Viewers & Readers, How to Use

There are many available Reader programs for free download to allow one to be able to view a file from a program which they do not have on their computer.

Q. I have downloaded the FREE Microsoft 2007 PowerPoint Viewer. Now how do I make it open my .pps or .ppt files?
A. You must associate the .pps files with the PPViewer.

Associate a Program with a file extension

Example: Associating the free viewer with the extension of the particular file. In this example, the file extension (the 3 letters after the dot) is .pps which indicates that it is a Power Point File.

You would use the same process to associate any other file extension to the viewer that can open that type file extension.

Example continued:
1. Rightclick on one of the .pps files (Power Point files) and select OPEN WITH to bring up the File Association box.
2. With the check in the BOX at the bottom that says ALWAYS USE THIS PROGRAM TO OPEN ......
3. Scroll down the list and click the Power Point Viewer
4. Click Open. It should popup and should open the .pps file you selected in step 1 above.

CAUTION: .(Do NOT click ANYTHING other than the PP viewer because the program you click will be associated with the .pps extension but if it's not the PPViewer it will not be able to open the files.)
If you do not find the PPViewer listed, then click Browse at the bottom of the list and locate the 2007 Power Point Viewer.exe wherever you stored it and doubleclick it. It will be added to the File association list. And it will open the file you selected in Step 1 above.

FREE MICROSOFT OFFICE VIEWERS

Sometimes you are sent files that you do not have a program that will open them. Check on www.google.com for a free download of a viewer for that type file.

Example there's a free viewer for .xls (excel) files at this site. [Click here: Download details: Excel Viewer 2003](#)

A free viewer for PowerPoint files (.pps) at [Click here: Download details: PowerPoint Viewer 2003](#) OR PPViewer 2007

Or if you have MSOFFICE Suite and you're sending someone a file, you might want to send along these links for a viewer provided by Microsoft.

[Microsoft Office File Converter Pack](#)
[Microsoft Word](#)
 [PowerPoint Viewer 2007 - PowerPoint - Microsoft Office Online](#)
[Microsoft Excel](#)
[Microsoft Access](#)
[Microsoft Visio](#)

The MSWord 2003 viewer can be used to view 2007 MSWord documents if you download the Compatibility Pack below

Downloading Compatibility Pack and Viewers

To download the Compatibility Pack from the Microsoft Download Center, visit the following

Microsoft Web site:

http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&DisplayLang=en

For more information about how to obtain Word Viewer 2003 and Excel Viewer 2003, click the

following article numbers to view the articles in the Microsoft Knowledge Base:

[889347](#) Description of the Microsoft Office Word Viewer 2003

[273711](#) Description of the Excel Viewer

Opening a file after you install the Compatibility Pack

To open a 2007 Microsoft Office file in the Office 2003 viewers:

1. Install the Compatibility Pack.

2. Locate the file in Windows Explorer.

3. Double-click the file that you want to view.

Opening Word 2007 documents by using the Viewer

To use Word Viewer to open a file, follow these steps:

1. Start Word Viewer.

2. On the **File** menu, click **Open**.

3. In the **Files of type** list, click **All Files (*.*)**.

4. Click to select the file that you want to open, and then click **Open**.

Opening Excel 2007 documents by using the Viewer

To use Excel Viewer to open a file, follow these steps:

1. Locate the file in Windows Explorer.

2. Double-click the file that you want to view.

Note You cannot click **Open** on the **File** menu to open an Excel 2007 file in the Excel 2003 Viewer.

The Compatibility Pack enables you to open and view Word 2007 and Excel 2007 documents by using the Word Viewer 2003 and the Excel Viewer 2003. After you have installed the Compatibility Pack, you can view the following 2007 Microsoft Office document formats:

Microsoft Office Word 2007

- Microsoft Office Word 2007 document (*.docx)
- Microsoft Office Word 2007 macro-enabled document (*.docm)

Microsoft Office Excel 2007

- Microsoft Office Excel 2007 binary workbook (*.xlsb)
- Microsoft Office Excel 2007 workbook (*.xlsx)
- Microsoft Office Excel 2007 macro-enabled workbook (*.xlsm)
- Microsoft Office Excel 2007 template (*.xltx)
- Microsoft Office Excel 2007 macro-enabled template (*.xltm)
- Microsoft Office Excel 2007 add-in (*.xlam)

APPLIES TO

Microsoft Office Excel 2007

Microsoft Office Word 2007

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