presentations and storytelling. When you create an account and login, you'll be taken to your account page that lists all of your Prezis. With a new account, you won't have any Prezi's yet, but I've created a simple one here to show you what a Prezi is capable of.

This Prezi is about a trip to Costa Rica, and as you can see, the most obvious cool feature about Prezi is its zoomable and animated interface. As you move from one part of your presentation to another,   you can zoom, move at angles, and create a story that flows in any direction you want.

To get started with Prezi, I strongly suggest you spend some time at the Learn and Support page. There you will find excellent tutorials on getting started, how to create a great Prezi, collaborating and sharing, and how to import work from other programs. Don't forget to scroll the Learn and Support page to find many more useful tutorials.

You might also want to spend some time at the Explore page, there you will find other people's Prezis, and that can be a great way to learn and get ideas for your own Prezis.

When you are ready to start building your own Prezis, return to the Your Prezis page and click the New prezi button.

Here, you have a couple of choices, you can start with a blank prezi, or choose to use a template. As a beginner, it's probably a good idea to search the templates, as Prezi has many excellent pre-made templates to choose from. A template, with it backgrounds, frames, and font choices already in place, is an excellent way to get started.

So let's use this yellow "Reaching a goal" template as an example. Suppose you want to build a presentation on your plan to get a job. You can see that on this template there is a place to add a title, so let's add something appropriate like "My Path to Employment".

Now we'll start editing the other frames of the Prezi, to do that, you want to click on a frame in the editing sidebar. By clicking on the frames in turn, you can get a good idea of how this Prezi is set up... notice how the Prezi animates from one frame to the next.

Let's add a bit of text to each of these frames – to edit text to an existing text box, just click on it and choose "edit text".

So on this first slide, I will enter the text:

Research For My Dream Job

And notice there is another text box here, but I don't need it, so I'll just click on it and hit the delete button on my keyboard. Don't worry if you change your mind, notice there is an "Undo" button, and you can always click anywhere on a Prezi frame and start typing to add text anywhere you want.

So let's repeat that process for the other frames, so on this next frame I will add the text;

Prepare My Resume And Send It Out

And on the next after that, I'll just paste in:

Prepare For Job Interviews by Studying

And on this last frame I'll add the text:

Put My Best Foot Forward With Excellent Job Interview Skills

So now if we use the edit menu to review the text we have added to each frame, we can see the Prezi is looking pretty good so far, but without any images, it looks a little bland.

Thankfully, adding images and other media to a Prezi is very easy.

Let's first spruce up this main page by adding a job-seeking cartoon character. To do that, go to the Insert menu at the top of the window and choose IMAGE – then in the popup that appears, click the "Select Files" button to access files from your computer. Then it's just a matter of selecting the image that you want.

Once the image appears in the frame, you can then resize it and move it around. Now to add images to the other frames, just select the frame from the editing sidebar, and then repeat the process of adding an image. So I will add a nice image to the "Research for my dream job" frame, and I'll resize it a bit, and then I'll do the same with the "Prepare My Resume" frame, again, resizing until I get it appearing just how I want, and once again I'll select an image for the "Prepare for Job Interviews by Studying" frame, again, may need to resize, and one last time I'll do this with the final job interview frame. Now I don't like part of this image, so I'll click "crop image" and move the corners until I have only the part of the image that I want, and then I'll just move it into place.

Now we have this presentation appearing quite nice, but notice there are some items in the corner that were part of the template, and they just don't belong. To get rid of them, just select them and click delete.

If we go back to the insert menu, you'll notice there are many insert choices:

You can add:

Symbols and shapes
Diagrams
YouTube Videos
Background Music
Voice overs
Files such as PDFs
and even PowerPoint slides can be imported.

So just as an example, I'm going to choose symbols and shapes, and Prezi gives you

some styles to choose from. I'm going to choose stickers, and then just drag this check mark to the screen, and re-size it as I wish.

Another very interesting feature of Prezi is the ability to easily change the path of the presentation. Just click the Edit Path button, then drag the small numbers to each frame or image as you would like them to appear in order. For example, let's say I want the cartoon to appear as the third item in the presentation. I'll just drag the #3 placeholder to the image, then I'll move the number 4 to where the number 3 was, and so on, until I get the order of the presentation exactly the way I want.

There is also a Frames and Arrows menu, so whenever you want to add a new frame, it's very easy. Frames can be bordered by brackets, a circle, a rectangle, or you can choose invisible, which has no border at all. Note that arrows and lines can be added to your Prezi too.

For example, I'll choose arrow, and drag it into the position I want, then I'll resize it, and then I'll point it exactly how I want by clicking and dragging on the markers at the edge of the arrow.

Now that the Prezi is complete, it's time to share it with others. There are several options available from the Share menu – one very interesting choice is the "Invite to Edit" which allows other Prezi users to edit your presentation, which is a great way to work on something as a team. You can also choose online presentation, this is a great choice if you are presenting to a group. You can also share on Facebook.

Two more methods for sharing are downloading the Prezi as a PDF or portable format – the PDF method would work very well for uploading to your CALM course e-portfolio.

One of the most important ways to share is copying a link to your Prezi. To do that, just click share and then copy link. That link makes it very easy to share your Prezi, for example, you could submit that link to your CALM course dropbox.

So finally if we return back to Your Prezis, you'll see the new presentation, don't forget to give it a title and description – so I'll just call it this one "Job Search",   and then add a small description, such as "My Path to Employment".

And now you're all done, so you can enjoy viewing your Prezi, or get started on building your next one!