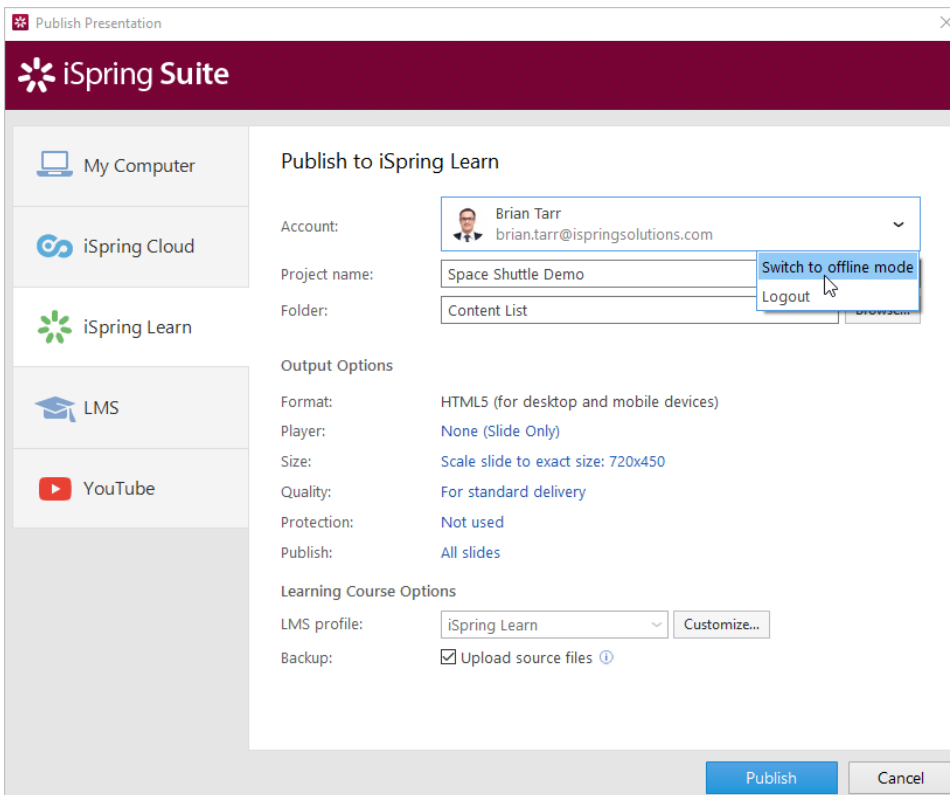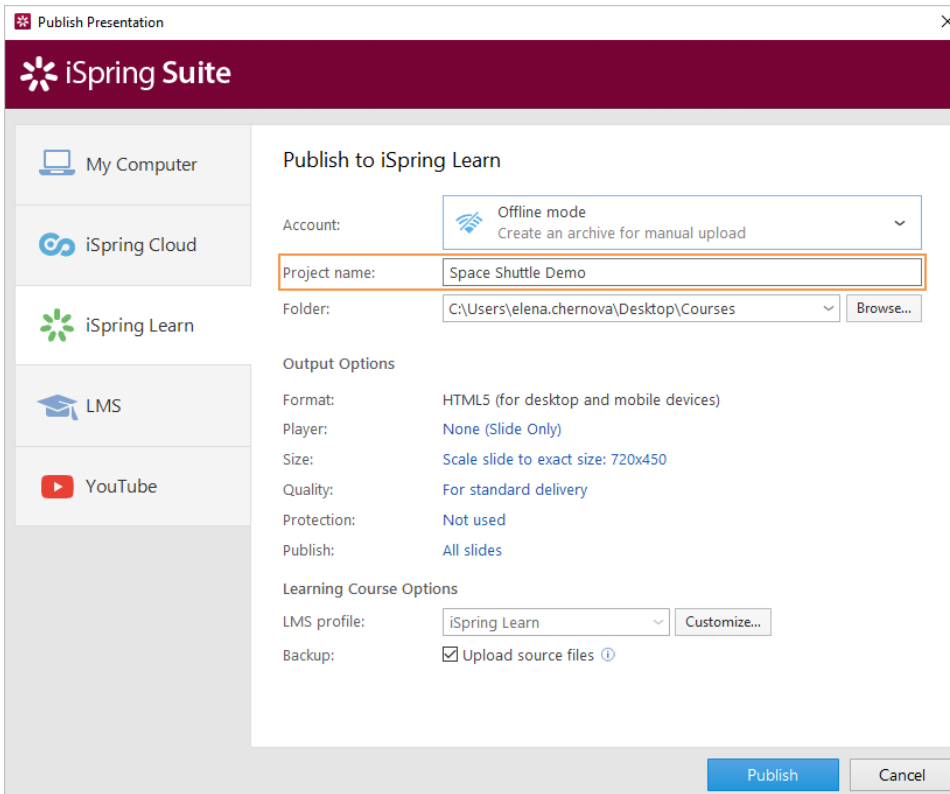# Manual Upload to iSpring Learn

If online publishing cannot be completed because of an antivirus program or a proxy server error, you can upload the presentation to iSpring Learn manually via the iSpring Learn web interface.
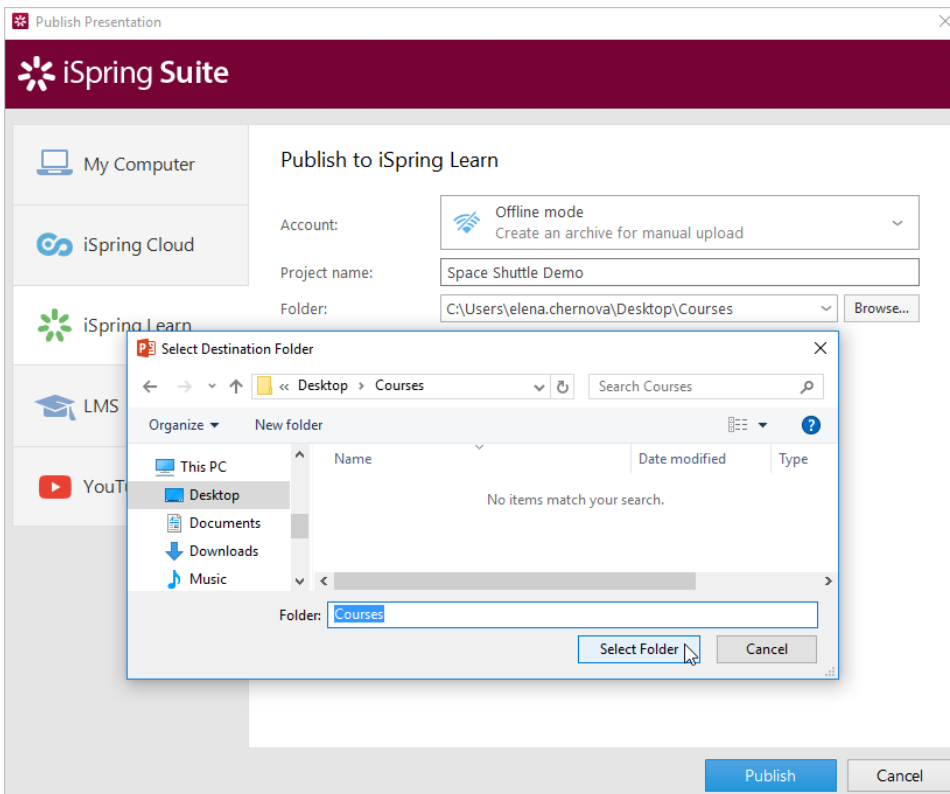
1. Go to the **Account** menu and select **Switch to offline mode**.
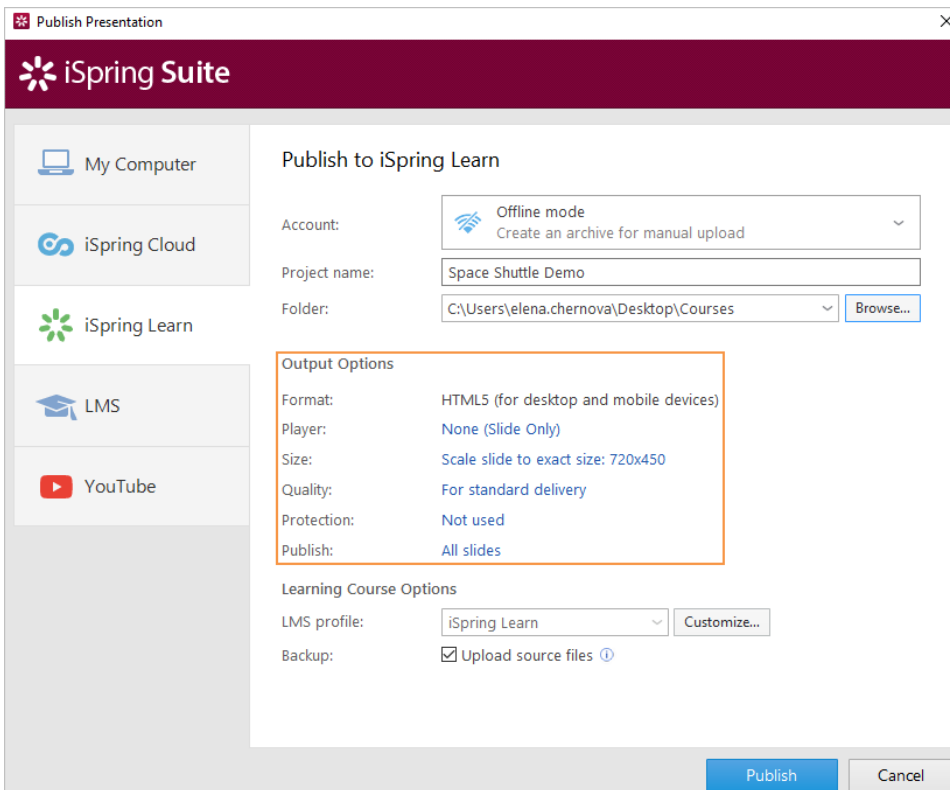

2. Enter a title in the **Project name** field. By default, the name is the same as the one of the PowerPoint presentation.
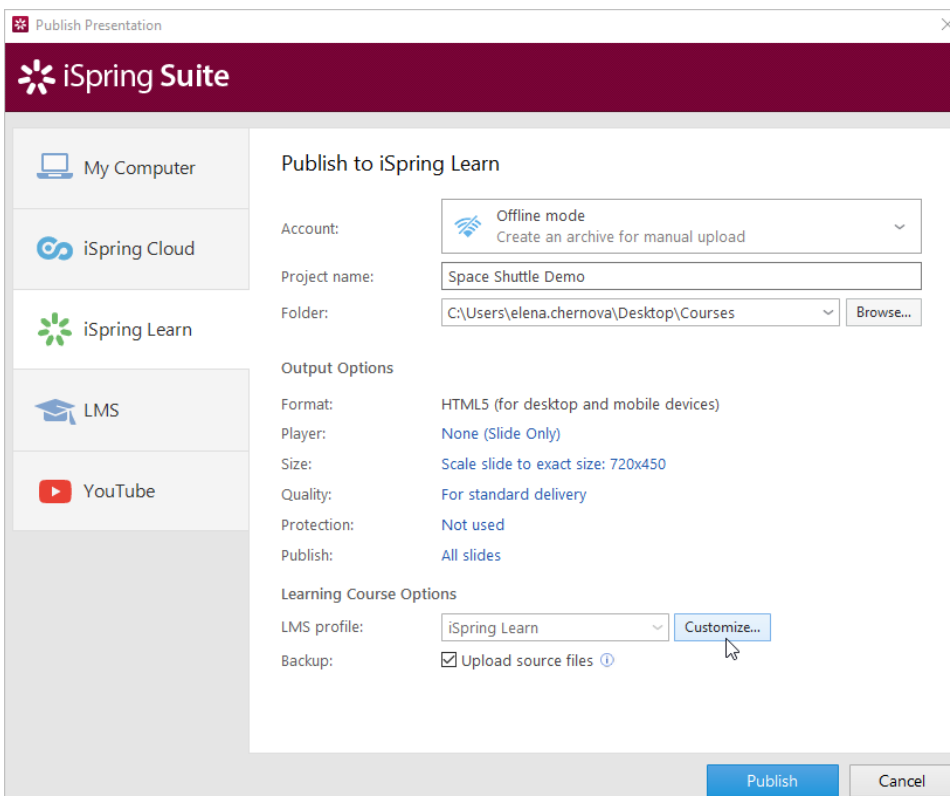
3. Specify the local or network folder in which the content item will be saved in the **Folder** field. To do this, click the **Browse...** button on the right.
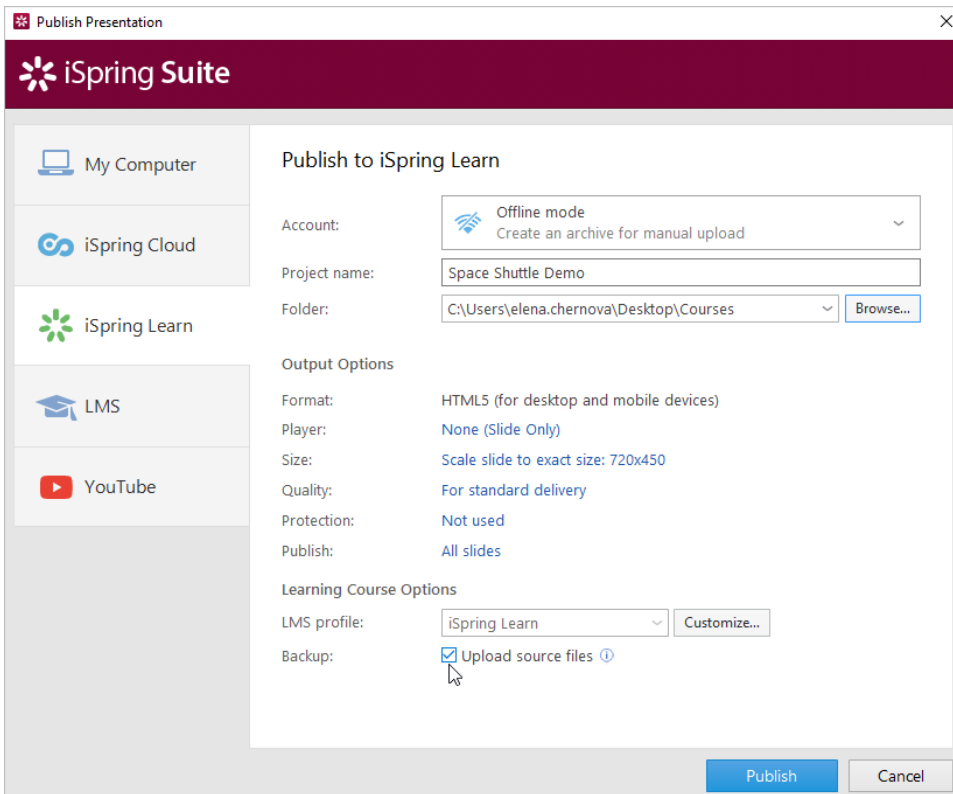

4. Then, set up output options:
   - select the player type or customize the already chosen player,
   - specify how the content item behaves in a browser,
   - select the quality level of images, audio and video files,
   - configure protection settings for your presentation,
   - choose which slides you would like to publish (all or only the selected one).
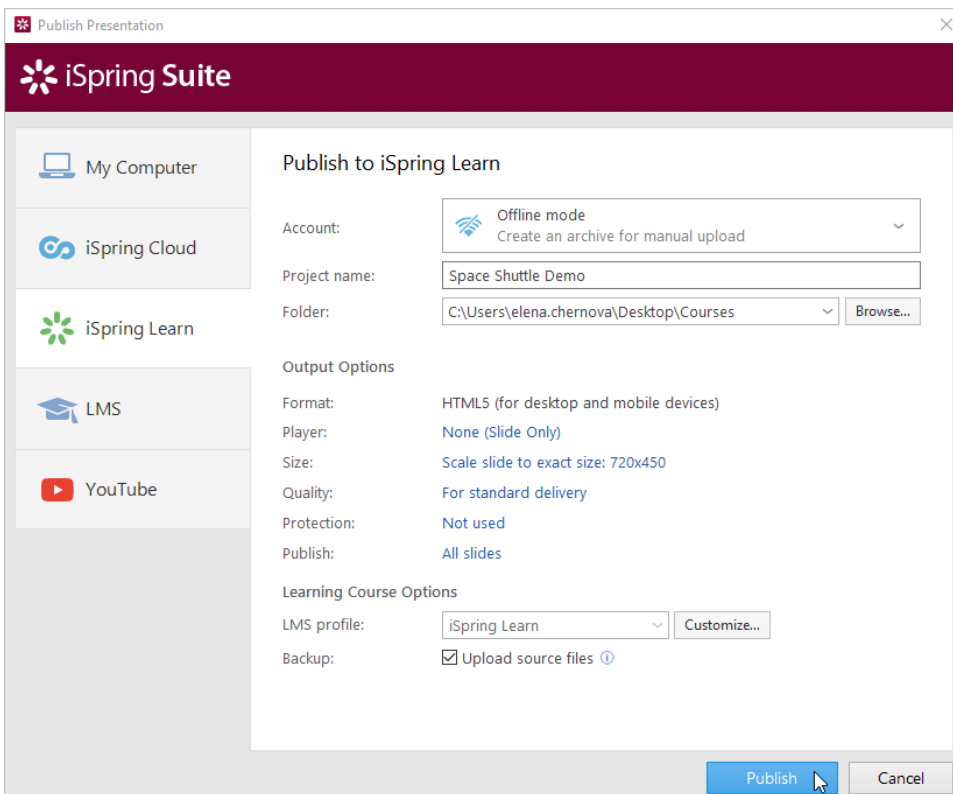
5. Next to the **LMS Profile** menu, click **Customize** to change additional information about the content author, description, tags, and completion settings.
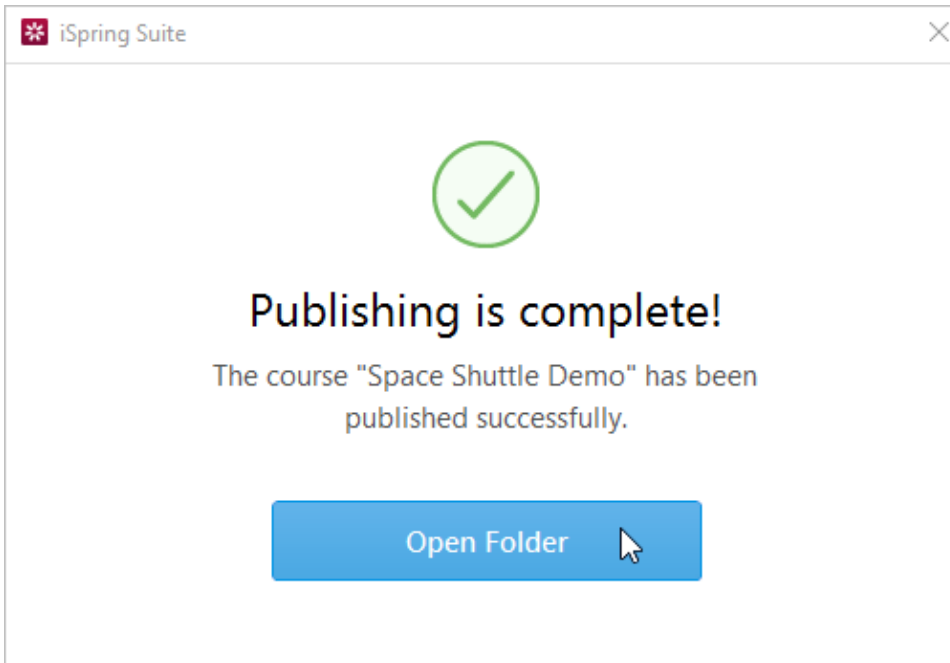

6. In the **Upload Options** section, check **Upload source files** if you want to save the source content files in iSpring Learn. That way, you can work on the project in a team or store a backup copy of the item in the cloud.

7. Click the **Publish** button.

8. After publishing is complete, click the **Open Folder** button.

iSpring Suite creates a package ready for uploading to the iSpring Learn service. Now you can log into your iSpring Learn account and upload this package to a course at any convenient time. To learn more, read the detailed instructions for uploading content via the web interface.