Lectora®

PowerPoint Import Pre-flight Checklist

Prepare your PowerPoint to streamline import into Lectora.

Before Import:

- ☐ **Create an import copy** of your PowerPoint presentation (PPT), saved in PPTX format. Make sure your original is backed up in a safe place.

- ☐ **Set the page size** of your PPT to match your desired slide import size in Lectora. (Check the import options available within your version of Lectora.) Imported content will be scaled to match the page width selected on import.

- ☐ **Audit image format.** Images must be PNG, JPG, or GIF to import correctly. Convert or replace images, if necessary.

- ☐ **Audit image size.** Use an image editing tool to resize and optimize any large, high resolution images for eLearning delivery.

- ☐ **Consider cropped images.** Only the visible portion of a cropped image will import. Uncrop prior to import if you want to be able to use the entire image later.

- ☐ **Remove slide transitions and animations.** For best results, replace these with new eLearning specific transitions and interactions in Lectora.

- ☐ **Remove unwanted speaker notes.** Speaker notes will import as notes in Lectora. (They will be visible to the developer, but will not publish in Lectora.)

After Import:

- ☐ **Review your project** page by page and adjust anything that may not have imported as desired.

> **Note:** PowerPoint Slide Masters import as chapter or project level elements in Lectora and will be inherited by their associated pages.

eLEARNING brothers