

# How to Make a Prezi

Go to [prezi.com](http://prezi.com) and create a new account

Click on the button that says: New Prezi

Give the prezi an appropriate title. You do not need to add a description.

Once the new prezi appears, you are ready to begin. If a tutorial pops up, you can X out of it.

To add words to the prezi, click anywhere. It will automatically create a word box.

To change the color scheme, click on the upper left hand corner toolbar where it says “Colors.” It will give you a variety of color themes to choose from.

To add frames around a word or picture, click the toolbar that says “Frames.”

To insert a photo, you must first save the photo to your home drive. Then click the “Insert” button in the toolbar, and choose the “File” option.

If you want to add in lines, arrows, or other shapes, click first on “Insert,” then on “Shapes.”

You can easily change the size or rotate anything in a prezi by clicking on whatever you want to change. A round tool appears with a hand. To increase or decrease the size, click the + and - buttons. To rotate the object, use the mouse to grab the outer circle and pull the object in the direction you want it to be rotated.

Prezis save automatically, but to save, click the button at the top that says “Saved at ##:##.”

To undo something, click the arrow at the top that points to the left. To redo something, click the arrow that points right.

To zoom in or out, use the magnifying glasses on the right side. To see your whole prezi, click the “Home” button.