

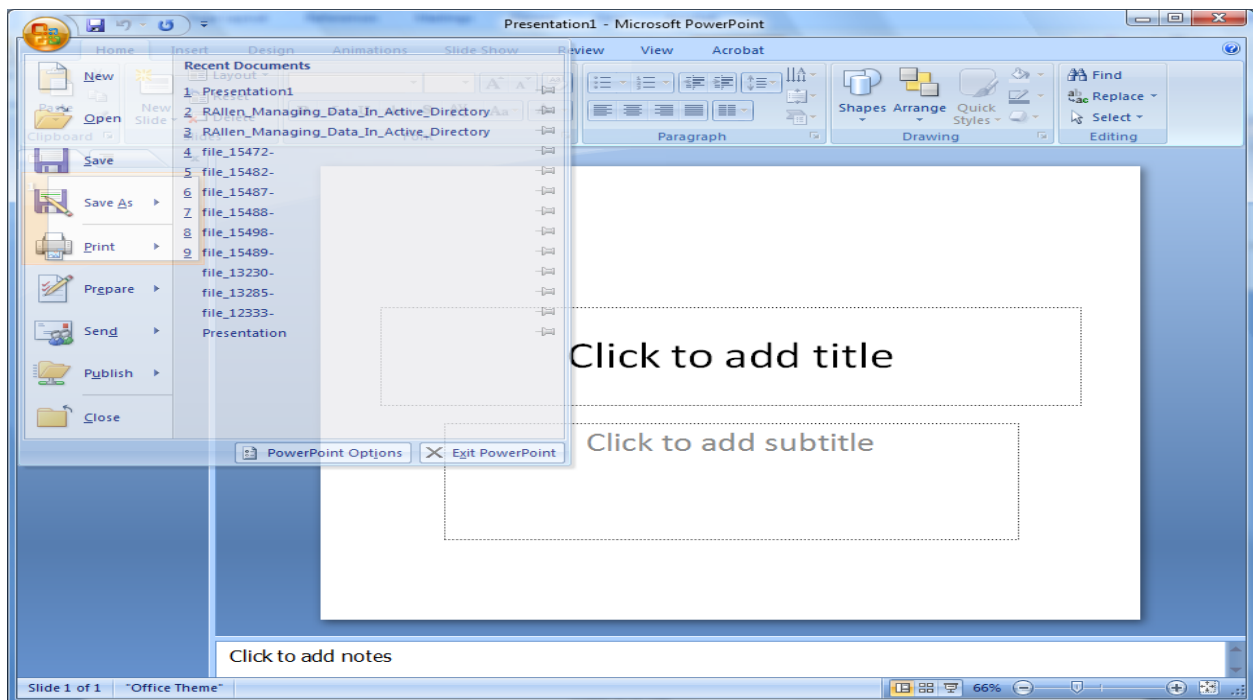
Configuring PowerPoint 2007 to save in a format accessible to all previous versions of PowerPoint.

The following instructions are designed for configuring Microsoft PowerPoint 2007 to save all future presentations in a format that is accessible to all previous versions of Microsoft PowerPoint.

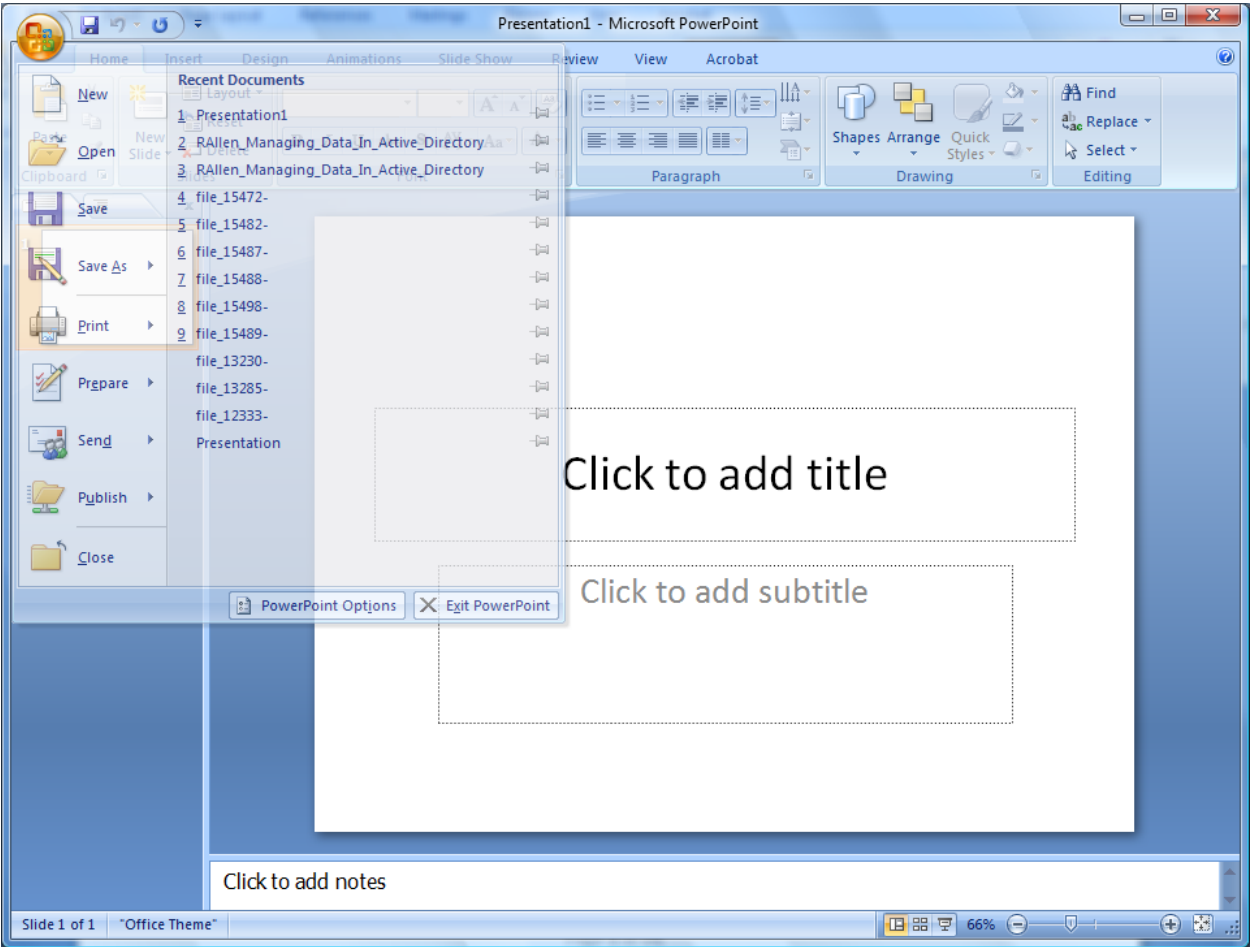
To start PowerPoint 2007, Click Start, All Programs, Microsoft Office, Microsoft Office PowerPoint 2007.

The screen will show a new blank presentation. Now click on Windows Button in the top left hand corner of the screen.

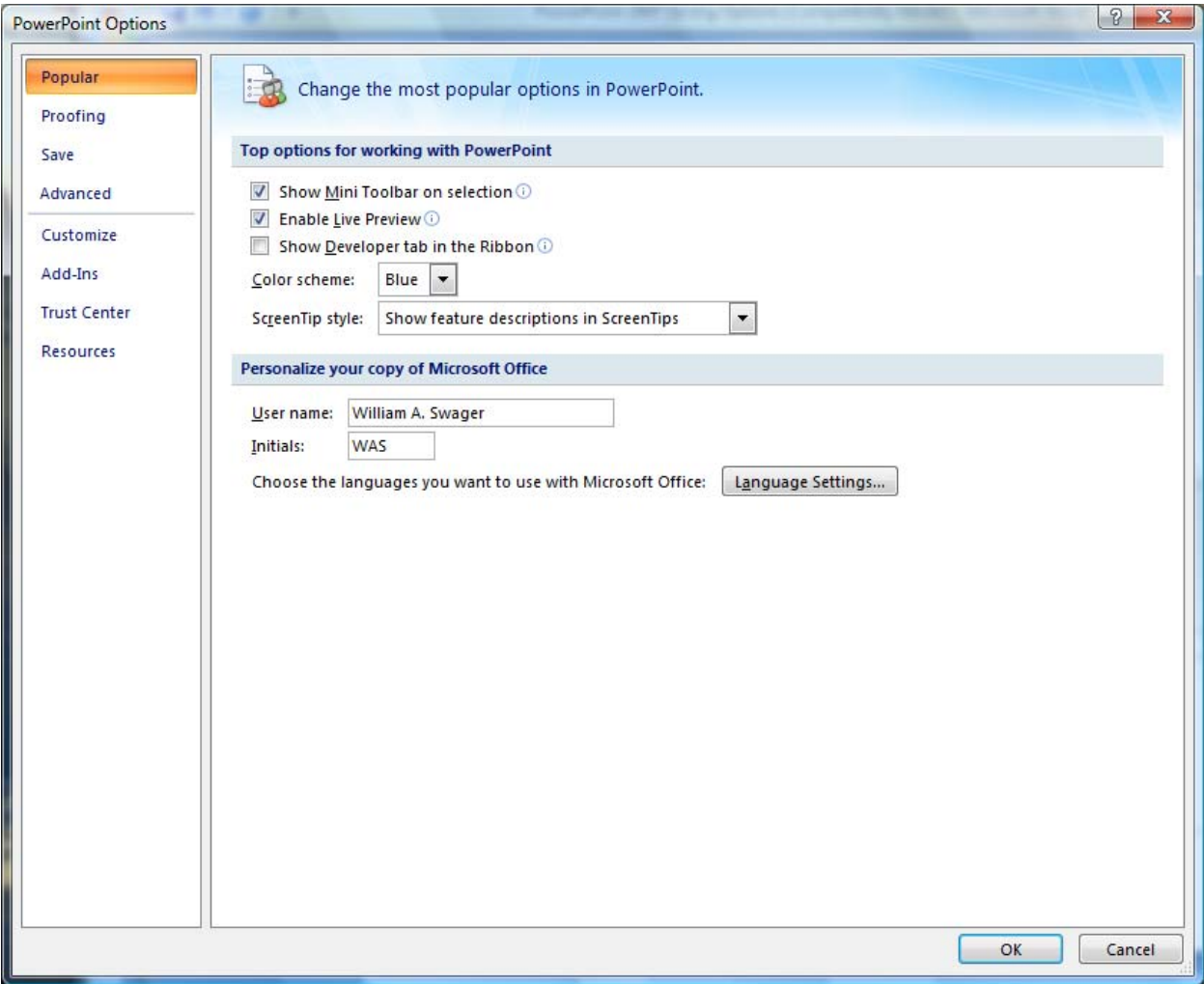
Hint: The yellow circle in the top left hand corner.



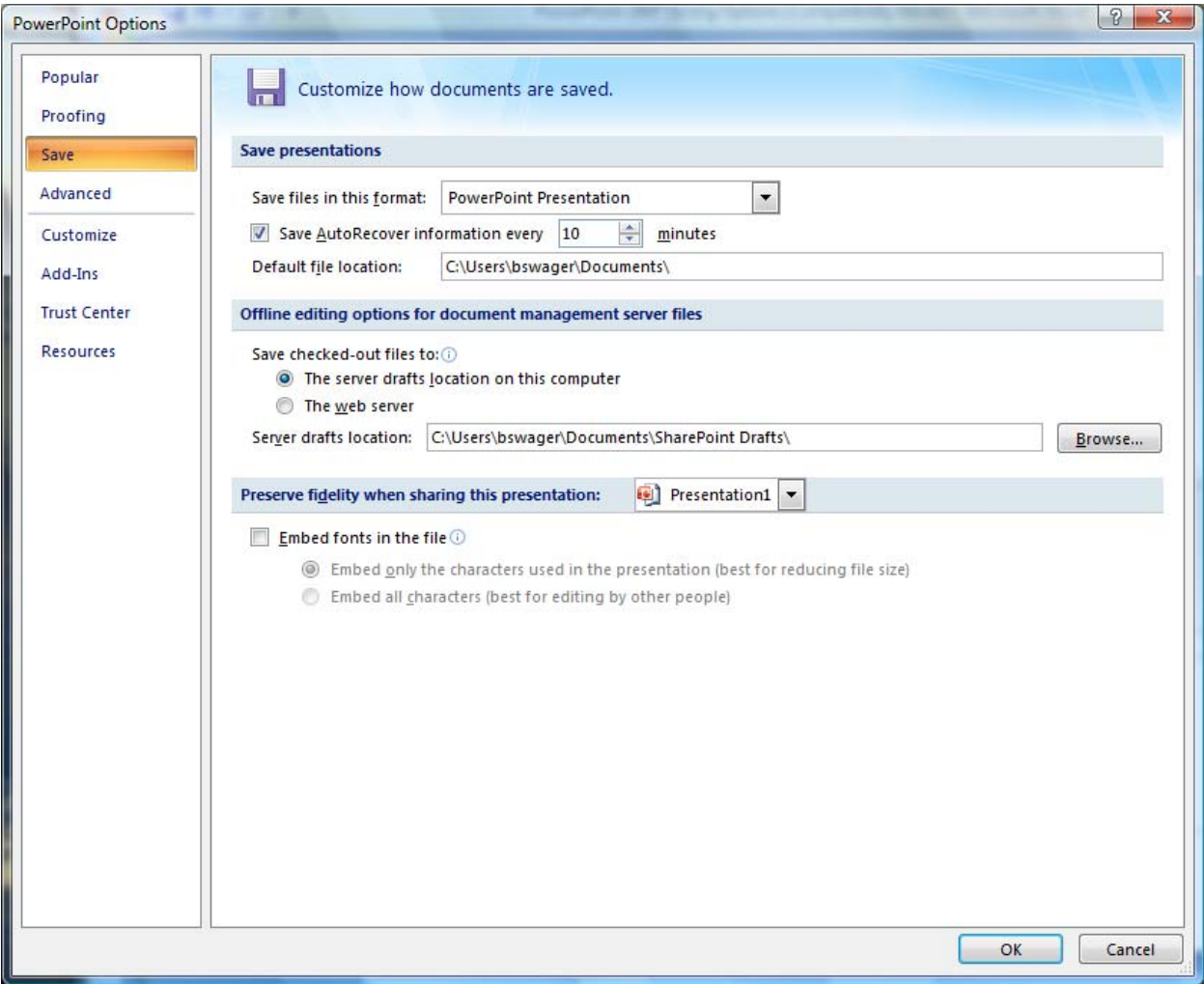
Then click on PowerPoint Options next to Exit PowerPoint in the middle of the open screen.



Now click on Save to open the Popular PowerPoint Options screen.

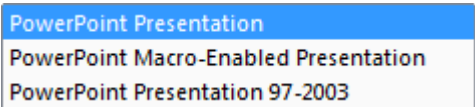


Here in the PowerPoint Options screen, click on Save to open the next screen.



Now you should be on the Customize how presentations are saved screen as shown above:

Under Save presentations, click on the pull down menu next to Save files in this format: Change the format from PowerPoint presentation (*.pptx) to PowerPoint Presentation 97-2003 (*.ppt).



Click OK to save your settings and to be returned to your blank presentation.

From this point on all your presentations will be saved in a format that is accessible to people running PowerPoint 97 to 2003 and 2007.

If you receive a presentation that was made in Microsoft Office PowerPoint 2007 you'll be able to open and edit with the program. Once you open the presentations, any changes will be saved in the original format of Office 2007 and will still have the file extension of .pptx.

If you continue to save presentations in the 2007 format (*.pptx) extension, only people with PowerPoint 2007 will be able to read your presentations unless they have installed the file format convertor.

If necessary, you can tell the receiver of your PowerPoint 2007 presentations to obtain the viewer from our website for free. Here is the link to the file convertor.