
How do I import data from PowerPoint?

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PowerPoint presentations can be converted in two ways: you can bring in a snapshot or picture of each slide and you can also bring in the plain text contained on each slide. It is a common practice to use images to represent the data as it appears in PowerPoint in your final HTML while keeping the textual data “hidden” to enable a user to search the data contained on the slides. GoFiler is able to do both simultaneously.

Before you begin, verify your settings in GoFiler's preferences, using the steps below. The default options for converting PowerPoint presentations are located on the **Translate** tab.

1. Open the application settings by pressing the **Preferences** button on the **File Ribbon**.
2. Go to the **Translate** tab.
3. Click **Meta to HTML** in the left sidebar.
4. Set the options as necessary. Users typically want both the Image Version of Meta Data and Text Version of Meta Data options checked.
5. Press **OK** to save the preferences.

To convert a PowerPoint presentation to EDGAR HTML, follow the instructions below.

1. Open the document to be converted in PowerPoint.
2. Use the **Save As** function to save the file as an Enhanced Meta File. You can change the type of file to be saved on the Save As dialog through the Save as type drop-down list. Choose the Enhanced Meta File (*.emf) option. Please note that older versions of PowerPoint may not allow you to save as an Enhanced Meta File. If you can't find that file type in the list, choose to save your presentation as a Windows Meta File (*.wmf) instead.
3. A query will appear, asking you if you would like to save one slide or all the slides in the presentation. Select the option to save all of the slides. These resulting files will then be placed into a subfolder with names based on the original file name. Please note that older versions of PowerPoint may use your screen resolution and aspect ratio to determine the parameters for the resulting image files created by this process. If you have a 16:9 monitor, you may have to change the screen resolution to achieve slides that appear the same as in PowerPoint.
4. Go to GoFiler.
5. Create a new HTML file and save that file into the project folder. The file must be saved prior to the conversion process.

6. Use the **Import File** function in the **Data Toolset** of the **File Ribbon**. When the browser dialog appears through which you select the file to be inserted, choose any one of the slides that you exported from PowerPoint. This slide may be a *.emf or *.wmf extension, depending on your version of PowerPoint. Which file you select does not matter; all of the slide images will be converted and sorted.
7. If you haven't already set up your permanent conversion options in the application settings, review the options for import by pressing the Setup button on the Insert Meta File(s) dialog.
8. Press OK to convert the data to HTML.

The **Information View** window will contain messages about the import process.

After you have completed the conversion process, you may want to adjust the appearance of the image files in your document. The tools to adjust images are located on the Picture Ribbon. These tools will only alter the display of the image in your HTML document; they will not alter the underlying image file.

You can edit the image files in GoFiler by opening each image and using the tools available on the Image Ribbon.