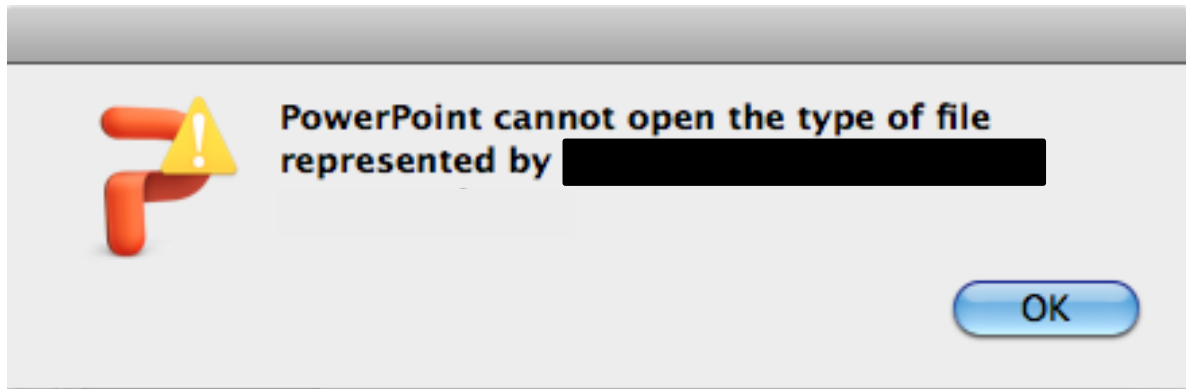


# Importing Word 2011 Outlines to PowerPoint 2011

Some Macs are giving an error when you try to import a Word 2011 outline in to PowerPoint 2011

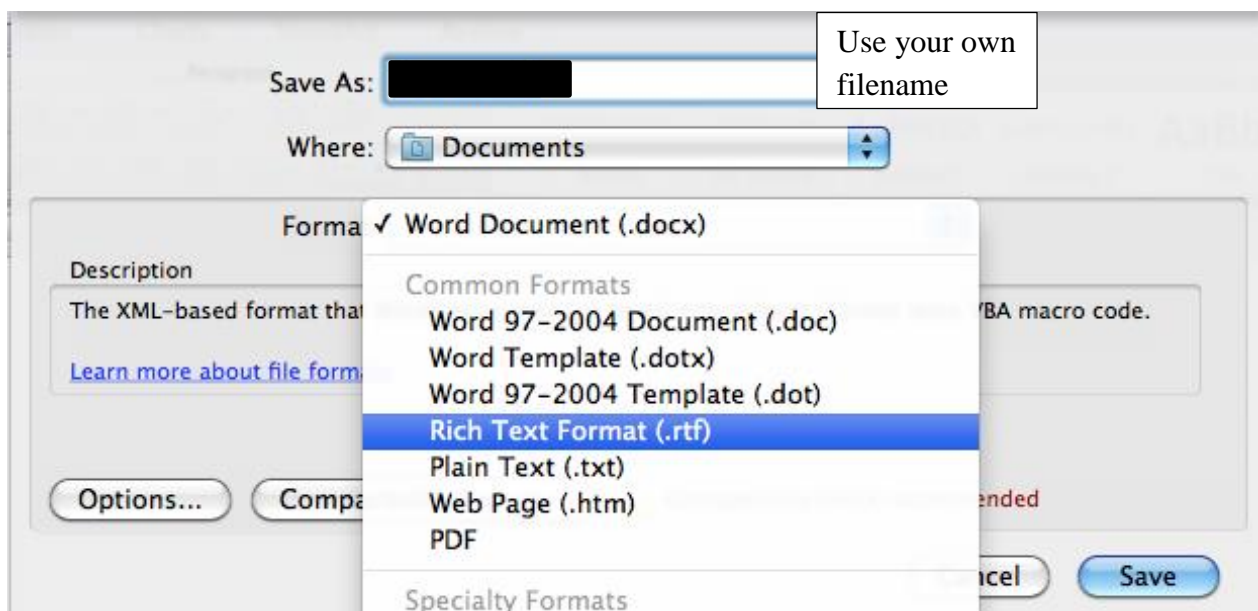


## In Word 2011

To import your outline, open up the outline in Word 2011 and save it as an RTF. Follow these steps

From the menu select – File – **SAVE AS**

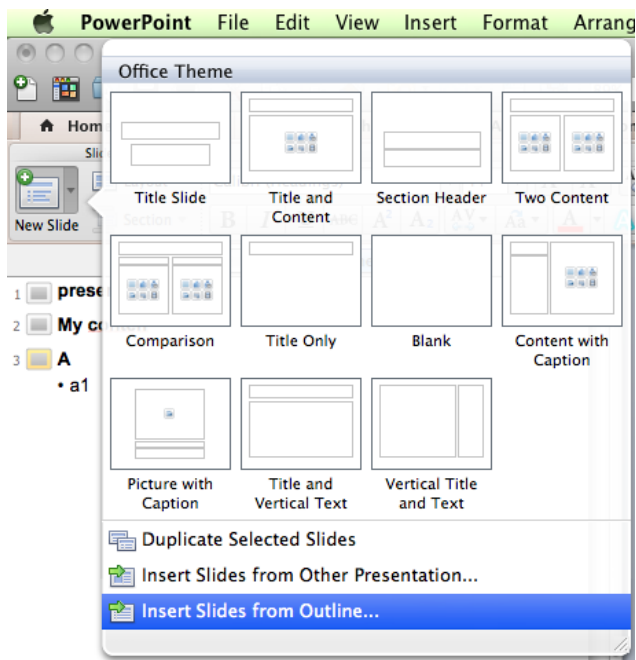
As shown below for format select *Rich Text Format*



Go back to PowerPoint 2011

## In PowerPoint 2011

Click the down arrow next to New Slide and select **Insert Slides from Outline**



Navigate to your RTF file and select it.

The slides will be imported, however the bibliography information will not be imported.

Copy your bibliography items from the RTF or Word document and paste on the Bibliography slide in PowerPoint.