## VIEWERS FREE

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. <u>Click here:</u> <u>Download details: Excel Viewer 2003</u>

A free viewer for PowerPoint files (.pps) at <u>Click here: Download details:</u> 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

- 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

- 1. Rightclick on one of the .pps 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.