

How to View, Save, & Print PowerPoint Documents...

This tutorial will guide you through viewing, saving, and printing Microsoft PowerPoint documents. First, we will need to adjust several Windows and browser settings (depending on your browser version and operating system). After you have adjusted the necessary settings you will be able to view, save, and print PowerPoint documents like you would any other Microsoft PowerPoint document. *Note: You may not have to adjust the settings outlined in this tutorial to view PowerPoint documents; however, adjusting your browser and system settings as outlined in this tutorial will ensure optimal performance and ease of use.*

When downloading and viewing files from the internet (from WebCT, email attachments, other WWW sites) ensure you trust the source and author of the document before opening the file on your system. Microsoft Office has a feature called Macros. Macros are a series of commands and instructions that you group together as a single command to accomplish a task automatically. While there are built in security features to limit the execution of macros there is the possibility of these macros being exploited and intruding your system. Therefore, think twice before opening an office document received from an unknown or non-trustworthy source.

Choose the link corresponding to your browser and operating system from the links below. *Note: This document does not yet contain technical support for Macintosh operating systems.*

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Do I Have Microsoft PowerPoint on my Computer?

You will need either Microsoft PowerPoint or Microsoft PowerPoint Viewer installed on your computer to view PowerPoint documents. *Note: If you know that you have Microsoft PowerPoint or Microsoft PowerPoint Viewer installed on your computer you can proceed to the next step, which is adjusting settings for your browser.* If you are unsure of whether you have Microsoft PowerPoint or PowerPoint Viewer installed follow the steps below to find out...

For Windows 98 Users...

- Click **Start**, the *Start* menu will appear.
- Click **Find**, the *Find* submenu will appear.
- Click **Files or Folders**, the *Find Files or Folders* search window will open.
- In the criteria text box type:
POWERPNT.EXE, PPVIEW32.EXE
- Make sure you have selected **Look In: Local Drives.**
- Click **Search.**

For Windows ME or Windows XP Users...

- Click **Start**, the *Start Menu* will appear.
- Click **Search**, the *Search* window will open.
- Click on **All Files and Folders.**
- In the criteria text box type:
POWERPNT.EXE, PPVIEW32.EXE
- Make sure you have selected **Look In: Local Drives.**
- Click **Search.**

- If either of the two files is found or both are found then you have Microsoft PowerPoint and/or Microsoft PowerPoint Viewer installed on your computer and you can proceed to the *Adjusting Settings* section of this tutorial.
- If you receive a message stating: “*Search is complete. There are no results to display*” you do not have Microsoft PowerPoint or PowerPoint Viewer installed on you computer. You will need to download Microsoft PowerPoint Viewer for **free** and install it on your computer.

What If I Don't Have Microsoft PowerPoint on my Computer?

If you do not have Microsoft PowerPoint or Microsoft PowerPoint Viewer installed on your computer you will have to download and install your free copy of Microsoft PowerPoint Viewer 97 by following these steps...

- First, go to <http://office.microsoft.com/downloads/2000/PPview97.aspx> to download Microsoft PowerPoint Viewer 97.
 - The *File Download* dialog box should appear prompting you to choose between Opening or Saving (Downloading) the file to your computer. You want to click **Save or Download** (*the name of this option varies between browser types and versions*). The *Save As* dialog box should appear.
 - Choose a location on your computer **that you will remember** to save this file to. *For ease of you use, please do not change the filename already given to the file.* After you have chosen the location, click **Save**. After the download has completed you should see the *Download Complete* box. Click on **Close**.
 - Now, go to the location where you downloaded the file to (for example: on your Desktop, in My Documents, on the c:\ drive) and double click on the program file. A *Microsoft PowerPoint Viewer 97* dialog box will appear.
 - It will ask you, “*This will install Microsoft PowerPoint Viewer 97. Would you like to continue?*” Click **Yes**. The *Microsoft PowerPoint Viewer 97* install screen will then display.
 - You will be asked if you wish to install this program. Click on **Continue** and follow the installation instructions presented to you.
 - When the installation process has completed and if you have not already restarted your computer, please do so now.
 - Once your computer has restarted, open this tutorial again and proceed to the *Adjusting Settings* section of the tutorial.
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Adjusting Settings for all supported versions of Internet Explorer on Windows 98 Systems...

Locate the *My Computer* icon on your desktop...

- Double-click on the **My Computer** icon.
- Click on the **View** menu and then on **Folder Options**.

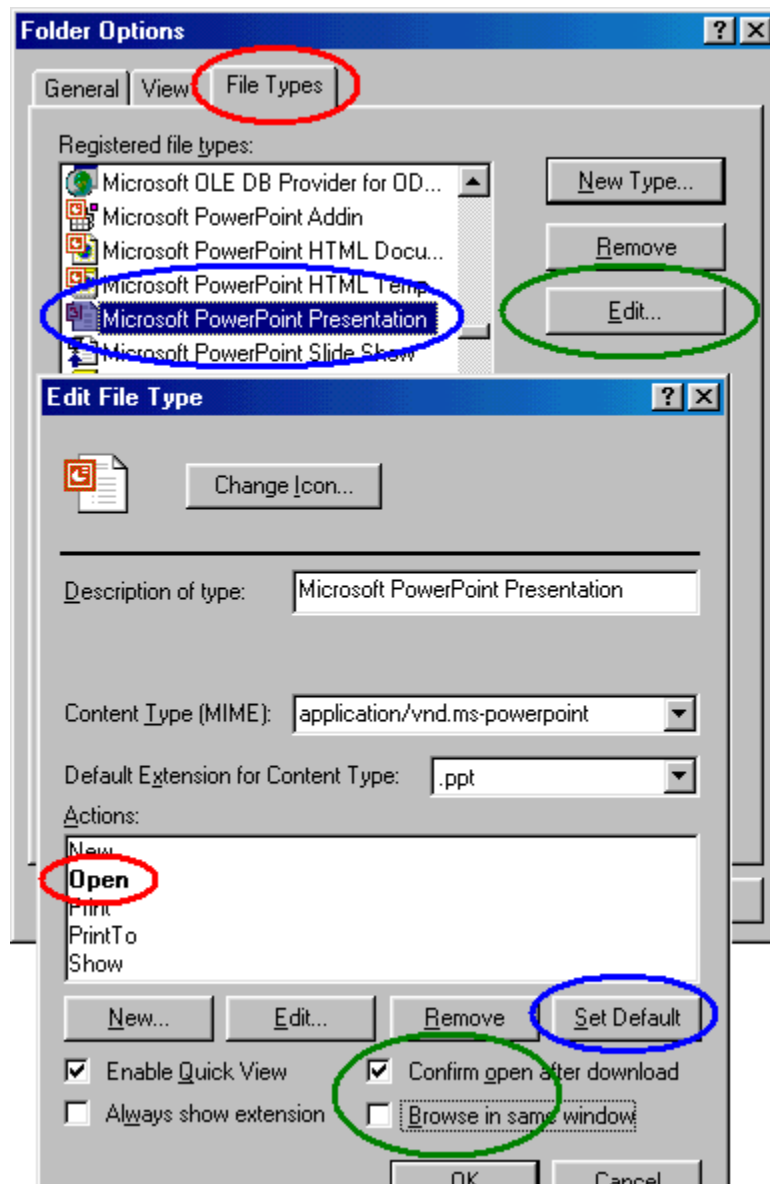
The *Folder Options* dialog window will open...

- Click on the **File Types** page tab.
- Scroll through the list of *Registered file types* and select **Microsoft PowerPoint Presentation**.
- Click on **Edit**.

The *Edit File Type* dialog window will open...

- Scroll through the list of *Actions* and select **Open**.
- Click on **Set Default**.
- Select the **Confirm open after download** option. Deselect **Browse in same window** options.
- Click on **OK** and you will return to the *Folder Options* dialog window.
- Click on **Close** and you will return to *My Computer*.
- Close the *My Computer* window.

Now you are ready to go to the [Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Internet Explorer for all Windows Systems](#) section of the tutorial.



Adjusting Settings for all supported versions of Internet Explorer on Windows ME and Windows XP Systems...

- Click on My Computer () found either on the Desktop or the Start menu.

The *My Computer* window will open...

- Click on **Tools**.
- Click on **Folder Options**.

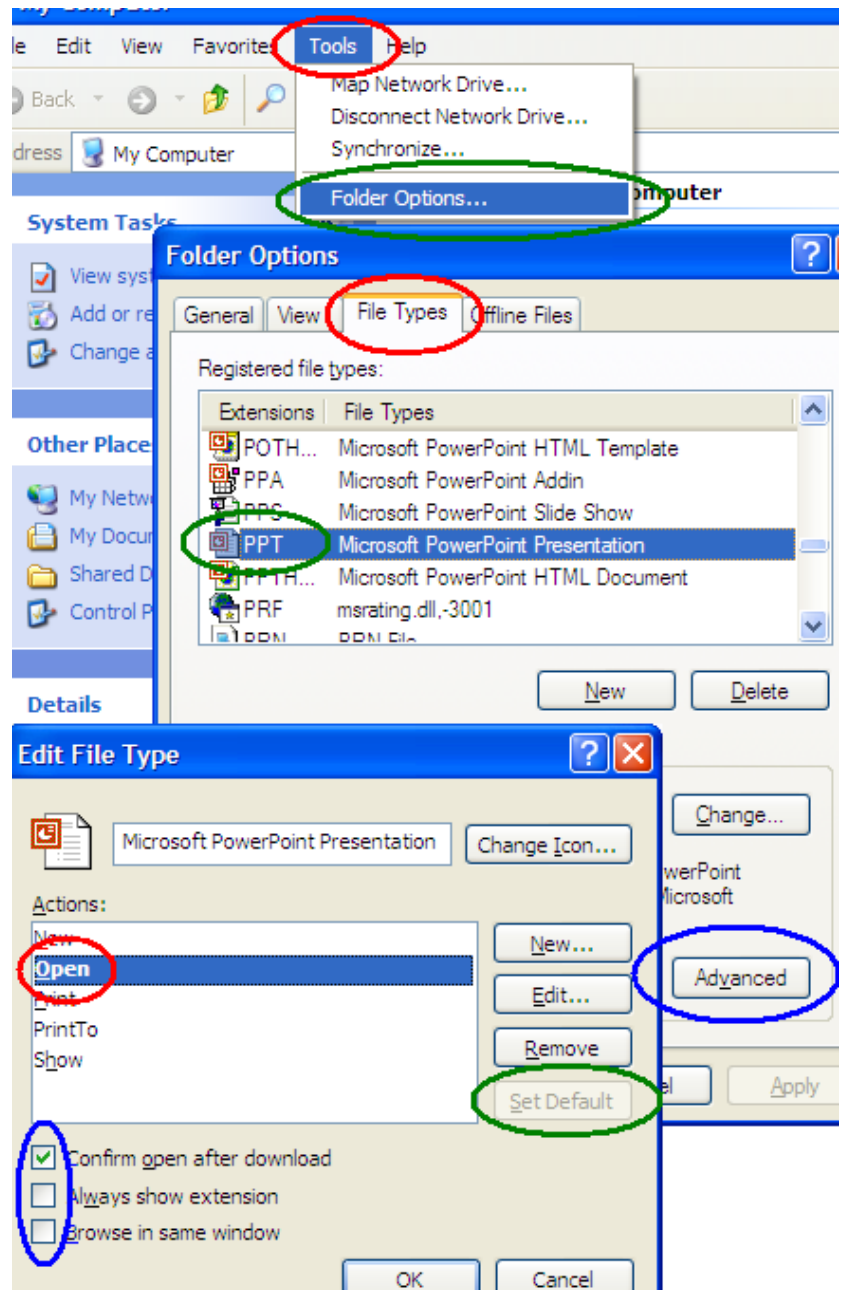
The *Folder Options* dialog window will open...

- Click on the **File Types** tab.
- Scroll through the *Registered file types* list and select **PPT** in the *Extensions* column.
- Click on **Advanced**.

The *Edit File Type* dialog window will open...

- Scroll through the list of *Actions* and select **Open**.
- Click on **Set Default** (if this action is already the default, the **Set Default** button will be disabled as it is in the screen shot to the left).
- Select the **Confirm open after download** option. Unselect the **Always show extension** and **Browse in same window** options.
- Click on **OK** and you will return to the *Folder Options* dialog window.
- Click on **Close** and you will return to *My Computer*.
- Close the *My Computer* window.

Now you are ready to go to the [Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Internet Explorer for all Windows Systems](#) section of the tutorial.



Adjusting Settings for Netscape version 4.76 on all Windows Systems...

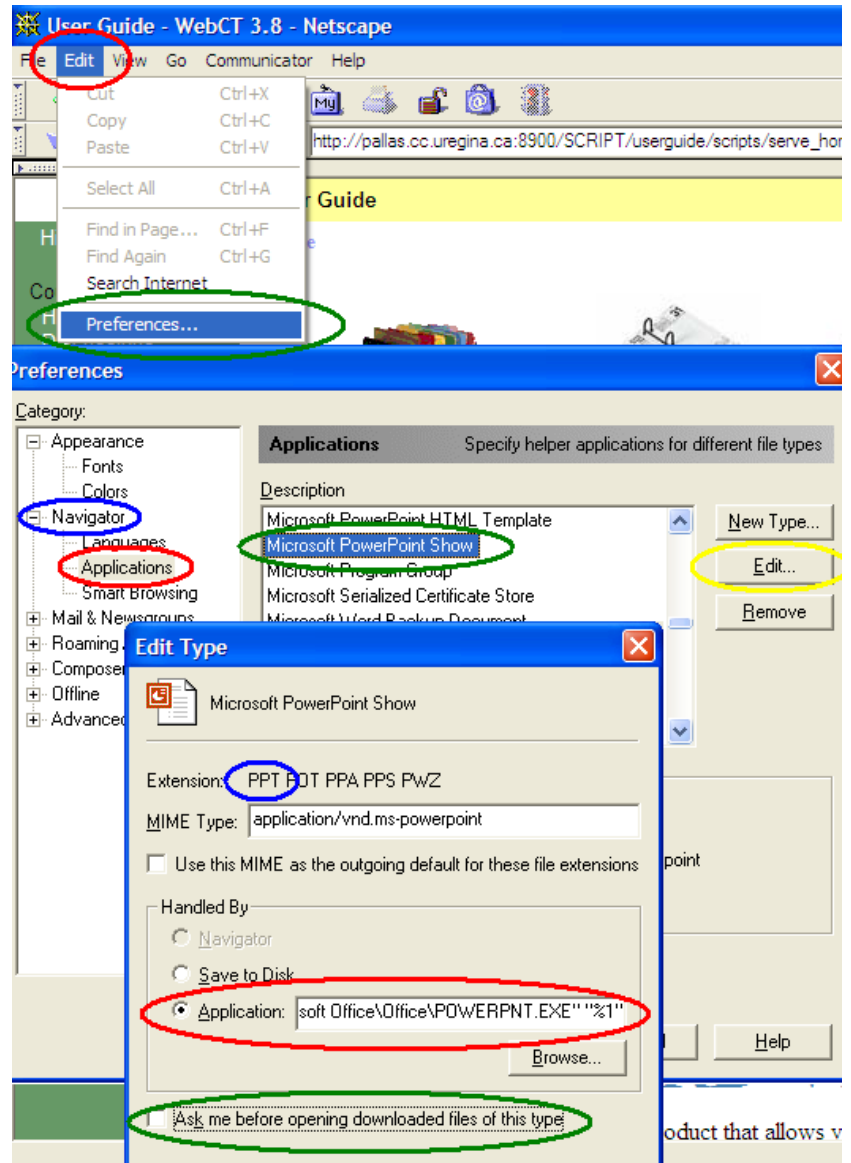
- Open a new *Netscape* browser window.
- Click on **Edit**.
- Click on **Preferences**.

The *Preferences* dialog window will open...

- If there is a "+" sign to the left of the *Navigator* heading, click on **Navigator** and the subheadings: *Languages*, *Applications*, and *Smart Browsing* will appear. If there is a "-" to the left of the *Navigator* heading there is no need to click on it because the subheadings are already being displayed.
- Click on **Applications**.
- Scroll through the *Description* list and select **Microsoft PowerPoint Show**.
- Click on **Edit...**

The *Edit Type* dialog window opens...

- Ensure that the extension **PPT** is listed to the right of *Extensions*.
- Select **Application** (if it is not already selected) and ensure the *application path* ("C:\Program Files\Microsoft Office\Office\POWERPNT.EXE" %1) is correct.
- Uncheck (you DO NOT want this option selected) the **Ask me before opening downloaded files of this type** option.
- Click on **OK** and you will return to the *Preferences* dialog window.
- Click on **OK** again and you will return to *Netscape Communicator*.
- Close the current *Netscape Communicator* window to return to this one.



Now you are ready to go to the [Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Netscape for all Windows Systems](#) section of the tutorial.

Adjusting Settings for Netscape versions 6.2.1, 6.2.2, and 6.2.3 on all Windows Systems...

Changing settings in this new version of *Netscape* differs from other versions in that we will have to actually attempt to download a word file and adjust the settings once the **Download** dialog window opens.

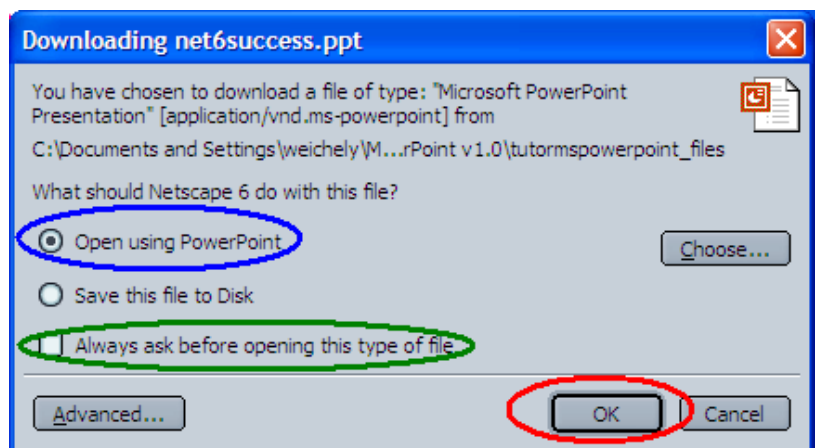
NOTE: If you click on the link below to download the PowerPoint document and Microsoft PowerPoint automatically opens displaying the success document without you having to answer any prompts your version of Netscape is already set up to handle PowerPoint documents. If this is the case you can proceed to the [Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Netscape for all Windows Systems](#) section of this tutorial.

- First, attempt to download the Microsoft PowerPoint document. You will be able to toggle between the download dialog window and this window to read the remaining steps involved in this procedure. [Click here to begin download.](#)

The *Downloading net6success.ppt* window opens...

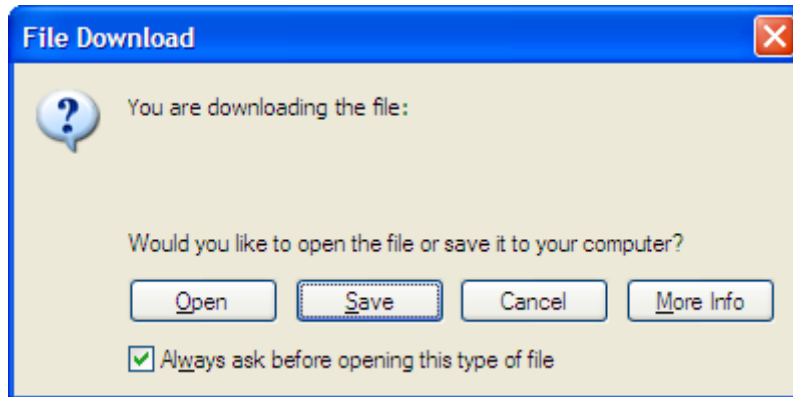
- Ensure the option **Open using PowerPoint** is selected. If it is not selected, select it.
- Deselect the **Always ask before opening this type of file** option.
- Click **OK** to begin download and opening of PowerPoint document in Microsoft PowerPoint.

Now you are ready to go to the [Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Netscape for all Windows Systems](#) section of the tutorial.



Viewing, Saving, & Printing PowerPoint Documents in all supported versions Internet Explorer for all Windows Systems...

When you click on a Microsoft PowerPoint link in Internet Explorer you will be prompted with the following dialog window...



You have several options...

- If you just want to open the file and not save it to your computer, click **Open**. *Note: This will open the PowerPoint document in presentation mode. Therefore, it will take up your entire screen and you will not be able to print or save the document. To exit the presentation you will have to right click anywhere on the presentation and click End Show.*
- If you want to save it to your computer and open the PowerPoint document in edit mode, click **Save**. *Note: When using Internet Explorer this is the only way to save a copy of the PowerPoint document to your hard drive. You can still view the document in presentation mode by pressing F5 on your keyboard.*

Note: Do not deselect the Always ask before opening this type of file option or you will have to go through the steps outlined in this tutorial to readjust the settings on your computer.

For more instructions on what to do once Microsoft PowerPoint has opened, click on [mspptforIE.ppt](#) (PowerPoint document) to attempt to download and work with the document. When prompted by the **File Download** dialog window, click **Save**.

*Tip: Before you print any documents make sure you are aware of the number of pages you will be printing. In Microsoft PowerPoint the number of slides are shown in the bottom, left-hand corner of the screen. By default Microsoft PowerPoint prints one slide per page. You can print more than one slide per page by selecting **Handouts** from the **Print What** drop-down box.*

Viewing, Saving, & Printing PowerPoint Documents in all supported versions of Netscape for all Windows Systems...

When you click on a Microsoft PowerPoint link in Netscape your browser will automatically launch Microsoft PowerPoint and open the document you clicked on in the actual Microsoft PowerPoint application.

For more instructions on what to do once Microsoft PowerPoint has opened, click [mspptforNS.ppt](#) (PowerPoint document) to attempt to download and work with the document.

*Tip: Before you print any documents make sure you are aware of the number of pages you will be printing. In Microsoft PowerPoint the number of slides are shown in the bottom, left-hand corner of the screen. By default Microsoft PowerPoint prints one slide per page. You can print more than one slide per page by selecting **Handouts** from the **Print What** drop-down box.*

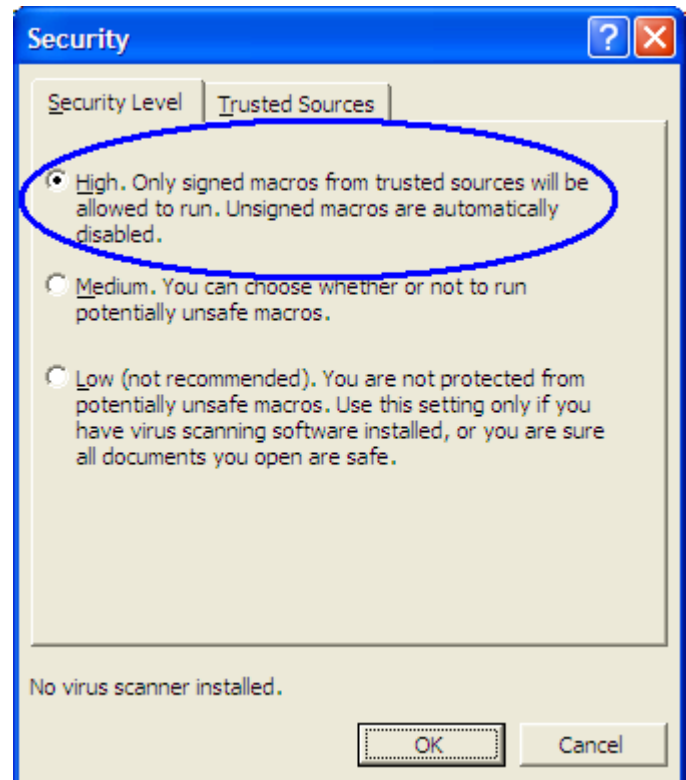
More on Macros in Microsoft Office...

If you perform a task repeatedly in Microsoft Office applications, you can automate the task by using a macro. A macro is a series of commands and instructions that you group together as a single command to accomplish a task automatically. Instead of manually performing a series of time-consuming, repetitive actions in Office (Word, Excel, PowerPoint...) you can create and run a single macro – in effect, a custom command – that accomplishes the task for you (*taken from Microsoft Office Help*).

To ensure the highest security against potentially infected, macro enabled, office documents follow these simple steps to ensure that the current Microsoft Office application only runs macros from authors you trust.

Note: you can set a different **Security Level** for each of your Microsoft Office applications.

- Click on **Tools** (menu toolbar). The **Tools** menu will appear.
- Move your mouse over **Macro**. The **Macro** submenu will appear.
- Click on **Security...** The **Security** dialog window appears (as seen on the right).
- **Select High: Only signed macros from trusted sources will be allowed to run. Unassigned macros are automatically disabled.**
- Click on OK. You will return to your Word document.



This setting will remain at High unless adjusted by you or another user on your computer. You can also safely select Medium Security and macros will still not run automatically on your system. With Medium security your Microsoft Office Application will prompt you whether or not it should run the macro each time it encounters a document with a Macro.