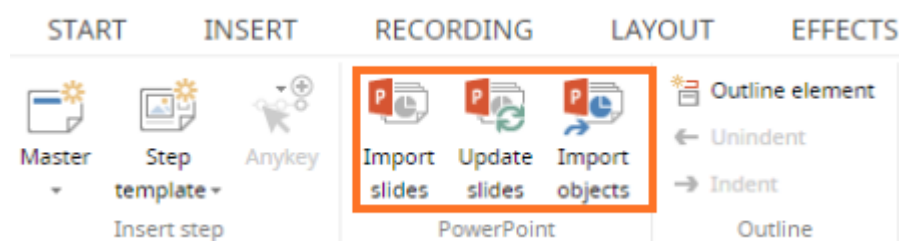# PowerPoint import

This documentation will reveal how to import objects and slides from PowerPoint presentations into a document and how to create placeholders for them.

The import function in the Document Editor allows you to easily integrate existing PowerPoint presentations into a Producer document.

You will be able to choose between:

- importing all or just individual **slides** from a PowerPoint file
- importing individual **objects** from a presentation
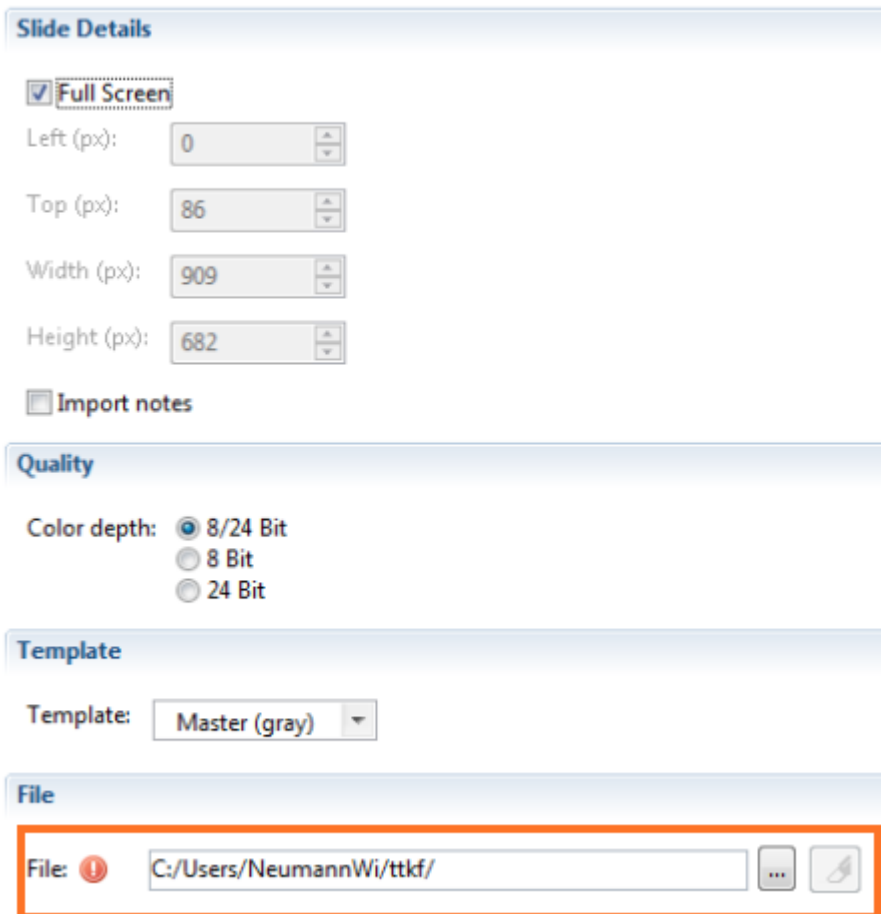- or initially creating just a **placeholder** for a PowerPoint slide.

🖉 In the event that changes are subsequently made to a PowerPoint presentation, you also have the option of updating the **imported slides**.

1   Importing PowerPoint slides

To import slides from a PowerPoint presentation into a document, use the **Import slides** button on the **Structure** tab in the **Document Editor**.

A window opens as soon as this button is clicked. This is where you can edit the settings for importing the PowerPoint presentation.
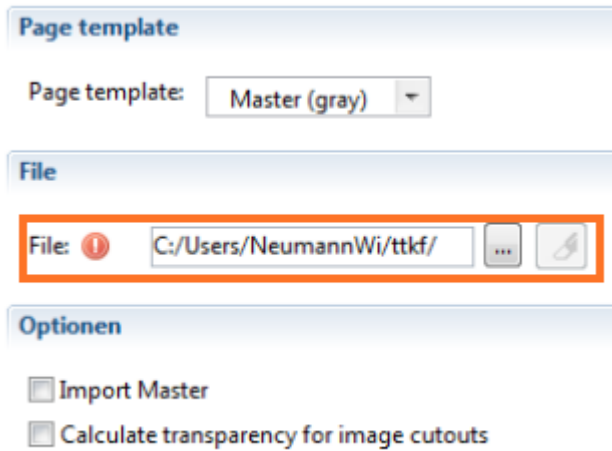
1.1 Updating slides

The **Update slides** button on the **Structure** tab in the Document Editor allows you to update slides that were subsequently changed in the original PowerPoint presentation.

🖉 Please note that only those slides that were originally imported will be updated. If other slides have been added to the PowerPoint presentation in the meantime, these slides will not be taken into account during the update procedure.

2 Importing objects from PowerPoint slides

The **Import objects** button on the **Structure** tab in the Document Editor allows you to individually import all the objects included in the slide – such as text and graphics – in order to edit them in the Document Editor.

A window opens as soon as this button is clicked. This is where you can specify other options for importing the objects.

If you want, here you can also specify which **template** is to be used as the page master.

The **file selection** section is for entering the path to the desired PowerPoint presentation. Alternatively, you can also search for the file. Once the appropriate file has been selected, another window opens with a preview in which you can specify which slides you want to insert into the current view.

✎ In some cases, the **imported objects** are not positioned and formatted in exactly the same way as in the source file. For example, the fonts used in PowerPoint are mapped to the fonts in the Producer document. Other object animations may also be modified.

✎ Only objects will be imported during the import. Animations cannot be imported.

3 Creating and filling a placeholder

A **placeholder** can be inserted in the Document Editor by selecting the **Placeholder** button in the **Presentation objects** function group on the **Start** tab.

To fill it, simply double-click the placeholder and enter the path to the desired PowerPoint presentation. Alternatively, you can also search for the file. Once the file has been selected, another window opens with a preview in which you can define which slides you want to insert into the current view.

The slide is adapted to suit the format of the respective placeholder. Only one slide from a presentation can be imported into each placeholder. It's possible to scale the placeholder in the Document Editor both before and after filling. Once a placeholder has been filled, you can use the **Edit file** option in the context menu to open the object again in PowerPoint, allowing you to edit it further. Any changes made are automatically transferred to the current view.