

Other Presentation Tools: Google Docs & Prezi

Google Docs Presentations

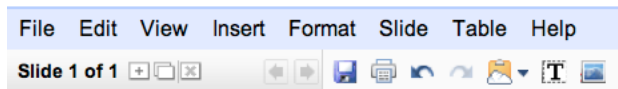
Log-in to Google Docs at <http://docs.google.com>

I. Creating a new presentation

- A. Click the Create New button > Presentation
 1. click *Untitled Presentation*
or go to File > Rename...
- B. Click the Upload button > upload an existing PowerPoint file
 1. Only PPT files (PowerPoint 97-2003) can be edited
 2. Maximum file size is 10MB

II. Creating new slides

- A. Use the toolbar pictured below or go to the Slide menu > New, Duplicate, or Delete



- B. Insert menu > Import slides
 1. Choose from existing Google Docs presentation or PPT file on your computer

III. Choosing Theme & Slide Background

- A. Go to Format menu > Change Theme or Change Background
 1. Choose solid color or image as slide background
- B. Right-click on empty area of slide to access same options

IV. Sharing with others

- A. Click the Share button (upper-right corner)
 1. Invite people... (enter email address, choose to edit or just view)
 2. Get the link to share... (allow to view or edit, copy & paste URL provided)
 3. Publish / embed (allow others to view and join the presentation to chat)

V. Inserting images, videos, shapes, tables, etc.

- A. Use the Insert menu or right-click the empty area of a slide
 1. Text: Good for captions or other supplemental text objects
 2. Image: Upload file, enter web image URL, or drag & drop from other page
 3. Drawing: Explore tool options and observe Edit menu > Download as...

Included in Google Docs...

- Creating new presentations
- Creating slides
- Themes & slide backgrounds
- Sharing with others
- Inserting images, videos, etc.
- Animation effects
- Undo & revision history
- Presentation tools
- Help
- Downloading as PowerPoint

4. Video: Search for exact title of desired YouTube or Google video
 5. Table: Note Table menu for customizing
 6. Shape: Basic shapes & arrows (More Shapes = Drawing)
- B. Arranging objects on slides
1. Format menu > Align, Center, Distribute, Rotate, Order
 2. Select multiple objects with the Shift key to align, distribute, etc.

VI. Animation effects

- A. Click to select any object (click border of text area to select it)
- B. Right-click and choose Incremental Reveal

VII. Undo & Revision History

- A. Multiple levels of undo (use toolbar icons or Edit > Undo)
- B. File menu > See revision history

VIII. Presentation Tools

- A. Start Presentation button (ESC button to exit)
 1. Use this for your class presentation
- B. Speaker Notes
 1. View menu > Show speaker notes (or click icon in the lower-right corner)
 2. While presenting, go to Actions pop-up along bottom > Show speaker notes
- C. View Together
 1. Click the Share button > Publish (so others can view)
 2. While presenting, click View together in the lower-right corner
 3. Share the URL provided with others
 - a. Chat option for viewers logged-in with their Google account
 - b. Views can share control of the presentation

IX. Help menu

- A. Google Docs Help Center
- B. Help forum (Learn from other Google users)
- C. Keyboard shortcuts

X. Downloading in PowerPoint format

- A. Go to the File menu > Download As... (PowerPoint)
- B. Download a copy this way to submit in eLearning prior to arriving for your presentation (but actually present directly from within Google Docs)

Prezi Presentations

Sign-up for a free Student/Teacher license at www.prezi.com

I. What is Prezi?

A. Click the Showcase tab for ideas

<http://prezi.com/showcase>

B. Click the Learn tab

<http://prezi.com/learn>

1. Watch Prezi in 3 minutes

<http://prezi.com/learn/getting-started>

2. Note links to printable guide & manual

II. Creating new Prezi presentations

A. Click the Create New Prezi button

1. Enter title, description and choose a theme then click Create

B. Double-click anywhere on the canvas to add text

C. Zoom in and out (scroll wheel or zoom buttons)

III. Transformation Zebra

A. Click to select any object (zebra appears)

B. Drag center to move or drag inner and outer rings to scale & rotate objects

1. Use Shift+drag to select multiple objects (draw a box around them)

a. Zebra then manipulates the group of objects selected



IV. Frames

A. Use frames to group ideas (and to zoom-in on a group while presenting)

B. Click Frame in the Prezi menu and select type desired

C. To select a frame, click on its visible border or use Shift+drag to select entire group

V. Adding images, videos, and sounds

A. Click Insert > Load File

1. Supported images are JPG, GIF, PNG

2. Videos must be FLV or F4V (flash video format)

3. Sound files must be FLV or SWF files (see <http://prezi.com/learn/insert-sound>)

Note: See hyperlinks below to link to your YouTube video

4. Click on an image to make the Zebra appear for moving, scaling, rotating

Included in Prezi...

- What is Prezi?
- Creating new presentations
- Transformation Zebra
- Frames
- Adding images, video, sound
- Hyperlinks
- Changing themes
- Defining presentation path
- Presenting with Prezi
- Help
- Submitting assignment

VI. Hyperlinks

- A. Double-click anywhere to add text
- B. Enter the URL beginning with http://
- C. Exit and reopen the Prezi to see links are active
- D. To select a link, use Shift+drag (otherwise the link will activate upon click)
- E. To edit a link select it, then double-click on the Zebra

Note: Use hyperlinks to link to your WebQuest, Video, and Blog

VII. Changing themes

- A. Click Colors & Fonts in the Prezi menu
- B. Change desired theme

VIII. Defining presentation path

- A. Click Path in the Prezi menu
- B. Click on objects in the order you want them to appear while presenting
- C. Drag a path point to the empty area of the canvas to delete it
- D. Drag the handle between path points to define new points

IX. Presenting with Prezi

- A. Click Show in the Prezi menu
- B. Use left & right arrow keys (or buttons) to progress along defined path
- C. Scroll to zoom in and out while presenting
- D. Double-click any object to zoom (make it fill the screen)
- E. Click hyperlinks to open in a new window (close that window to return to show)
- F. Full screen show (use icon next to arrows in lower-right corner)
- G. Tab the Space bar to exit the show

X. Help

- A. Click Help in upper-right corner for directions
- B. Return to <http://prezi.com/learn> for tutorial videos, printable guide and manual

XI. Submitting Prezi for your assignment

- A. Click the My tab in Prezi
- B. Click on your presentation
- C. Check the box to make your Prezi public
- D. Click the Copy Link button and paste this in the submission box of eLearning