Presentation Tools

Prezi

- **Prezi is an online presentation creator. It allows more options for creative, graphic design.**
- **You can access Prezi by visiting** **www.prezi.com**
  - You then create an account using either your Stratford or personal email.
    - If you use your Stratford email your presentations will remain private.
    - If you use your personal email your presentations will be available to the public.

- **How to use Prezi**
  - Prezi comes with several templates that you can use for your projects.
  - Once you pick a theme you can add text, video, and pictures to your presentation.
  - **Frames:** They are like slides. They are used to organize your content on Prezi.
    - You can add text by clicking anywhere on the screen and typing.
    - Users can add transitions between frames such as zooming in and out and rotation
  - **Paths:** This refers to the order in which you choose to present your information.
    - If you want a quick transition between content then place it close together, if you want a more dramatic jump then place information further apart.

  - **Commands:** This command bar allows you to alter text that you type.
    - **MOVE:** You can move text.
    - **RESIZE:** You can alter the size of the text.
    - **ROTATE:** Allows you to turn the text.

    - **Insert Menu**
      - **Image:** Allows you to insert a image from your computer.
      - **Symbols and Shapes:** Allows you to add clip art.
      - **YouTube:** Allows you to insert links to YouTube videos.
      - **Additional commands:** You can also add background music, import a PowerPoint presentation, and add different layouts and files.
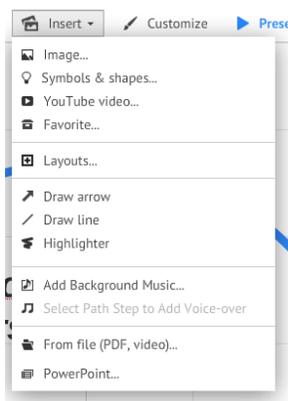
Best Practices for using Presentation Tools

- **Less is more!** Having less information in a slide is better for helping individuals to understand your project concepts.
- **Keep formatting uniform!** Keeping your theme and designs the same on every slide makes your presentation look more presentable and professional.
- **Try to stay away from too many bullet points in one shape!** Too many bullet points will clutter your presentation and can make the flow of information confusing.
- **Consider including audio and video!** This can help keep those watching your presentation engaged.
- **Write out the slides as you create them!** Writing out the slides as you create them helps you keep track of the information that you want to include on each slide. It also helps you keep track of what information you are presenting and making sure that it flows in a logical manner.
- **Remember to cite items!** If you use any information that is not yours then you need to cite where you get it from. Otherwise this is called PLAGARISM!
- **Save files!** Do not forget to save your files.
- **Try to keep the movements you put in your Prezi presentation to a minimum.**
- **Try to build your ideas around a shape!** Building it into a circle or diamond are usually the easiest.
- **You are able to import PowerPoint into Prezi!** So if your professor asks for a presentation in Prezi but you have already created it in PowerPoint you can import the project.

Please feel free to give me a call, email me, or come by and see me if you have any questions about this or anything else you're having trouble with! I'm happy to help.