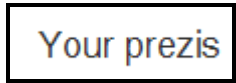


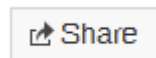
Prezi - Sharing Your Presentations

Copying a Link to Your Prezi

Click on the **Your Prezis** button, and select the Prezi you wish to share.



At the bottom of the screen, click the **Share** button.



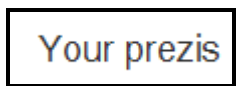
On the **Viewing** tab, click the **Copy** button. You have copied a direct web link to your Prezi.



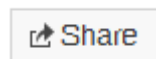
You can paste the link in the body of an email, on a Word document, in a PowerPoint presentation, etc.

Sending Your Prezi in an Email

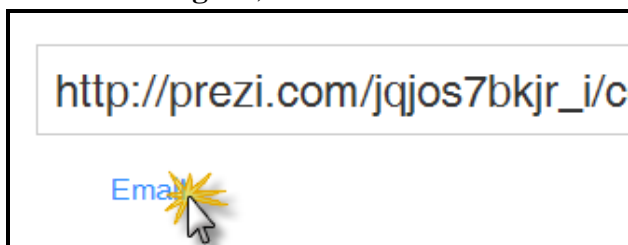
Click on the **Your Prezis** button, and select the Prezi you wish to share.




At the bottom of the screen, click the **Share** button.



On the **Viewing** tab, click the **Email** link under the web address.



Enter the recipient(s) email address(es) and add a note (optional.) Then click the **Send Email** button.

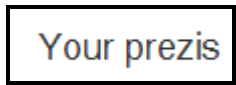


The image shows a web-based email form. At the top left, there is a tab labeled 'Email'. Below it, the 'To:' field is empty. Underneath, there is a text area for 'Add a personal note:'. At the bottom left of the form is a blue button labeled 'Send email'.

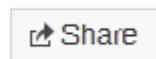
Embedding a Prezi on Your SchoolWires Website

To see a sample embedded Prezi, [CLICK HERE](#).

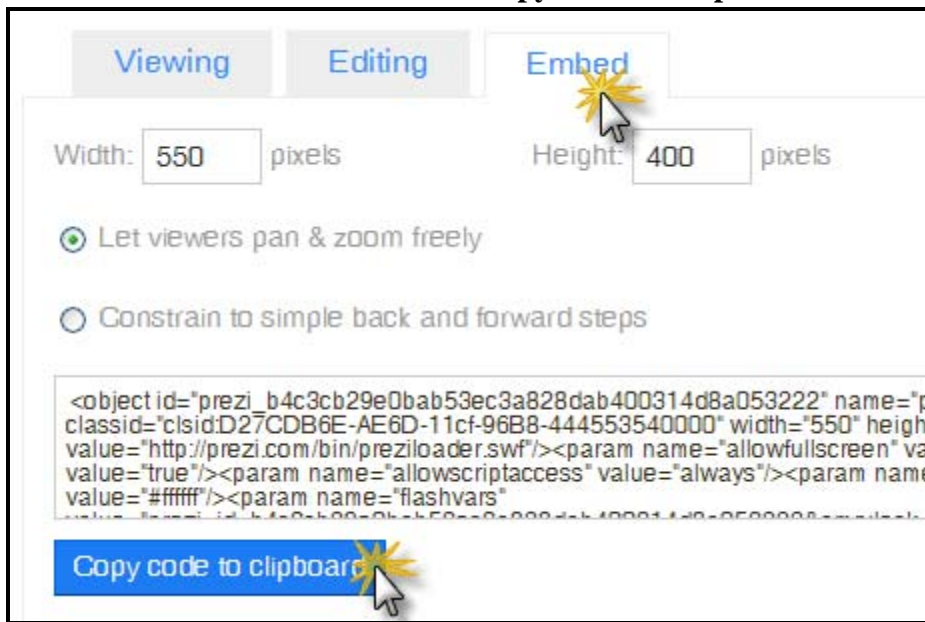
Click on the **Your Prezis** button, and select the Prezi you wish to share.



At the bottom of the screen, click the **Share** button.



Click the **Embed** tab. Then click the **Copy Code to Clipboard** button.



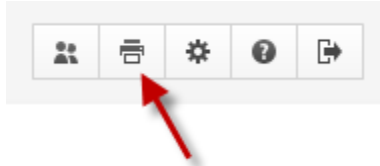
For information on how to paste the embed code onto a page on your SchoolWires website, [CLICK HERE](#).

Saving a Prezi as a PDF

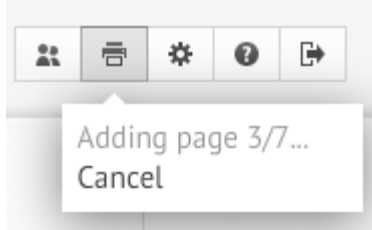
Return to the editing view.

Edit

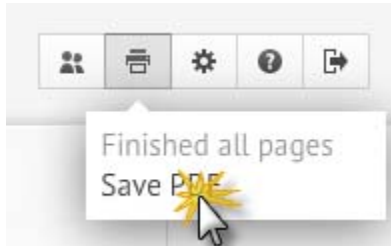
Click the **Save as Printable PDF** button.



Wait while the PDF is created.



Then click **Save as PDF**. Browse your computer and select a location in which to save the file.



NOTE: Videos will not be viewable in the PDF file.

Downloading an Offline Copy of Your Prezi

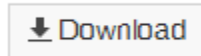
Click on the **Your Prezis** button, and select the Prezi you wish to share.

Your prezis

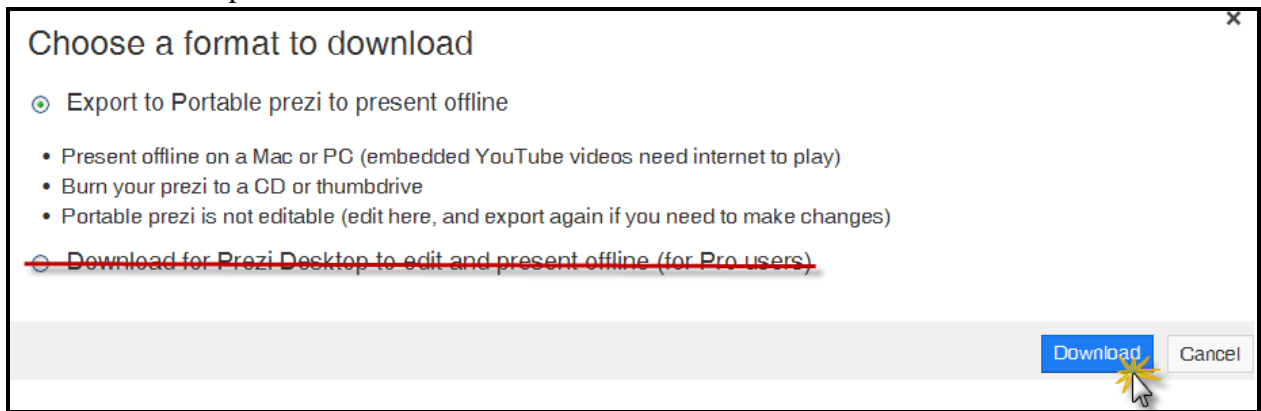
At the bottom of the screen, click the **Share** button.



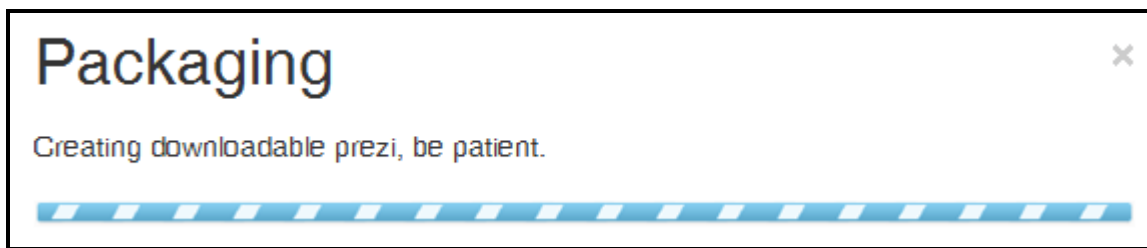
Then click the **Download** button.



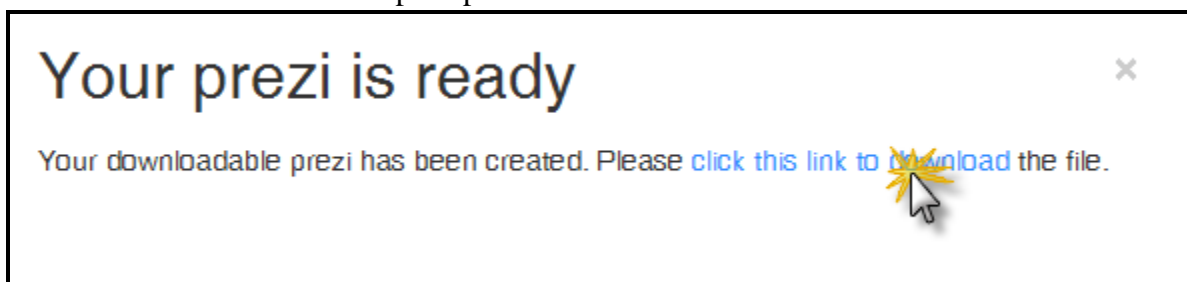
Choose the first option and then click the **Download** button.



Wait while the presentation downloads.



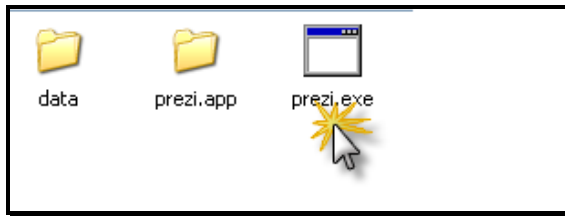
Click the download link when prompted.



The presentation will save as a zip file.

Viewing the Offline Prezi

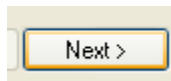
Open folders until you see **prezi.exe**. Double click it.



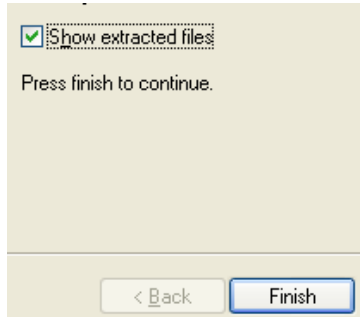
Choose **Extract**.



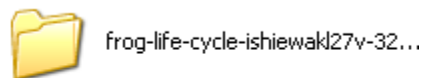
Click **Next**.



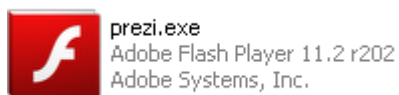
Place a check in **Show Extracted Files**, and then click **Finish**.



Open the folder that appears.



Double click on **Prezi.exe**.



Click **Run** when prompted.