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# Import a PowerPoint file to create a Claro Project

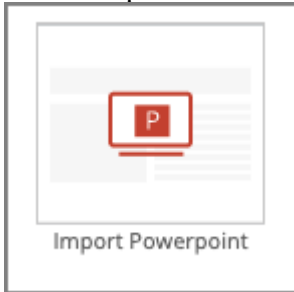
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Created On: March 15, 2024

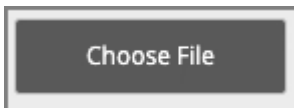
1. In the upper left corner of the interface, select **New**.



2. Select Import PowerPoint.



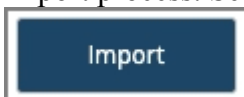
3. Select Choose File.



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



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



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.