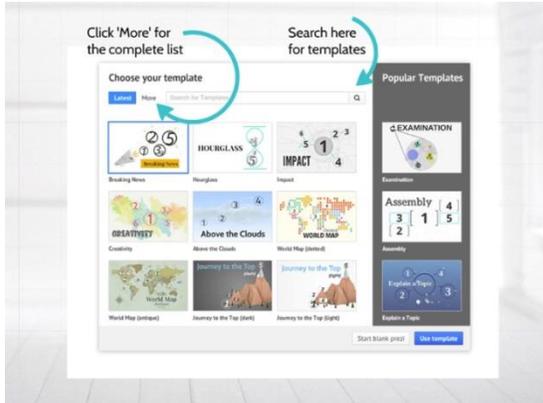


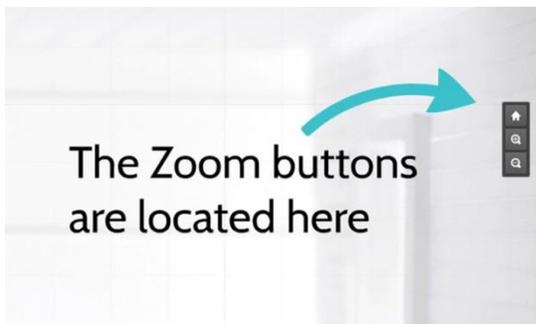
Information from: <https://prezi.com/support/article/steps/get-started-with-prezi/>

## 1 Start from a TEMPLATE



When you create a prezis, you can choose from a number of reusable templates or a blank canvas. When you decide to use a template, you can edit everything you see on the canvas. You can also copy and paste content from other prezis or applications.

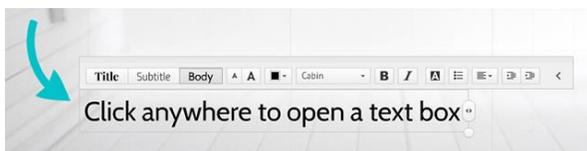
## 2 Navigate the Canvas



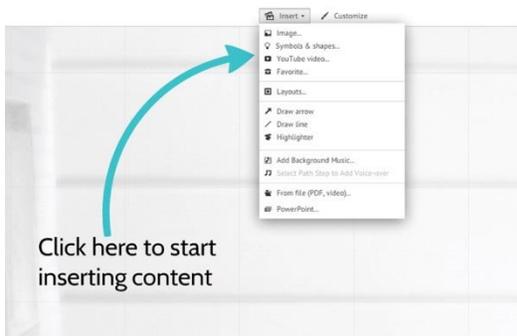
You can zoom in and out by using your mouse's scroll wheel or by clicking the + and - symbols on the right of your screen.

To move your prezis canvas left, right, up, or down, hold down the left button of your mouse and then move in the direction you want to go.

## 3 Add Text, Images, Video, and Files

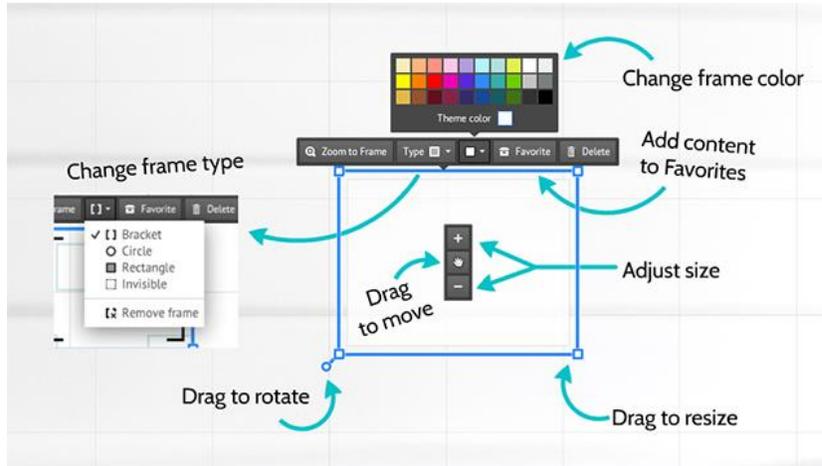


Click anywhere and start typing to add text.



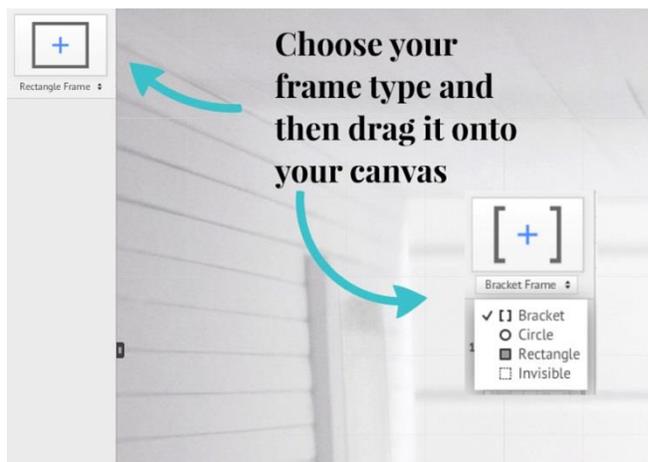
Select **Insert** from the top menu to start adding content from the web or your computer.

## Transformation Tool



Once you add anything to your canvas, click on it once to bring up the Transformation Tool. Now you can move, size, and rotate your content any way you like.

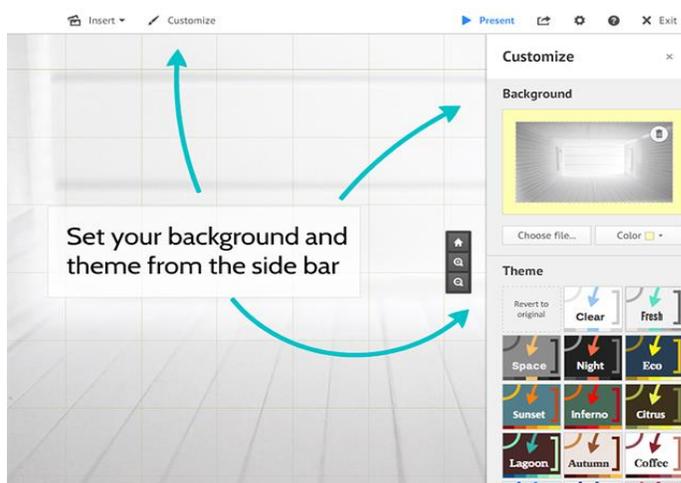
## 4 Frame your Content



Frames work like slides and can be used to group your ideas. Use frames to create a placeholder in your prezi and then add content to them. You can change the color, shape, size, and position of a frame, and once you add a frame to your prezi's canvas, all the content inside it will move, size, and rotate to your desire.

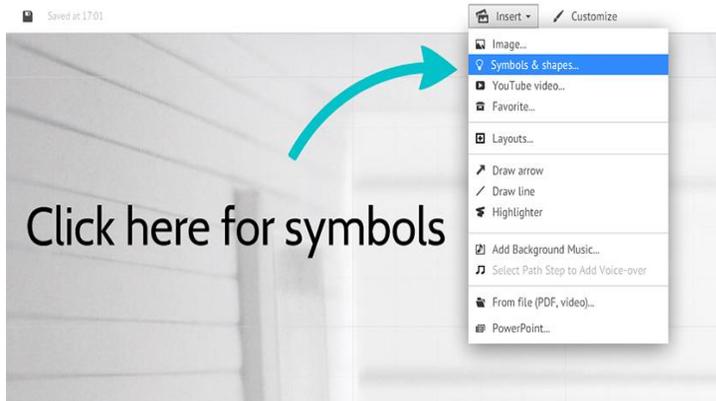
You can also use frames to add animations.

## 5 Customize your Prezi



Use the "Customize" sidebar to set the colors and fonts of your prezi.

## 6 Add Symbols and Shapes



Click **Insert** and then select the “Symbols and shapes” icon at the top of the screen to add shapes, lines, arrows, and more to your prezi.

Insert rectangles, circles, and triangles to frame your content, or add symbols or drawings from a huge library to further enhance your prezi.

## 7 Add URLs to your Prezi



To put live links into your prezi, copy and paste the desired URL into a text box. Then click away from the text box and your link will become active (you will see it automatically underline).

## 8 Edit your Path



When presenting your ideas, it helps to have a clear narrative that takes your audience through your prezi. With the Left Sidebar, you can create a journey from one idea to the next. Edit your path and its points in “Edit” mode and take your audience along that path in “Present” mode.

To set your path, click the **Edit Path** on the left side of screen. Then click on the objects in your prezi canvas in the order you wish them to appear.

You can also use the sidebar to rearrange and delete path points or to zoom to a specific path point.

## Converting a YouTube Video to a format you can show at school, email, save to a thumbdrive, etc...

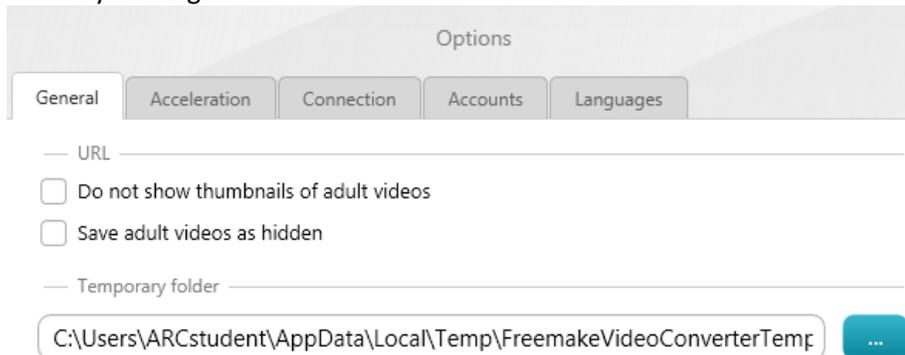
1. Download FREEMAKE at [http://www.freemake.com/free\\_video\\_converter/](http://www.freemake.com/free_video_converter/)
2. Open the YouTube video you want to convert and click on SHARE to find the URL for that video (it is located underneath the video)



3. Copy the URL
4. Open FREEMAKE and click PASTE URL



5. Choose FILE (at the top) – OPTIONS and you can choose how to name it and where to SAVE the video by clicking on the blue button beside the name



6. Choose .AVI then (Choose where you want to save the video)
7. Click CONVERT
8. Locate where you saved your video and you can insert it into a powerpoint, save it to a thumbdrive, import into PREZI, save it to your rck12.org GOOGLE DRIVE or pull it into dropbox if it is not too large (if it is save it in google drive), it is a file you can do almost anything with.

**CONVERTING YouTube Videos to a savable format...**