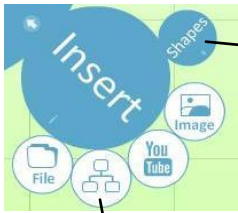


PREZI GUIDE

Adding Other Files & Shapes

Choose *Insert* to add other files.

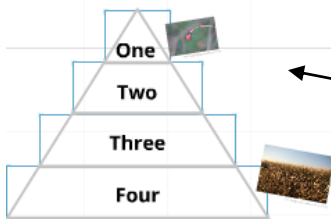


In the *Insert* option, choose **Shapes**.

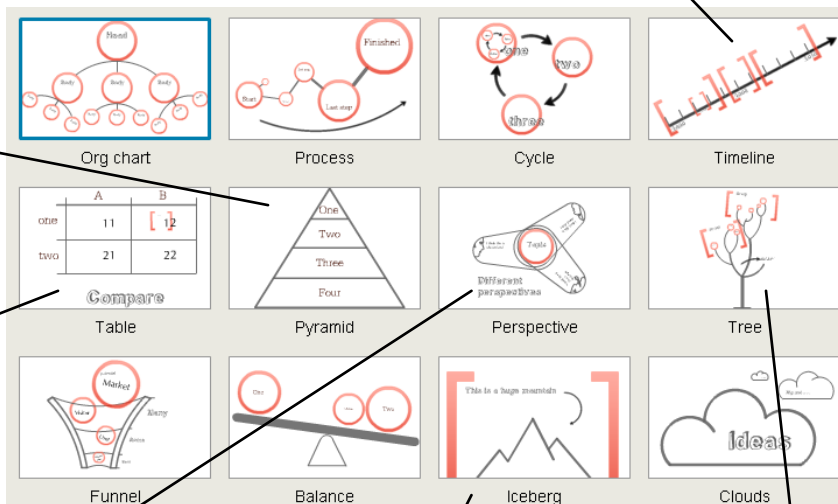
- Use the *Arrow* to show relations between objects and ideas.
- Highlight text with the *Marker*.
- Jot down ideas and make sketches with the *Pencil*.

Using Drawings

Use this drawing to display a hierarchy.



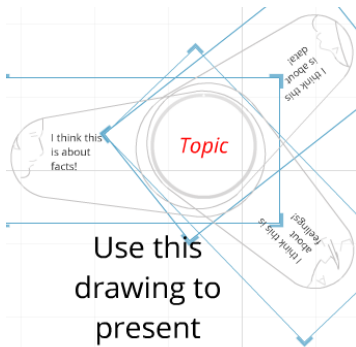
Use this timeline to organize events!



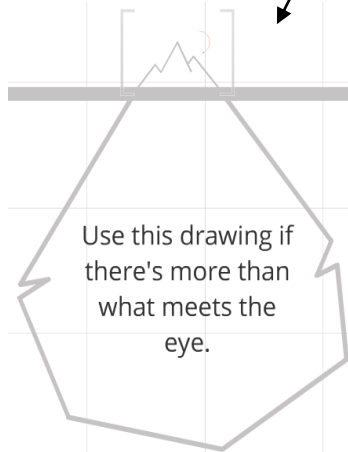
Use this table to make comparisons!

	A	B
one	11	12
two	21	22

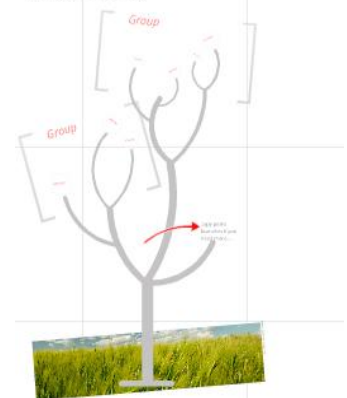
Use this drawing to present multiple perspectives.



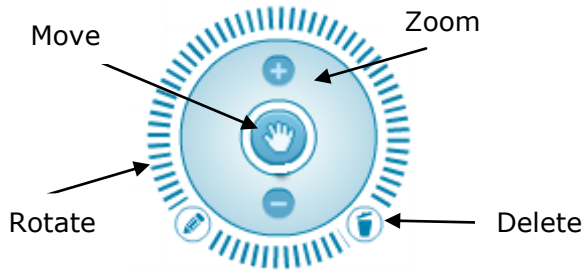
Use this drawing if there's more than what meets the eye.



Use this drawing to show continuous growth or cause and effect.

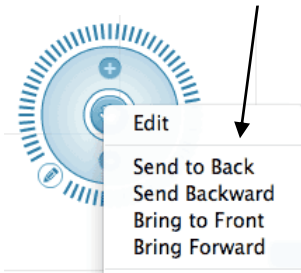


Using the Zebra



Right click the zebra to layer information:

OR

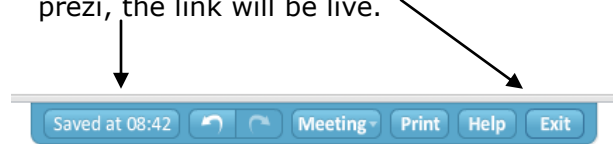


Adding Live Links

1. Copy the desired URL, paste it into a text box and click OK.



2. Save your prezis and click Exit to leave editing mode. When you return to the prezis, the link will be live.

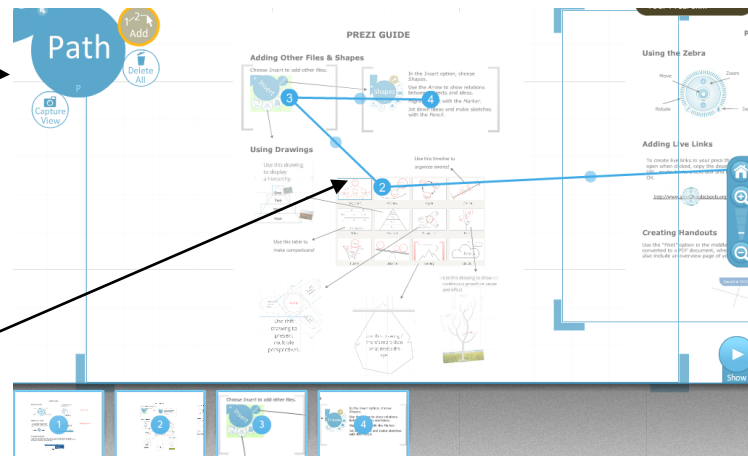


Organizing the Path

Use the *Path* option to organize the areas your Prez will zoom.

Capture View will create a screenshot, so you can view an entire screen before zooming into individual components.

Reorganize the path by dragging and dropping either the screen path or the snapshot order.



Creating Handouts

Use the *Print* option in the middle of the editor screen. When you click *Print*, your prez will be converted to a PDF document, where every path step will be one document page.

