

From [Prezi For Dummies](#) by Stephanie Diamond
<http://www.dummies.com/cheatsheet/prezi>

Use Prezi to add drama and sophistication to all your presentations. Prezi is an online application that takes the place of tired slideshows. You get to use your creativity and work with a variety of different media formats. But first, discover Prezi shortcuts, set up paths, and how to navigate its main menu. This Cheat Sheet shows you how.

Navigating the Prezi Bubble Menu

The main Prezi interface is called the Bubble Menu, which consists of five main items. Knowing how to navigate the Prezi Bubble Menu helps you to create exciting presentations. Once you start to use the menus, you'll see how quickly you're able to produce professional presentations. Here are the main Bubble items:

Use this bubble:	To do this:
Write	Type in text, add Web links, and access the Transformation Zebra that moves, resizes, and rotates content.
Insert	Upload media files and add Shapes—an Arrow, Free-form line, or Highlighter.
Frame	Add "containers" around content to group it. The available containers are Bracket, Circle, Rectangle, and Hidden.
Path	Set up the navigation views one by one, capture a specific view within a Frame (container), or delete your entire path and start over.
Colors and Fonts	Apply styles. Each style has fonts and color choices within them.

Quick Keyboard Shortcuts for Prezi

Using Prezi presentation software isn't difficult, and its keyboard shortcuts save some time. Make quick work out of creating great Prezi presentations by getting to know these easy-to-remember keyboard shortcuts:

To Do This:

Open an edit text box
 Toggle between edit and show modes
 Go forward and back in the path from Show mode
 Zoom in and back out from Show mode
 Save
 Undo
 Escape from full screen in Show Mode

Use This Shortcut:

Double-click on the canvas
 Press the space bar
 Use the left and right arrow keys
 Use the up and down arrow keys
 Press Ctrl+S
 Press Ctrl+Z
 Press Esc key

Handy Shortcuts in Prezi's Show Mode

Prezi has two different modes of operation: Edit Mode, in which you create your presentation, and Show Mode, in which you present your creations. In Show Mode, use these handy shortcuts to make your presentation go even more smoothly. Use this as a practice checklist before you start:

Use This Function:	To Do This:
Full Screen Mode	To accommodate a projector or for wider screen viewing.
Timing Intervals	This allows you to set specific amounts of time for each screen to be seen. There are settings for 4, 10 and 20 seconds between screens. After you set them up, you can run Auto Play.
Zoom in	By clicking the (+) sign, you zoom in to the screen.
Zoom out	By clicking the (-) sign, you zoom out from the content.

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's a list of the media formats you can upload to Prezi:

- **Any image in a Vector, JPG, PNG or GIF format:** Maximum size for an uploaded image is 2880 x 2880.
- **Text with a different font and color:** Create text using a graphics program and upload it to Prezi.
- **Video:** File formats in Flash — FLV or F4V are supported.
- **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.
- **Digital images from stock photo sites, your own personal photos, and other photo sites.**
- **Graphics and images you created from drawing software like Adobe Photoshop:** Just convert them to PDFs first.
- **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.

How to Use the Prezi Path Tool

Prezi has a Path tool that you use to set up and follow your storyline. Specifically, the tool helps you set up Path numbers that move your presentation from element to element regardless of proximity. That way you never lose your place. In addition, with a set Path you can send your Prezi to be viewed without a presenter and be assured it will be seen as you planned it.

To use the Path tool, do the following:

1. Click the Path bubble from the Prezi menu.
Three smaller bubbles — 1-2-3 Add, Capture View, and Delete All — open.
2. To set up your path, 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.
3. 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.