

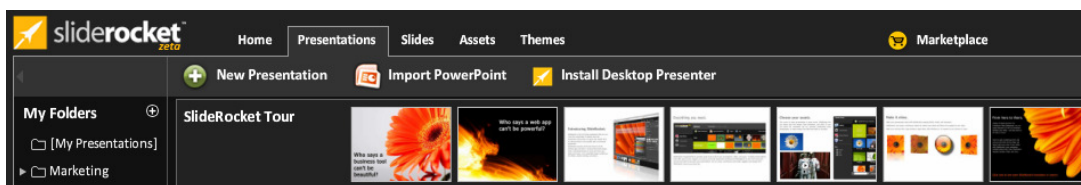
Creating New Presentations

There are two ways to **create new presentations** in SlideRocket. First, users can import an existing PowerPoint file and convert it into a SlideRocket presentation. Second, users can create a new presentation in SlideRocket. Once a user imports all PowerPoint files, it is recommended to create all new presentations in SlideRocket directly.

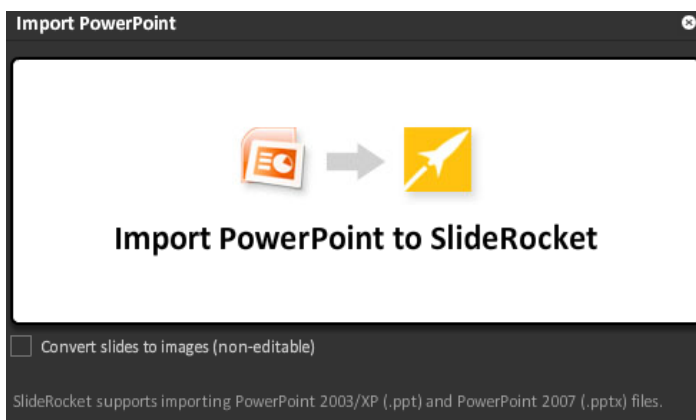
Importing a PowerPoint File

The **PowerPoint import** converts PowerPoint presentations into editable SlideRocket presentations. The presentation will appear in the **Presentations Library** and images, SWF, flash, video and audio files will appear in the asset library. The master slides will be converted into a theme and can be accessed from the **Themes** library.

1. Click on the **Presentations** tab
2. Click the **Import PowerPoint** button



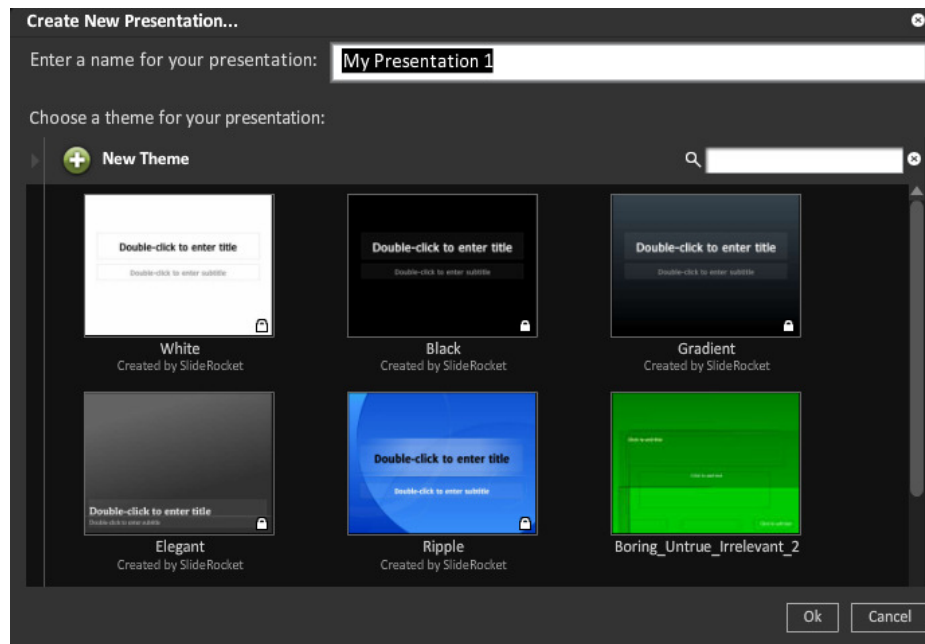
3. Click on **Import PowerPoint to SlideRocket**



4. Select the PowerPoint file to be converted
5. Click **Open** to upload the file. Once the upload is complete, the presentation will open in the SlideRocket editor

ADVANCED NOTE: Users can click **Convert slides to images (non-editable)** when importing a PowerPoint presentation. The import is currently not a one-to-one match, however, this selection will be a closer depiction of the original presentation.

Creating a New Presentation in SlideRocket



1. Click on **New Presentation...**
2. Enter a name for your presentation
3. Choose a theme for your presentation
4. Click **Ok**

ADVANCED NOTE: Themes can only be customized by users that have edit permissions. If a padlock icon is displayed, that means a theme can be used but not edited. To learn how to edit the theme of a new presentation, please refer to the SlideRocket documentation at:

<http://www.sliderocket.com/support/documentation.html>

When changing a theme, be sure the previous theme and the new theme have the same placeholders. If the new theme does not contain the same placeholders, then those placeholders will be deleted when the theme is changed.