
Import a PowerPoint file to create a Claro Project

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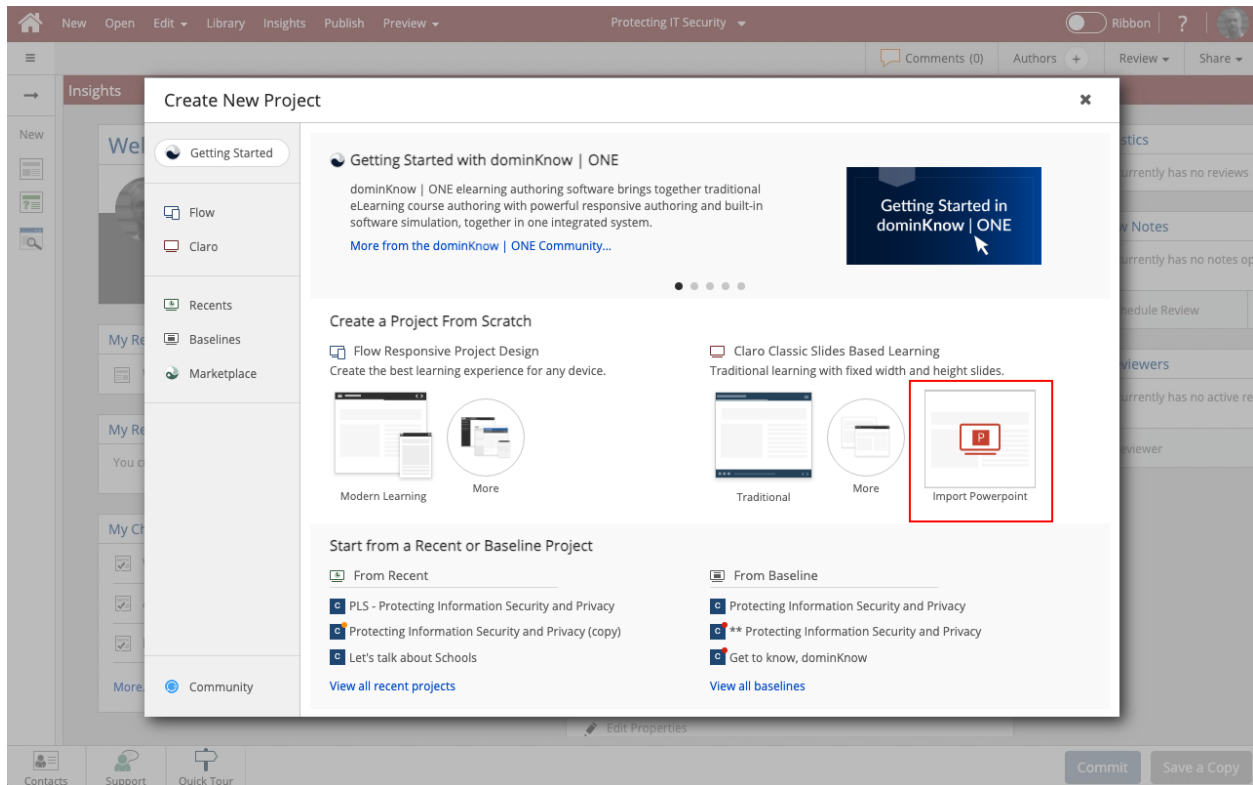
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1. In the upper left corner of the interface, select New.

The screenshot displays the Claro web application interface. At the top, a dark red navigation bar contains a home icon, a 'New' button (highlighted with a red box), and other menu items: 'Open', 'Edit', 'Library', 'Insights', 'Publish', and 'Preview'. To the right of these are 'Protecting IT Security' and a 'Ribbon' toggle. Below the navigation bar is a light gray sidebar with a 'New' button and several icons. The main content area is titled 'Insights' and features a 'Welcome Back' section for 'Chris Van Wingerden' with a 'Continue' button and a question: 'What is your role in preventing slips and trips?'. Below this are sections for 'My Recent Pages', 'My Review Notes', and 'My Checked Out Items'. The 'My Checked Out Items' section lists three items: 'What is your role in preventing slips and trips?', 'Administrative Controls', and 'Engineering Controls'. On the right side of the main content area, there is a large dark gray box with the text 'No Hero Image Assigned'. Below this is a section for 'Protecting IT Security' with a star icon, a description 'No Description', and a list of authors including 'Chris Van Wingerden' with details like 'ID: 100285', 'Language: English - US (en-US)', 'Dimensions: 1280 x 720', and 'Score: 80'. At the bottom right, there are 'Commit' and 'Save a Copy' buttons.

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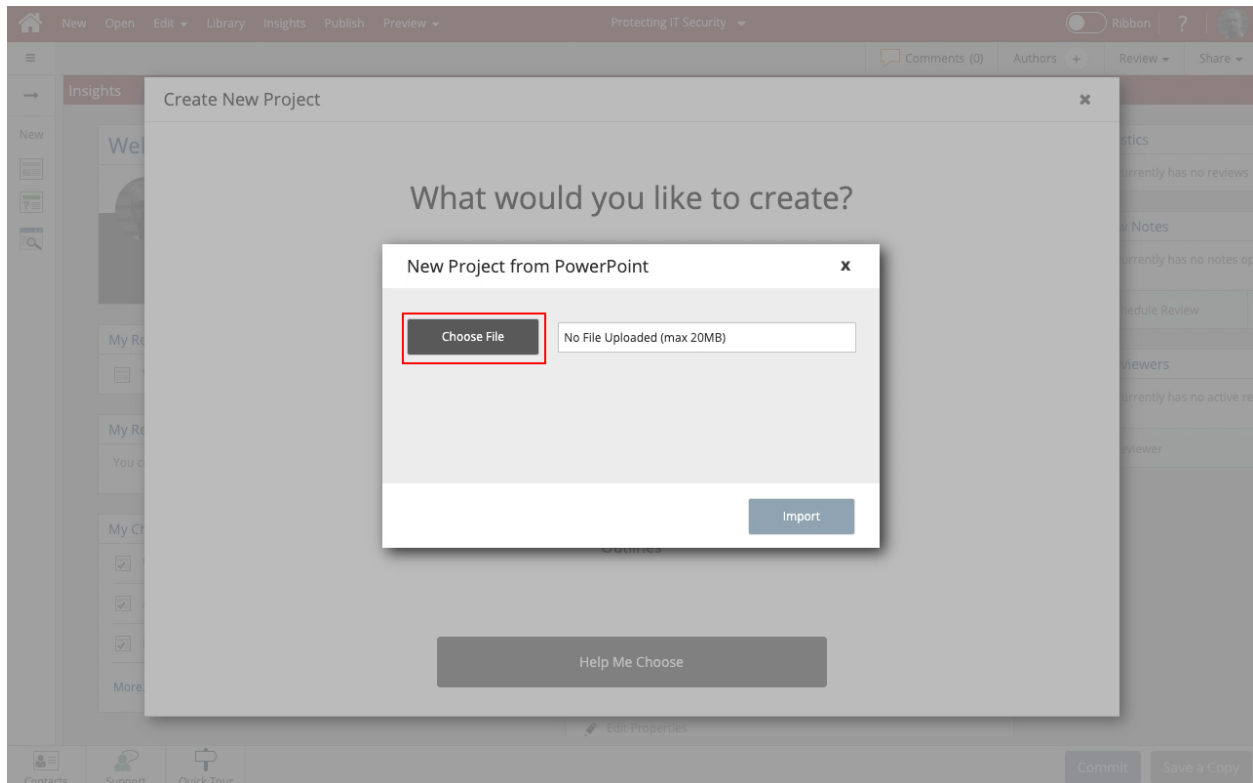
2. Select Import PowerPoint.



PowerPoint files can only be used to create Claro content. This is because PowerPoint pages have fixed dimensions plus content elements on the page are added in layers, which aligns with how pages are structured in Claro. Flow pages are structured very differently so they can resize based on the screen they are being viewed on, and that difference means PowerPoint files can't be easily converted into Flow content.

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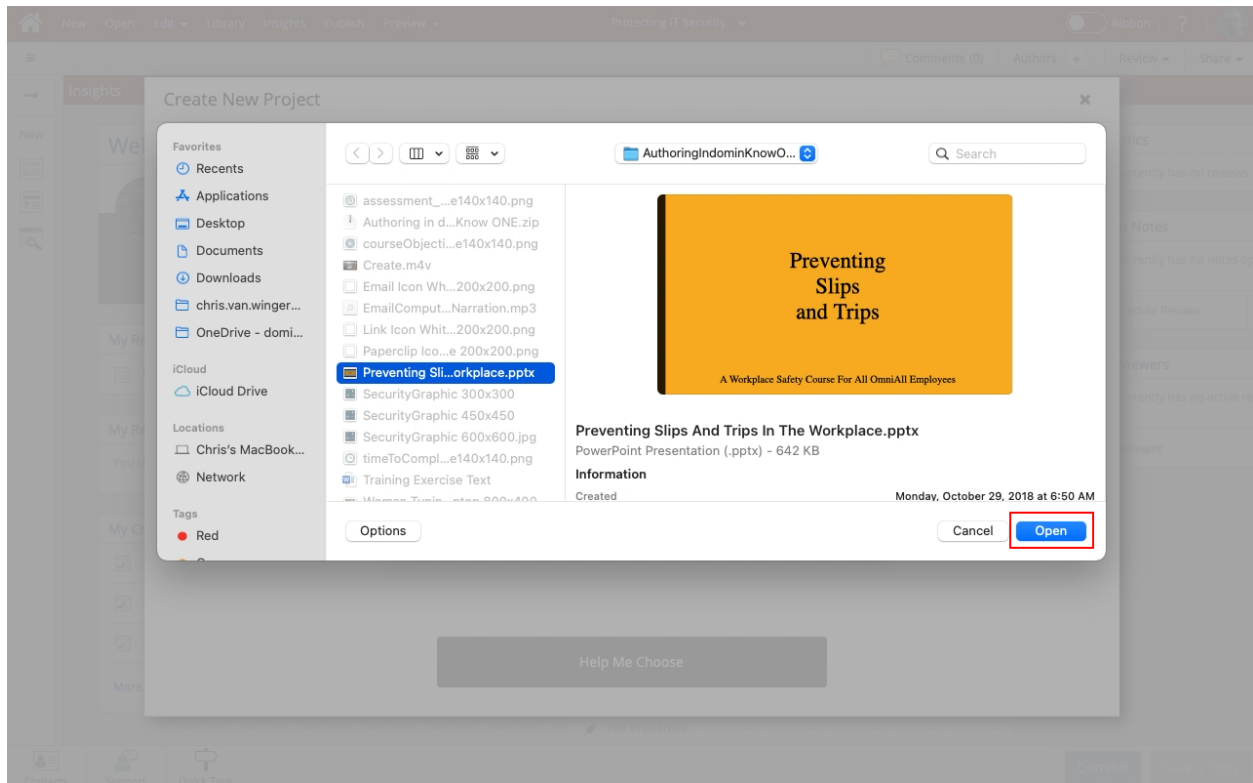
3. Select Choose File.



If your PowerPoint file is more than 20MB, divide it into two or more files and import them separately. You can then merge the imported content back into one course using dominKnow | ONE's Copy From feature, which lets you copy content from one course or project into another.

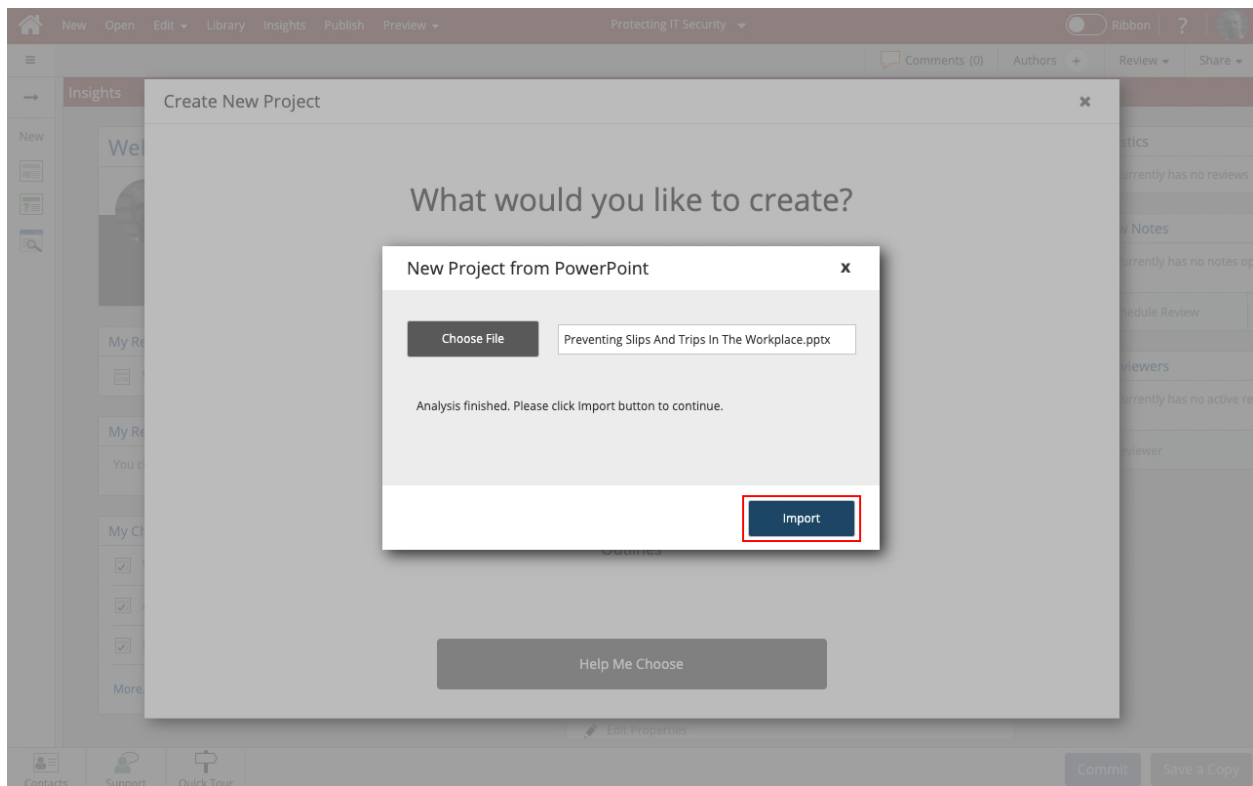
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4. Browse to and select the PPT or PPTX file you wish to upload. Select Open.



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5. The upload process includes an Analysis step. Once that is completed you can finish the import process. Select Import.



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6. After selecting import you will see status bars for the Extracting and Building stages of the import process. The new Project will open, showing the Insights over the authoring Stage. You can now edit any of the pages, as well as add more pages and test questions.

The screenshot displays the Claro Project interface. The top navigation bar includes 'New', 'Open', 'Edit', 'Library', 'Insights', 'Publish', and 'Preview'. The project title 'Preventing Slips And Trips In The Workplace' is visible. The left sidebar shows the 'Project' view with a list of pages: 'Preventing Slips and Trips' (selected) and 'Introduction'. The main area is titled 'Insights' and features a 'Welcome Back' message from Chris Van Wingerden. Below this, there are sections for 'My Recent Pages' (listing 'What is your role in preventing slips and trips?'), 'My Review Notes' (stating 'You currently have no open or pending notes in this project'), and 'My Checked Out Items' (listing 'What is your role in preventing slips and trips?', 'Administrative Controls', and 'Engineering Controls'). On the right, a 'No Hero Image Assigned' message is shown, followed by project details: 'Preventing Slips And Trips In The Workplace', 'No Description', 'Chris Van Wingerden' (2021-05-04), 'ID: 100286', 'Language: English - I', 'Dimensions: 1280 x 72', and 'Score: 80'. The bottom of the interface includes 'Contacts', 'Support', 'Quick Tour', 'Commit', and 'Save a Copy' buttons.