



Prezi  
desktop<sub>v3.1</sub>

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# Prezi Desktop Guide

<b>1</b>	<b>Welcome</b>	
1.1	Prezi Desktop Guide	4
<b>2</b>	<b>Download and Install</b>	
2.1	Requirements	6
2.2	Download and Install	7
2.3	First start	9
<b>3</b>	<b>Get around in Prezi Desktop</b>	
3.1	Overview	12
3.2	Opening, saving, creating a prezi	13
3.3	Printing	14
3.4	Downloading a prezi from the online editor	15
3.5	Uploading a prezi into the online editor	17
3.6	Exporting a prezi	19
3.7	License and user informations	20
3.8	Update	22
<b>4</b>	<b>Getting help</b>	
4.1	If you have questions	24
4.2	Troubleshooting	25

# Welcome

## Prezi Desktop



Prezi  
desktop<sub>v3.1.0</sub>

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With Prezi Desktop you can create, edit or show your presentations without an internet connection. You can open .pez files that you downloaded from <http://prezi.com> or saved by the Prezi Desktop itself. Store and share .pez files easily as you would do with any other regular file. It is also possible to upload your prezi into the online editor with just a single click.

## This manual

This document will guide you through the basic features of Prezi Desktop.

# Download and Install

## Requirements

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### Operating System

Prezi Desktop will run on any Adobe Air capable system. We support the following ones:  
Microsoft Windows XP or later  
Mac OSX 10.5 or later

### Adobe Air

Prezi Desktop needs Adobe Air environment which it will install automatically if you do not have it yet. In this case administrator privileges will be required.

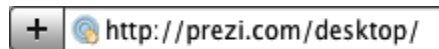
### Prezi.com user account

You will need a prezi.com account in order to use the Prezi Desktop. You can create one at <http://prezi.com/profile/signup/>

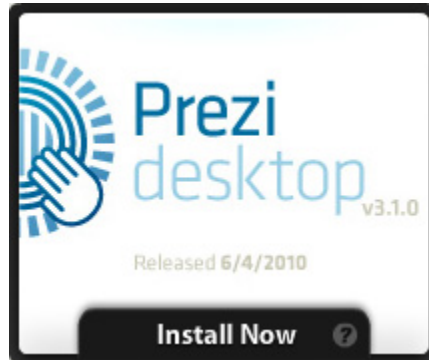
## Download and Install

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Go to <http://prezi.com/desktop/>

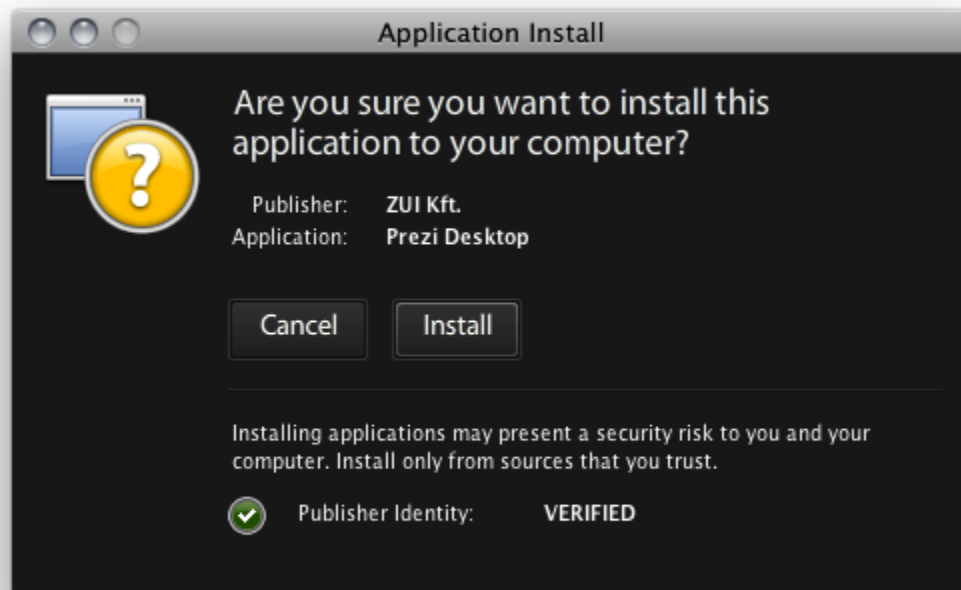


Click on Install Now



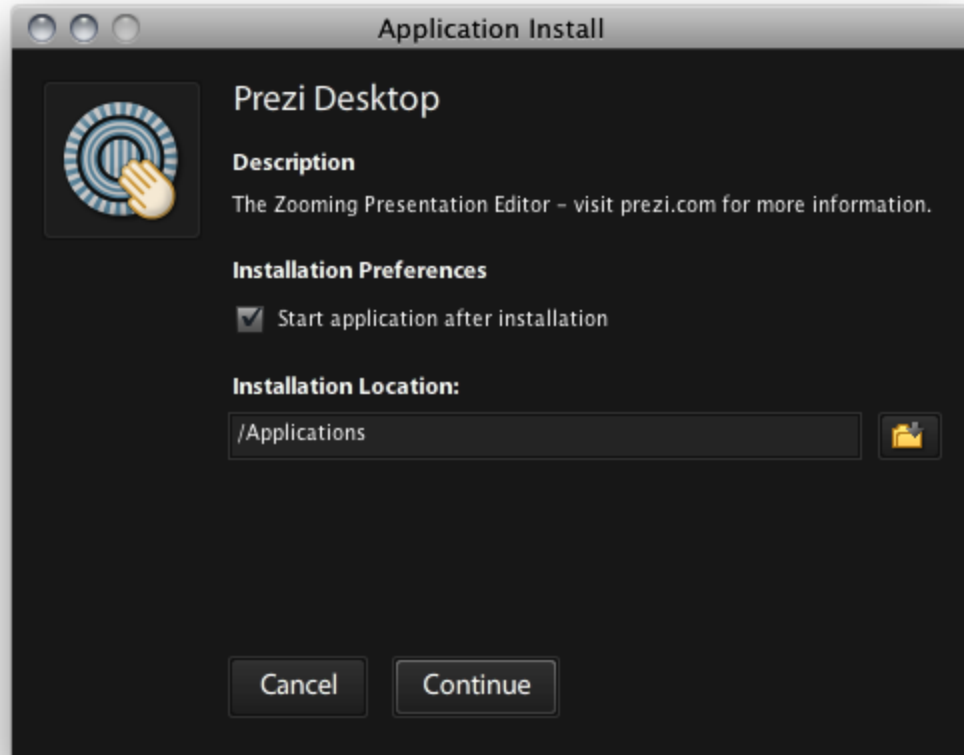
The installer will first install the Adobe Air environment (<http://www.adobe.com/products/air/>) if you do not yet have it. You must have administrator privileges in order to install Adobe Air. Click on Yes to accept the installation. Otherwise click Open.

Choose Install



If you have an older version of Prezi Desktop installed you will be prompted to "Replace" it instead of "Install".

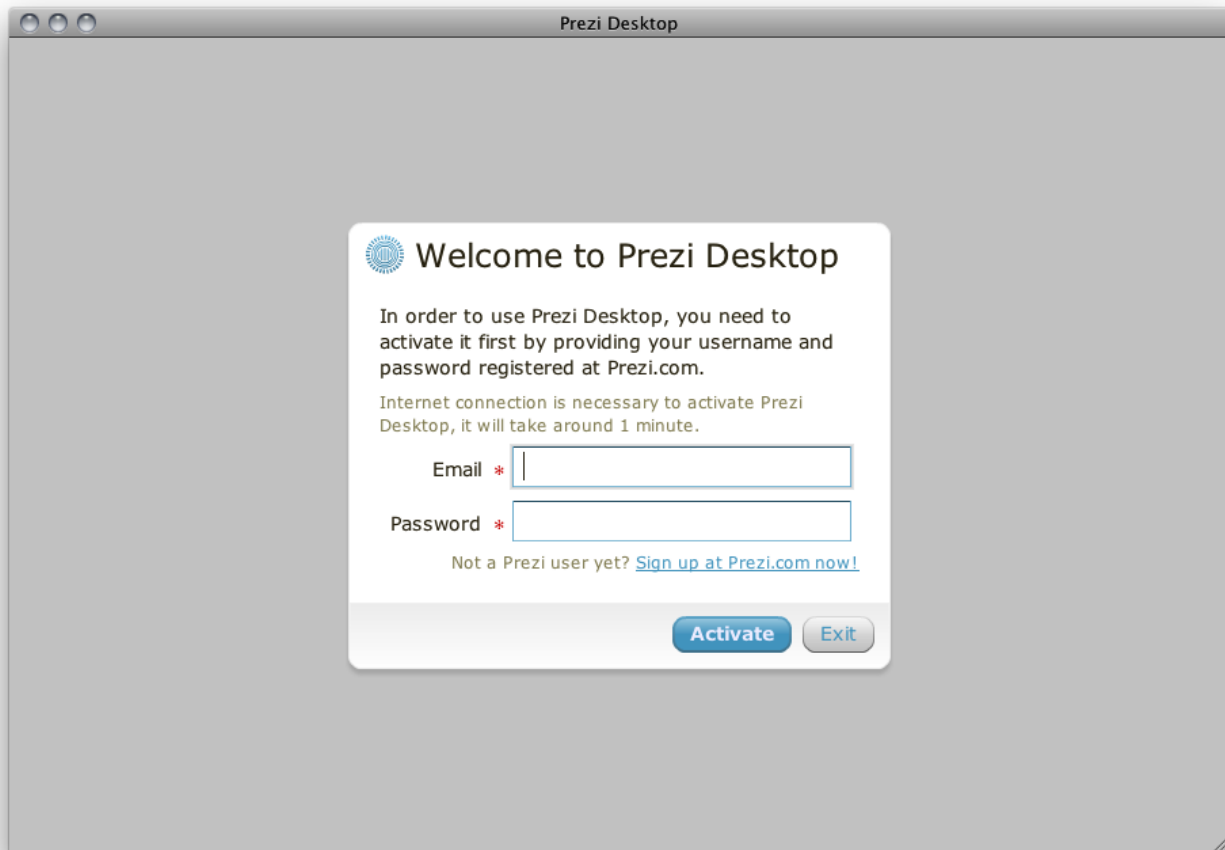
## Click Continue



On this screen you can select where to install Prezi Desktop. We recommend leaving it as the default location for your operating system. If Adobe Air is not yet installed on your computer, you must click on "I Agree" after reading the terms of agreement for Adobe Air.

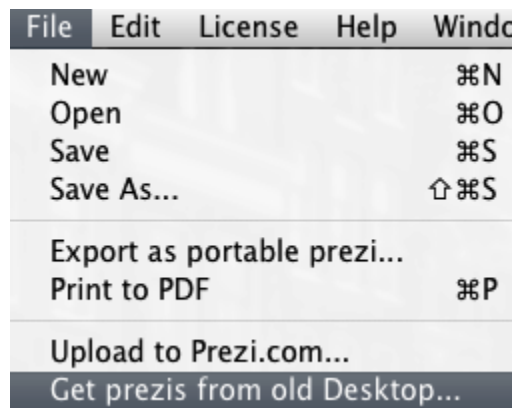


### Activation



At the first start of Prezi Desktop you need to log in with your online prezi.com account so that we can activate your copy. Please make sure that your internet connection is working for this to take place. If you do not yet have an account click on the Sign up link and create one. On a slow internet connection, activation may take a long time, so please be patient as it is only needed once.

## Get prezis from old desktop



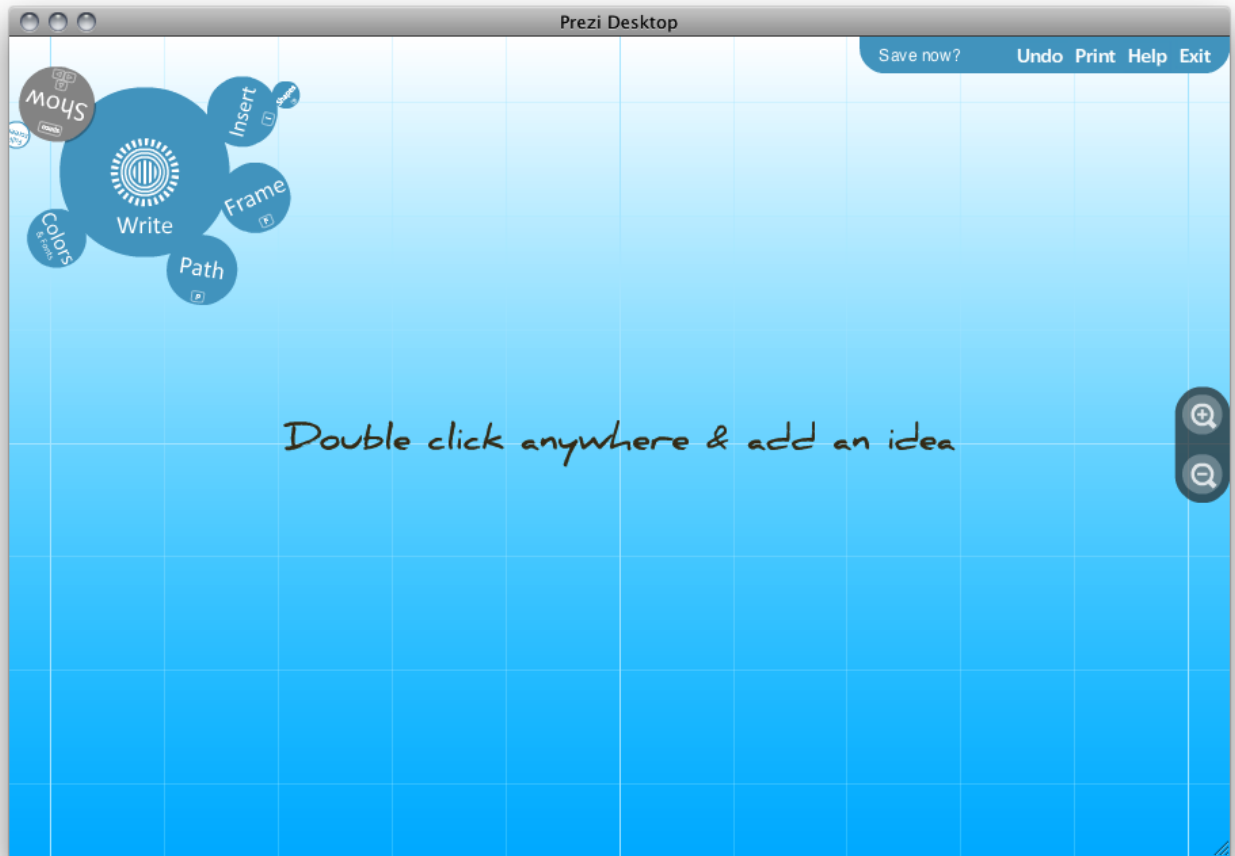
If you have prezis made in the version 2 or older of Prezi Desktop (versions before .pez file was implemented), choose "Get prezis from old Desktop..." from the File menu. It will automatically convert your prezis into .pez files and store them in a directory of your choice.

# Get around in Prezi Desktop

# Overview

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## Prezi editor



After starting the Prezi Desktop, you will see the Prezi Editor with a new empty prezi.

## Opening, saving, creating a prez

### Working with .pez files



Name Talk.pez  
Kind PreziDocument  
Size 8 KB on disk  
Created Today 1:40 PM  
Modified Today 1:40 PM  
Last opened Today 1:40 PM

The default file extension for prezis is .pez. Just use it as any regular file; copy, paste and rename it, send it by email, or double-click on the .pez to open it in Prezi Desktop.

### New, Open, Save, Save as

File	Edit	License	Help	Window
New				⌘N
Open				⌘O
Save				⌘S
Save As...				⇧⌘S

Some common menu options are found in the File Menu in the top left corner, such as: Create a new prez, Open an existing one, or Save the current prez (Save As if you want to save it to a new file).

### Save before quit

#### ? Save changes?

Save changes to your prez before closing it?

Don't save

Save

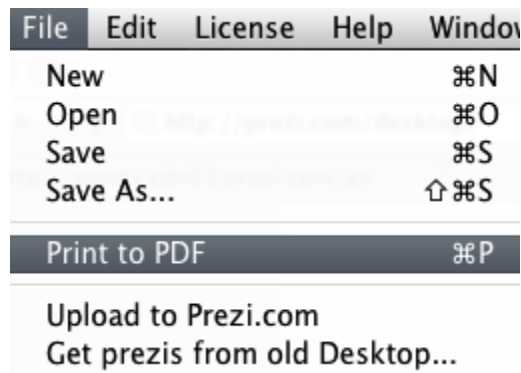
Cancel

When closing a prez, choose whether to Save your current prez, Don't Save and lose changes, or Cancel and return to the Editor.

## Printing

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### Select Print from the File Menu



Choosing "Print to PDF" from the File menu will convert your prezi into a single pdf file based on the positions in your path. No actual printer is involved, but you can then open the resulting .pdf in your favorite viewer and print.

### Wait for print



When you begin printing, Prezi Printer will navigate through your prezi and save the content exactly as it is found. This means that if you edit the prezi before the printing is finished, you may experience odd results in the resulting .pdf. For this reason, please wait until the pdf creation finishes before making any more changes.

### Ready to save the pdf



Once the "Click to Save PDF" button appears, click on it to open a File Browser, choose a location and name, and save your newly created pdf. It is important that you leave the ".pdf" extension on the filename so that your operating system can properly detect the file type.

## Downloading a prezi from the online editor

Select one of your prezis on <http://prezi.com/>

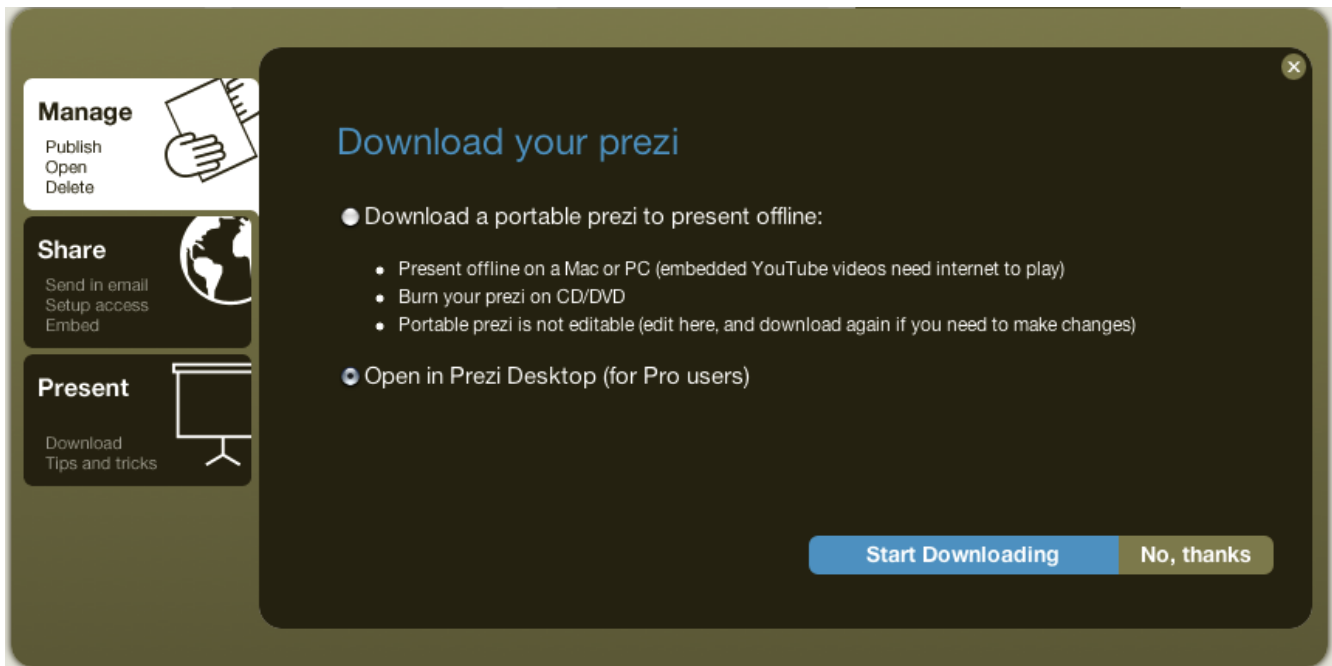


Click on a prezi from your main page after logging in to <http://prezi.com/>.

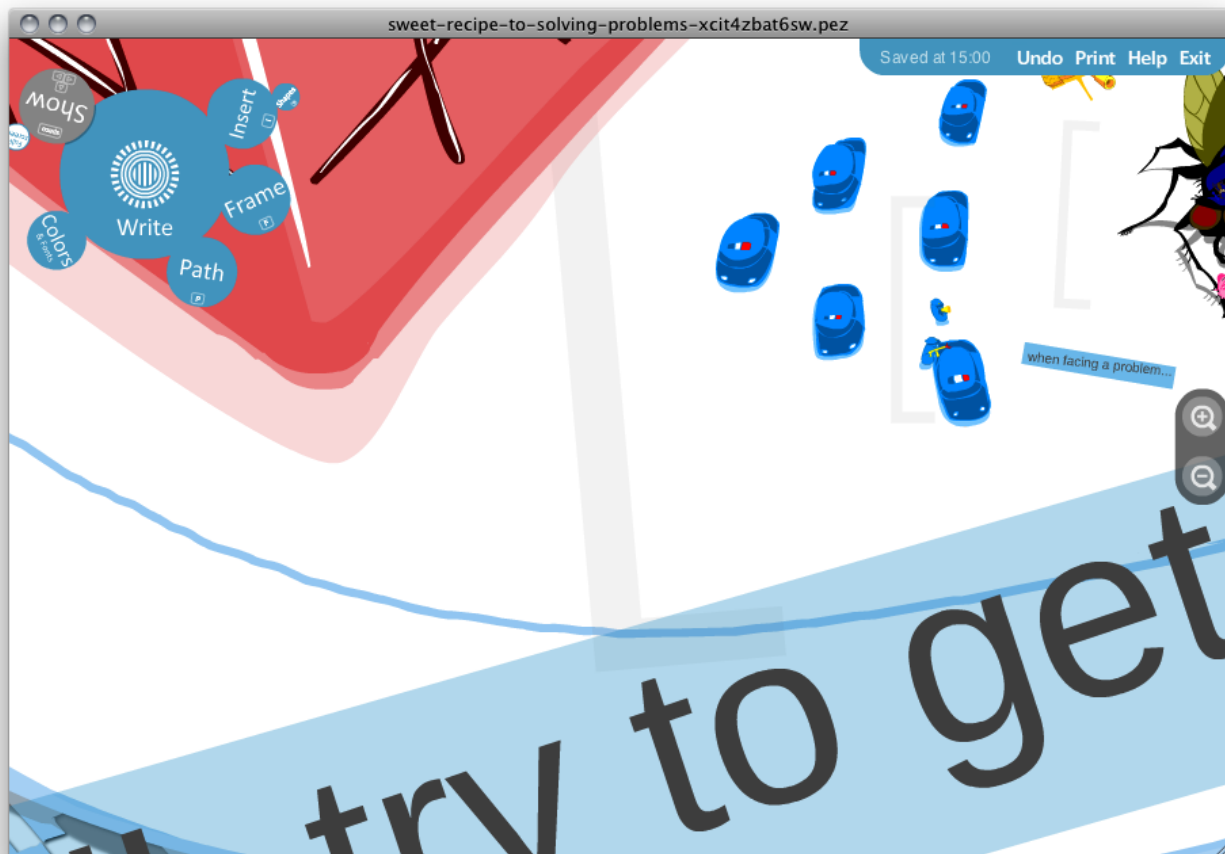
Click on the large brown Download button

A screenshot of the Prezi online editor interface. On the left, there are three main sections: "Manage" (Publish, Open, Delete), "Share" (Send in email, Setup access, Embed), and "Present" (Download, Tips and tricks). The main area shows a preview of the "Sweet recipe to solving problems" Prezi. Below the preview are three buttons: "Open" (blue), "Download..." (brown), and "Save a copy..." (orange). On the right, there is a metadata panel with the title "Sweet recipe to solving problems", the name "Preztoon!", and the creator "Adam Somlai-Fischer". It also shows the last saved time "2010-03-26 13:05:03". At the bottom right, there are two checkboxes: "Make public?" (checked) and "Allow reuse?" (checked). The "Make public?" section includes a "Copy link" button and the URL "prezi.com/xcit4zbat6sw/". The "Allow reuse?" section includes the text "People can save a copy of this prezi. Your original prezi will stay intact."

## Select Open in Prezi Desktop and click the blue Start Downloading button



## Open the downloaded .pez in Prezi Desktop



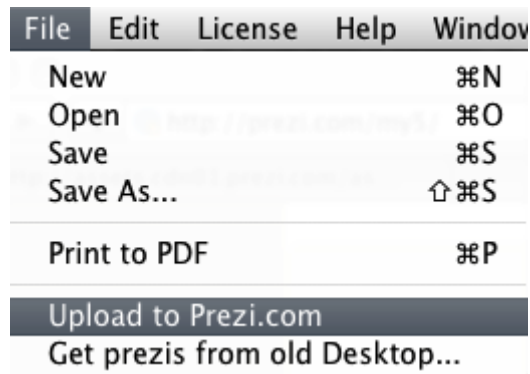


## Uploading a prezi into the online editor


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Open the prezi you want to upload

Select Upload to Prezi.com form File menu



Give it a Title and Description

 **Upload to Prezi.com**

You will upload to Prezi.com as [akos.tothmate@prezi.com](#) [Change user?](#)

Title \*

Descript... \*

These fields are mandatory. You can change the account the file will be uploaded into by clicking on the "Change user?" caption.

Click on start upload and wait for the upload process.

 Upload successful.

100%

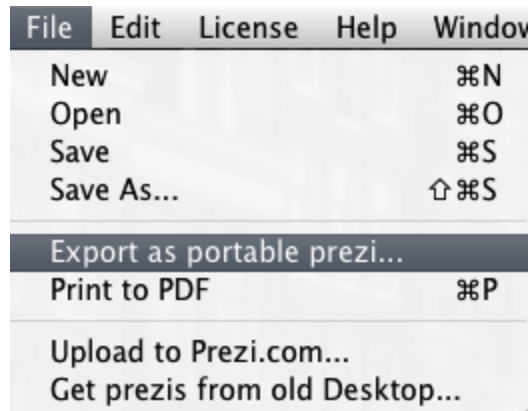
OK

Upload automatically saves your prezi too. Upload speed can be influenced by your network connection. Please be patient. Once ready you will find your prezi on <http://prezi.com>.

## Exporting a prezi

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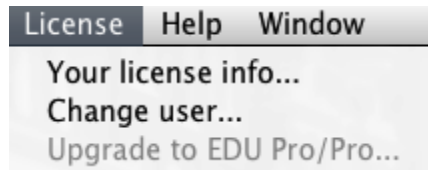
### Export as portable prezi



## License and user informations

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### Click on the License menu



### Check your info



Your license details:

Email: **akos.tothmate@prezi.com**

License type: **PRO**

Expires: **Mon Dec 6 2010**

[Go, create some nice prezis](#)

### Upgrade your license

This is a 30 day trial of Prezi Desktop. Your trial will expire on Tue Apr 27 2010.

**29 days remaining**

[Upgrade to Pro now...](#)

[Continue with trial](#)

You have to be a Pro user in order to use Prezi Desktop after 30 days. Click on Upgrade to EDU Pro/Pro menu item to upgrade your license. After upgrading, you have to restart Prezi Desktop.



### Change Prezi Desktop user

You can change the user account associated with Prezi Desktop by providing a username and password registered at Prezi.com.

Internet connection is necessary to activate Prezi Desktop, it will take around 1 minute.

Email \*

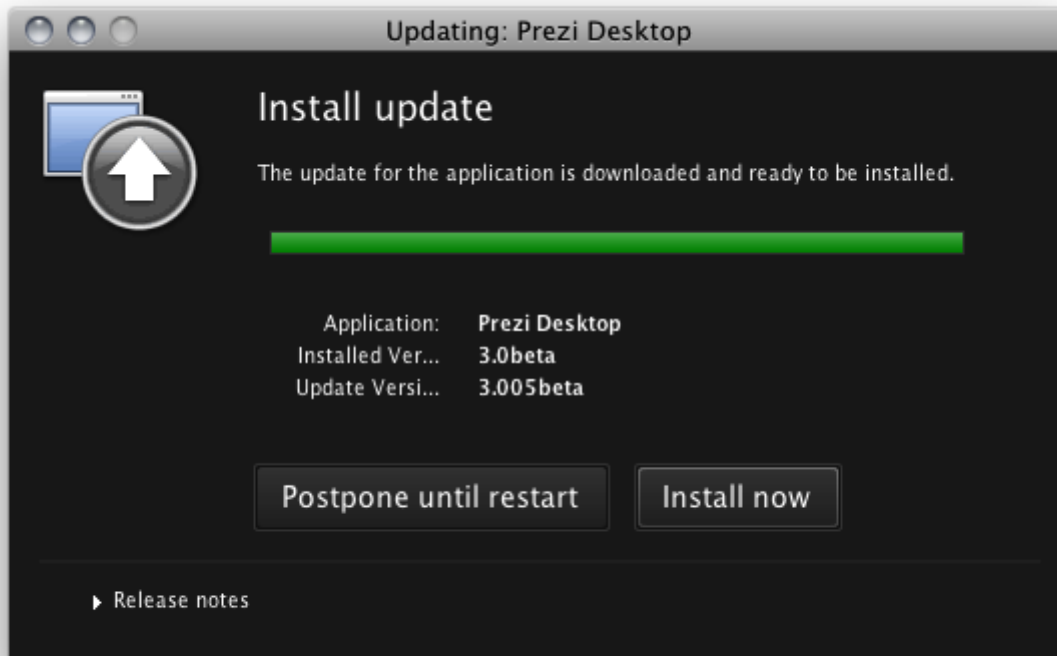
Password \*

By selecting Change user in the License menu you can switch to a different user. After filling in the email and password fields click on the Reactivate button.

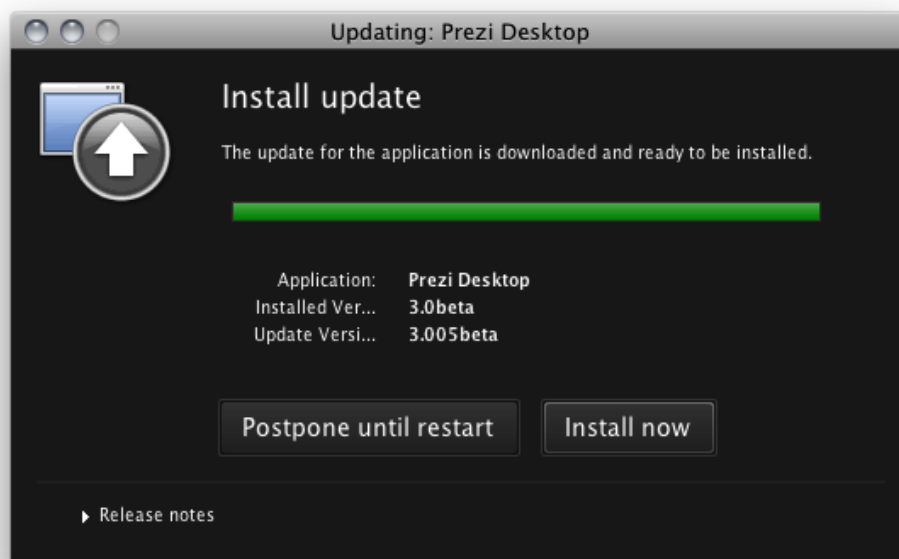
## Update

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**Prezi Desktop automatically checks for updates on start**



**Once the update finishes downloading, choose Install now**



It will restart Prezi Desktop with the update applied.

# Getting help

## If you have questions

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### Check out our community site

Community-powered support for Prezi



**Community** / Overview

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 Ask a question

 [Share an idea](#)

 [Report a problem](#)

 [Give praise](#)

Ask a question. We'll look for answers.

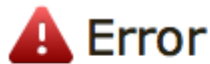
**Continue**

You can ask, report a problem or share an idea on <http://community.prezi.com/prezi>.



## Troubleshooting

### If a problem occurs



Upload failed; please check your internet connection.

**Error:** uploadTokenRetrieveError

**Details:** Could not receive uploadtoken.

OK

### Check Known Issues

## Manual: Knowledge Base

### Known Issues

by Peter P Vajda

- It is currently not possible to **load a PDF in Prezi Desktop**, the offline editor.
- If your prezi is jerky when presenting, it may be that is too small in the mathematical space available for objects. Zoom out, select everything, and scale them all up.

It can be found on <http://prezi.com/learn/known-issues/>


### Get support



Community / Overview

 [Ask a question](#)

 [Share an idea](#)

 [Report a problem](#)

 [Give praise](#)

Report a problem. We'll look for solutions.

Continue

Go to <http://community.prezi.com/prezi> and report your problem. The more details you give about your error the more chance to get a solution. Please include the following:  
What version of operating system and Prezi Desktop do you use?

What steps did you do before the problem occurred?

What did you expect and what happened actually?

If you have a screenshot of the problem or the url of your prezi or if it is possible the .pez file.