

How to Upload Content

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Making your **Content** accessible in ClearSlide is essential to your success within the platform! Luckily, uploading **Content** into ClearSlide is extremely easy to do.

First and foremost, below are some details to keep in mind before getting started:

You have unlimited storage within ClearSlide, so don't be shy about how many things you need/want to upload into the platform.

The maximum file size for a video is **2GB**.

The maximum file size for an asset is **1.8GB or 100 pages, whichever comes first**.

In a rush? You can also divide your document into multiple pieces and stitch them back together within ClearSlide.

Click [here](#) for a more detailed walkthrough.

You can upload 100 separate files at once.

You can upload a variety of file formats, including PowerPoint, Keynote, PDF. For a full list of supported file formats, click [here](#). *(ClearSlide does not support Keynote rich content and custom fonts)

There are four ways you can upload **Content** into ClearSlide:

1. Upload Content via Drag & Drop

We continue to be amazed by this method of content uploading (how does ClearSlide know that you're floating a document over it?!). The powers of the internet never cease to amaze.

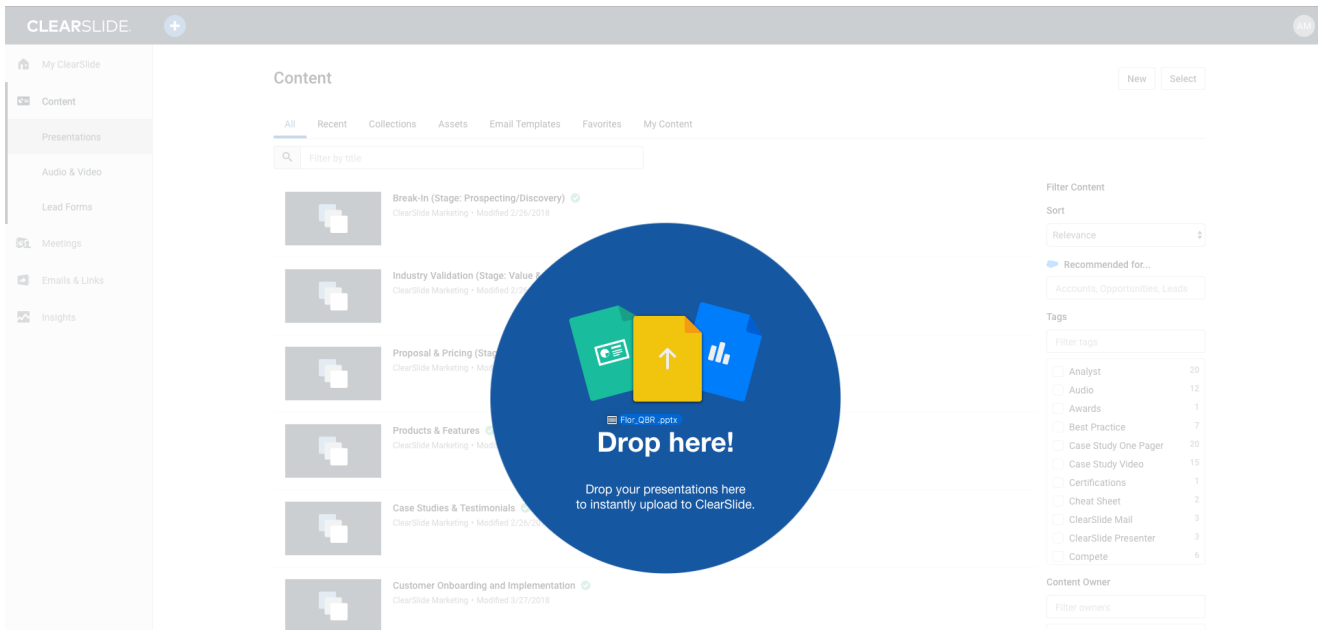
Locate a document on your desktop or in a finder window that you'd like to upload into ClearSlide

Drag and drop the document onto any page within ClearSlide

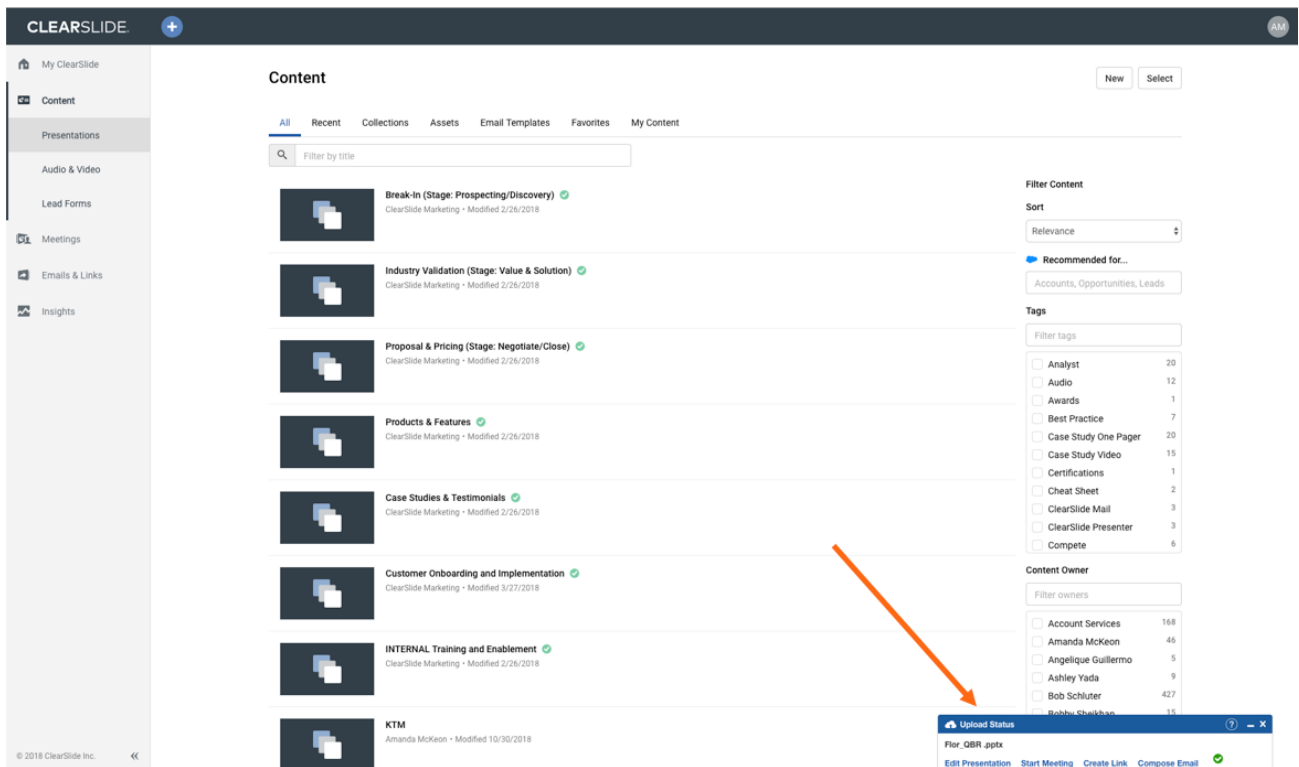
NOTE: *You do not have to be in the **Content Library** to successfully upload **Content** with this method. As with the **Quick Actions** method of uploading **Content**, you can select multiple documents to drag/drop at once.*

Your **Content** will automatically begin uploading. You can view the status of your upload(s) via a tray that will appear

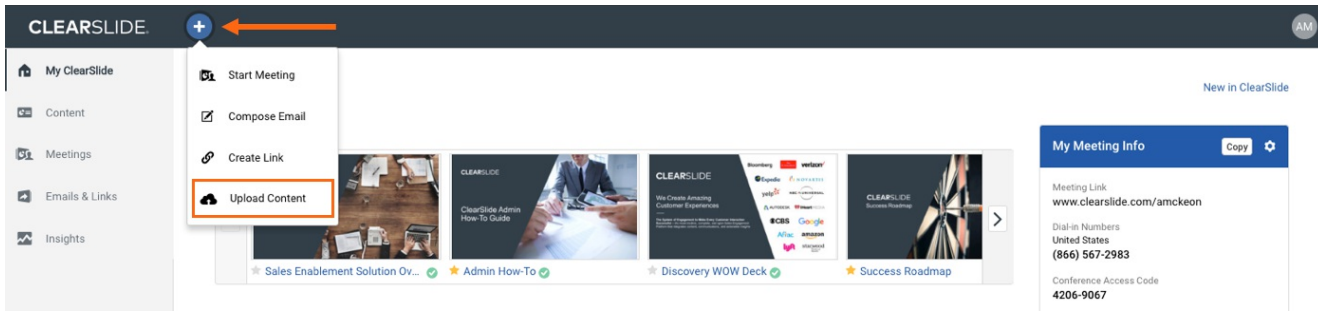
in the lower right corner of the page within ClearSlide



Once a green check mark icon appears within the tray, your **Content** has been successfully uploaded. There is no further saving that you have to do, so you're able to use and edit it right away.



2. Upload Content using the **Quick Actions** button within the **Navigation** bar.



3. Upload Content via a linked Storage Account

Being the tech-savvy person that you are, you may have some of your **Content** stored elsewhere in the Cloud. ClearSlide makes it easy to access & import **Content** from Box, Dropbox, and Google Drive directly within ClearSlide.

From within your linked **Storage Account**, simply click 'Import' next to the file(s) you'd like to upload to the **Content Library**

