

# MAKING OPENOFFICE.ORG'S "IMPRESS" PROGRAM OPEN A .PPS FILE

## SUMMARY:

There are many ways to make OpenOffice.org's "Impress" program open a .PPS file. Here are two ways:

## Basic information:

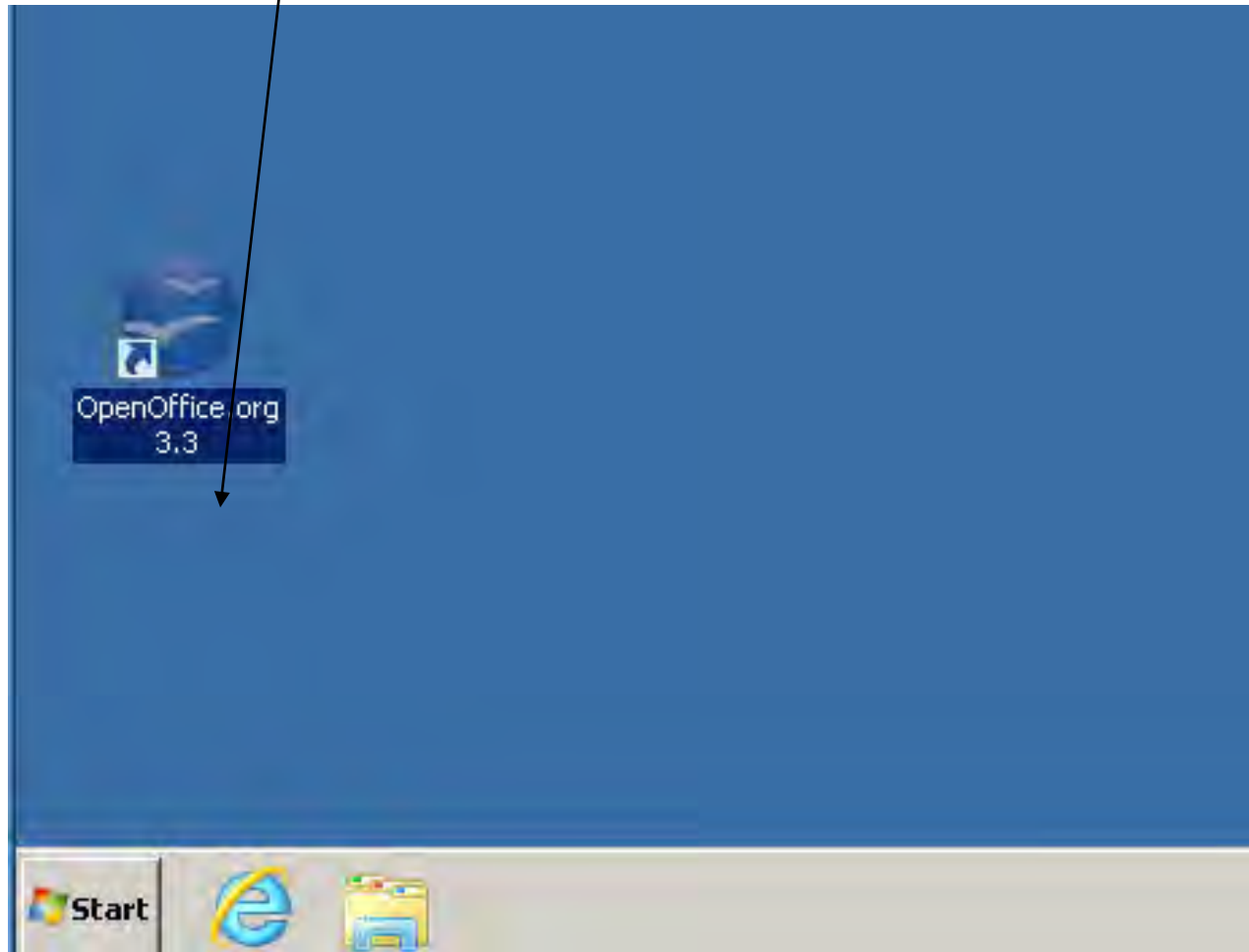
A file that has a .PPS file extension, such as "photosdutempspass.pps", is a "Microsoft PowerPoint 97-2003 Slide Show" file.

If you use your left mouse button to double-click on the photosdutempspass.pps file, and it does not open up in OpenOffice.org's "Impress" program to show you a slideshow of photos from the 1940's, 50's, and 60's , here are two methods for you to resolve the problem:

# METHOD 1:

Method 1 Step 1:

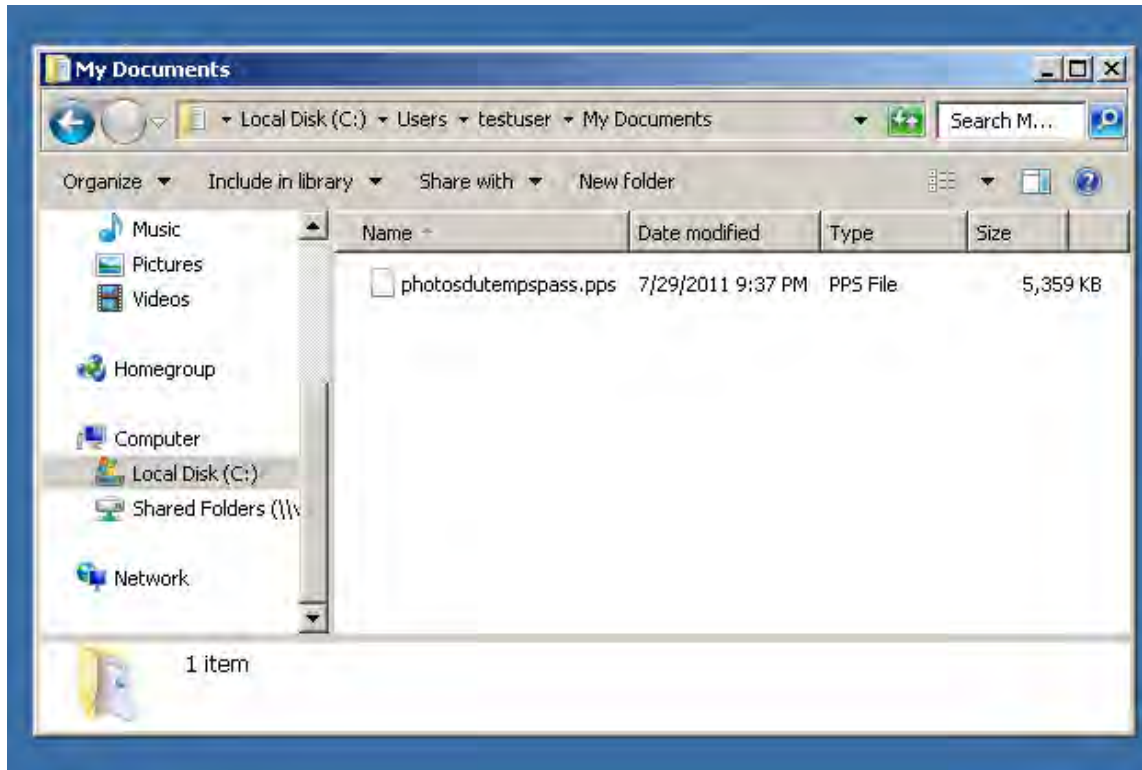
Open "Windows Explorer", "Computer", or "My Computer"



Method 1 Step 2:

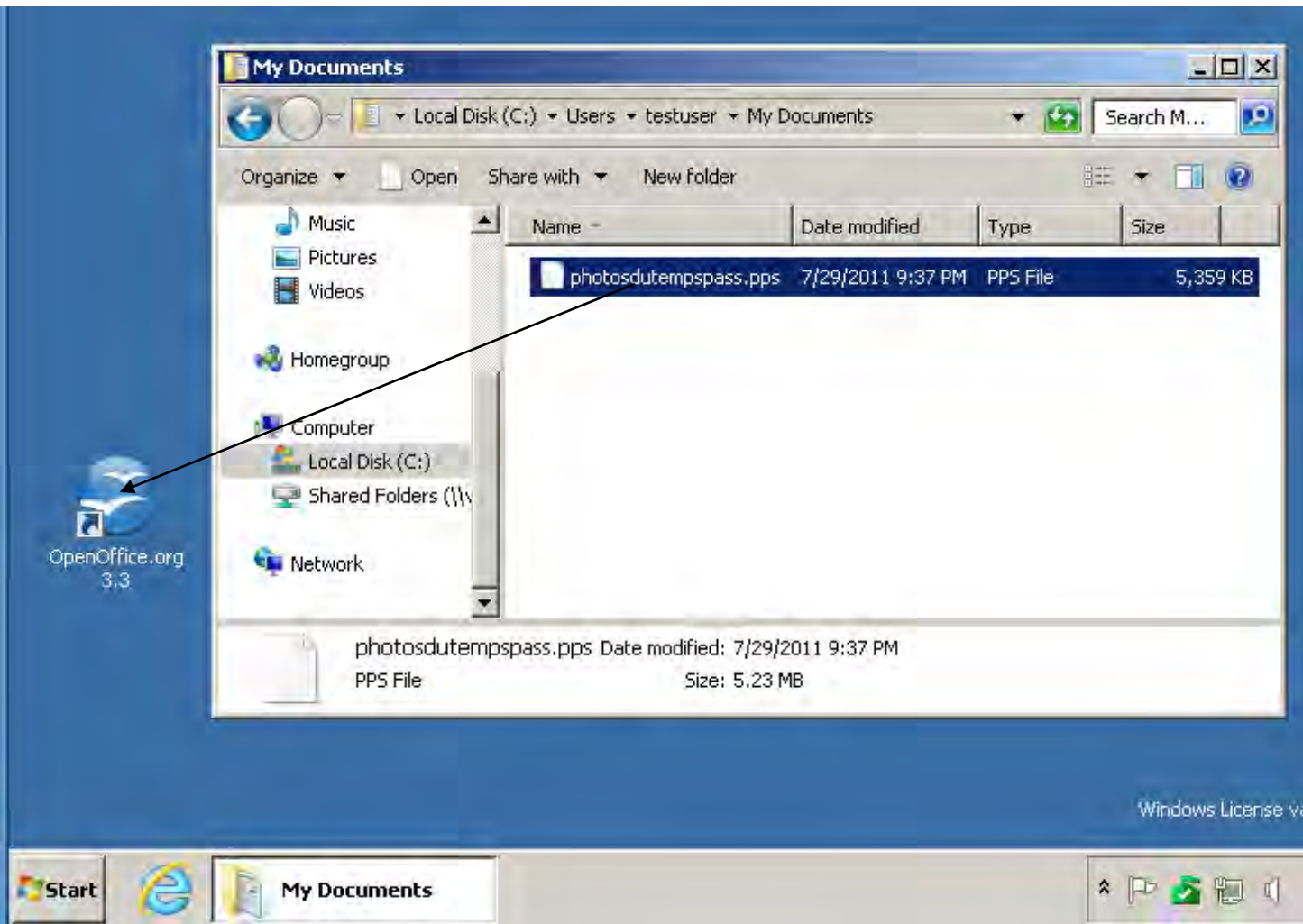
From inside the "Windows Explorer" windows, locate the .pps file.

It is probably inside the "My Documents" folder of your "username":



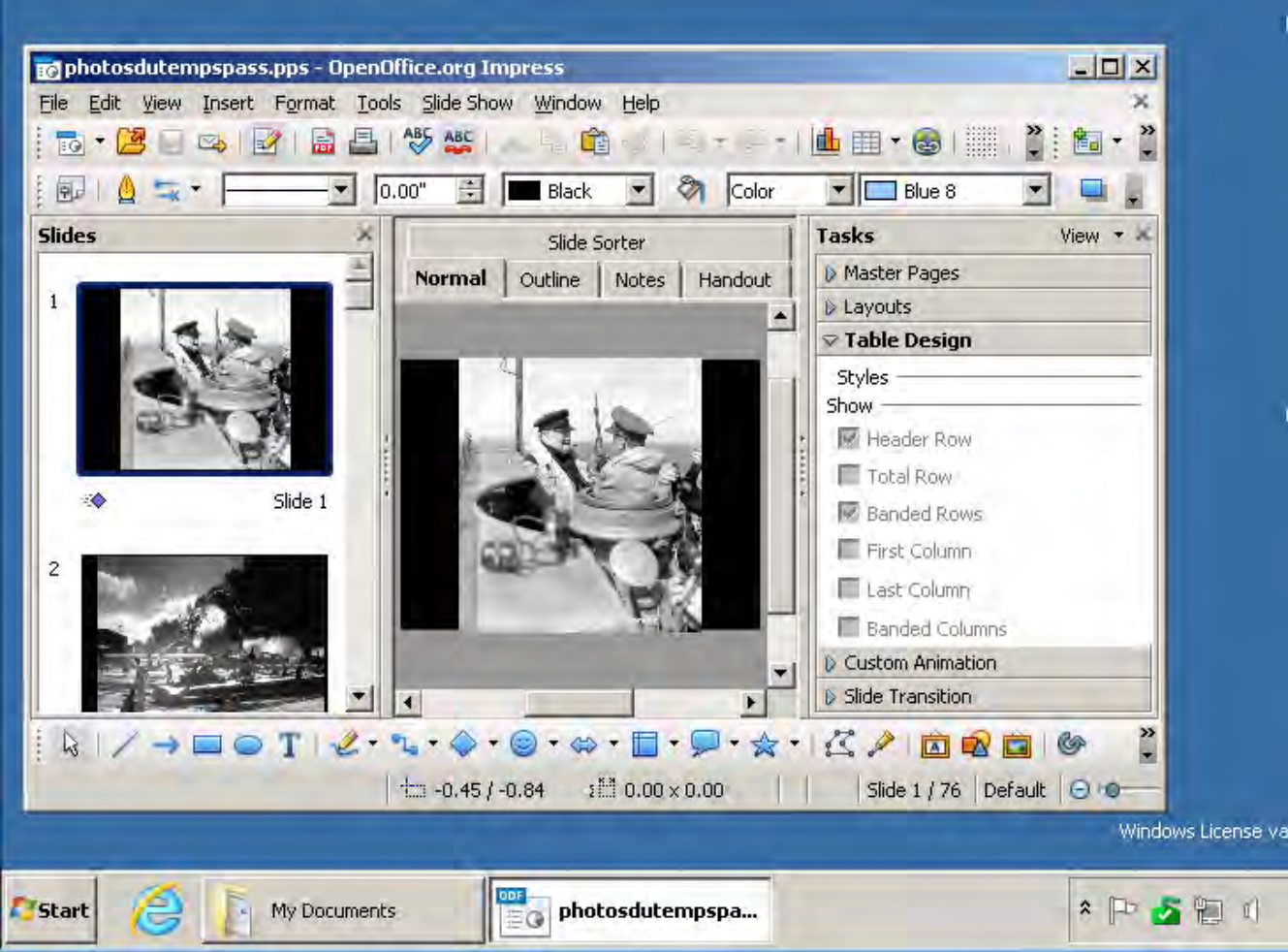
Method 1 Step 3:

Use your left mouse button to drag the .pps file and drop it on top of the "OpenOffice.org" icon:



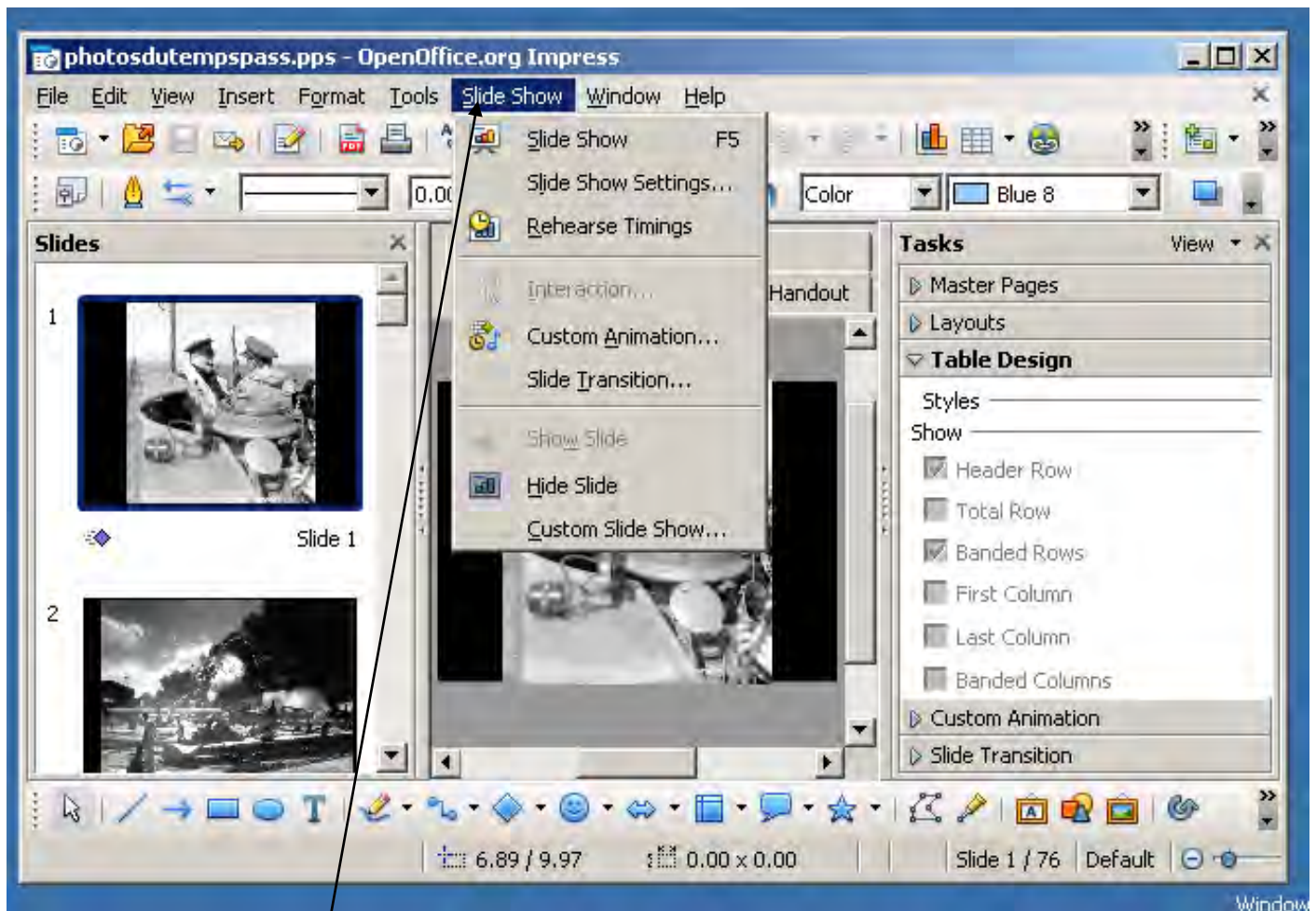
Method 1 Step 4:

A "OpenOffice.org Impress" window will be displayed:



Method 1 Step 5:

Click on "Slide Show" in the top menu bar:



Method 1 Step 6:

Click on "Slide Show" in the pull-down submenu.

Method 1 Step 7:

A "Slide Show" will be displayed:



Method 1 Step 8:

Use the Enter or "Page Down" buttons to advance through the "slides".

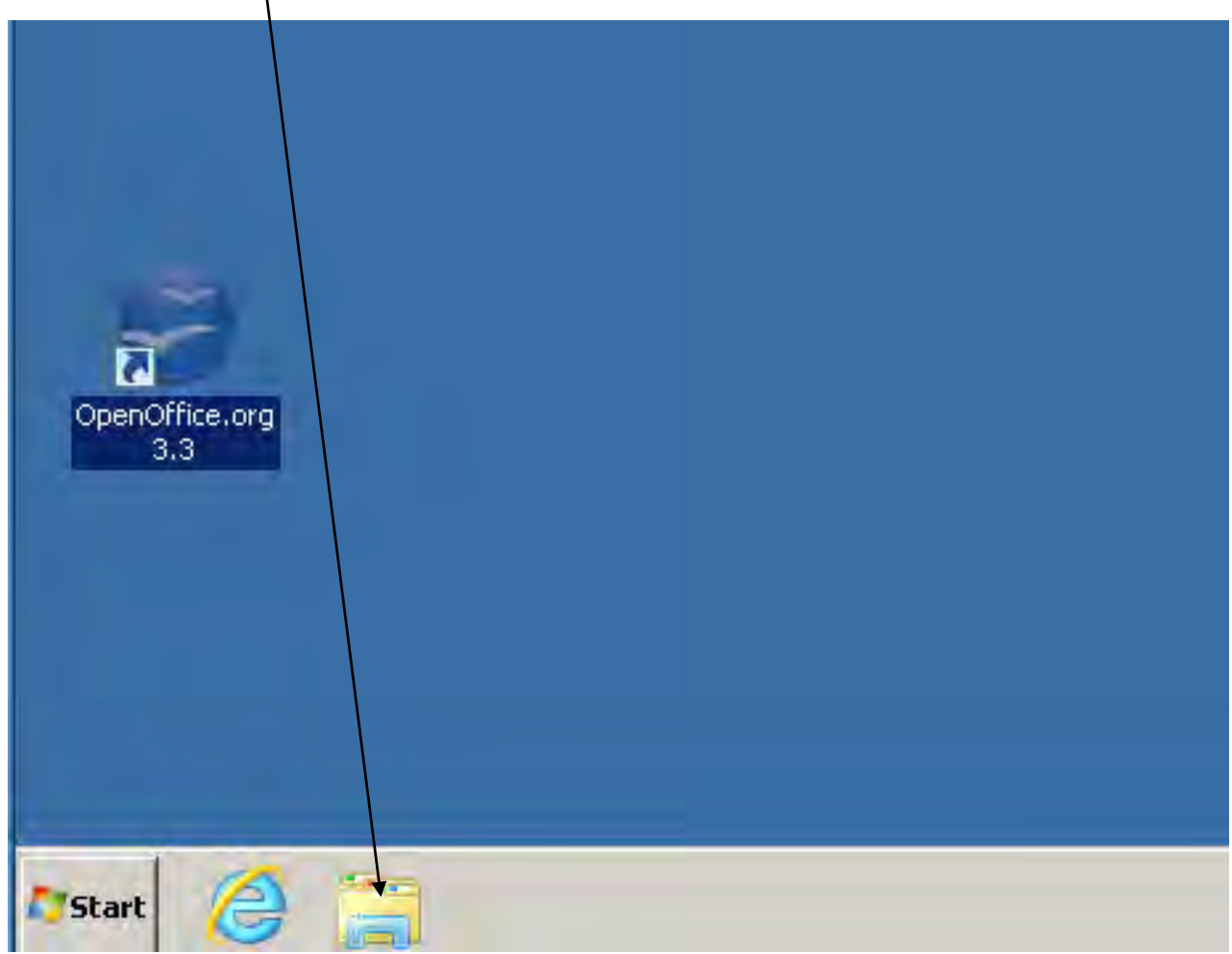
Use RIGHT mouse button to click on the slide for more options.

Use the Esc key to terminate the slide show.

# METHOD 2:

Method 2 Step 1:

Open "Windows Explorer", "Computer", or "My Computer"

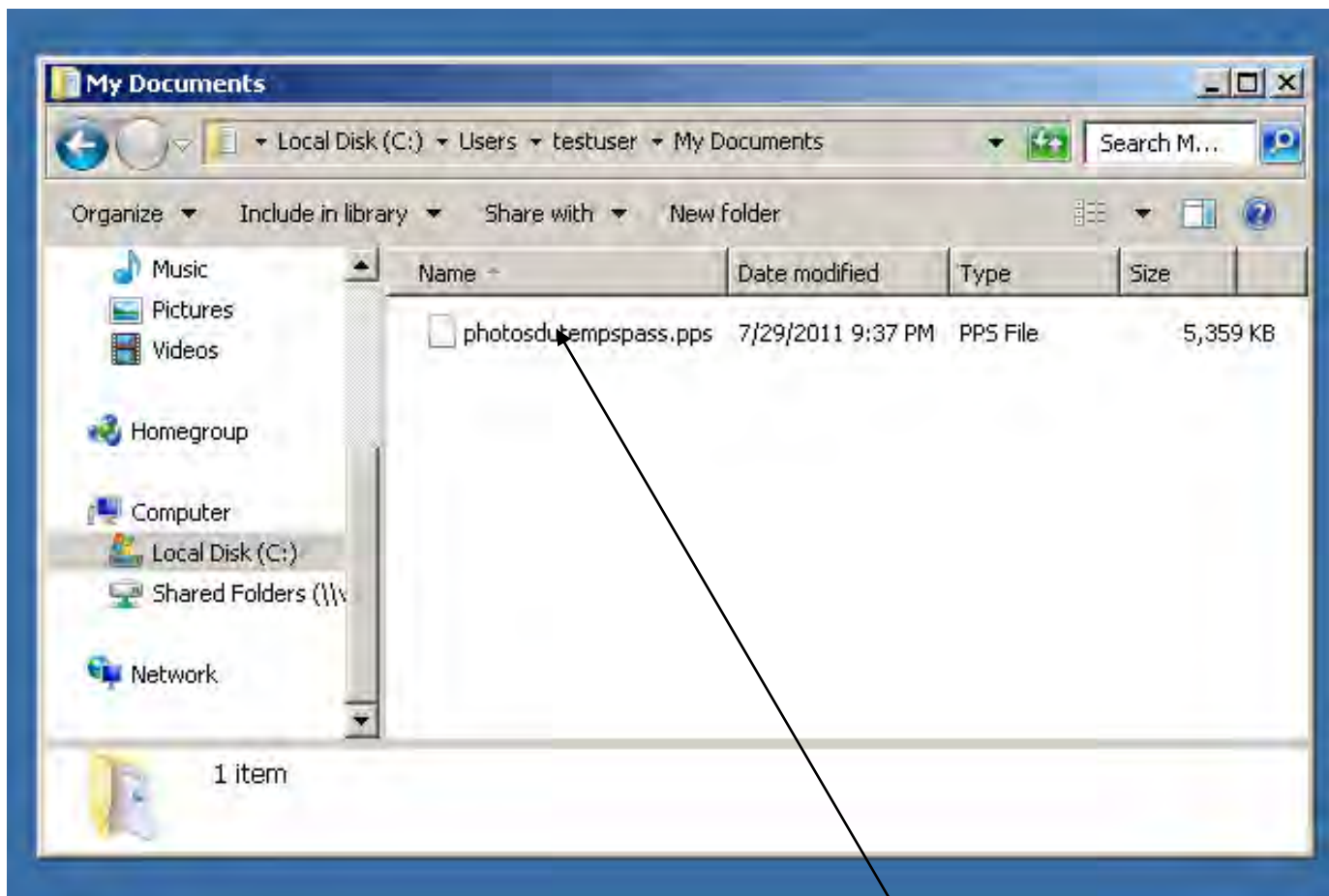




Method 2 Step 2:

From inside the "Windows Explorer" windows, locate the .pps file.

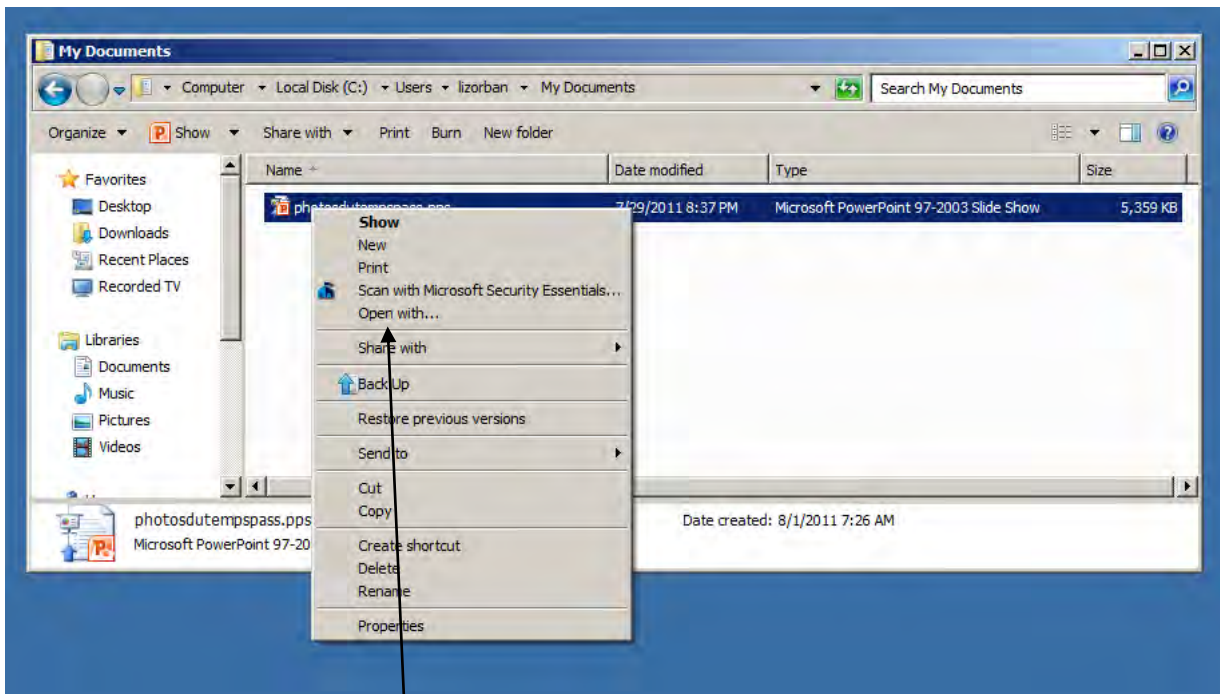
It is probably inside the "My Documents" folder of your "username":



Method 2 Step 3:

Use the RIGHT mouse button to click on "photosdutempspass.pps".

A pop-up context menu will be displayed.

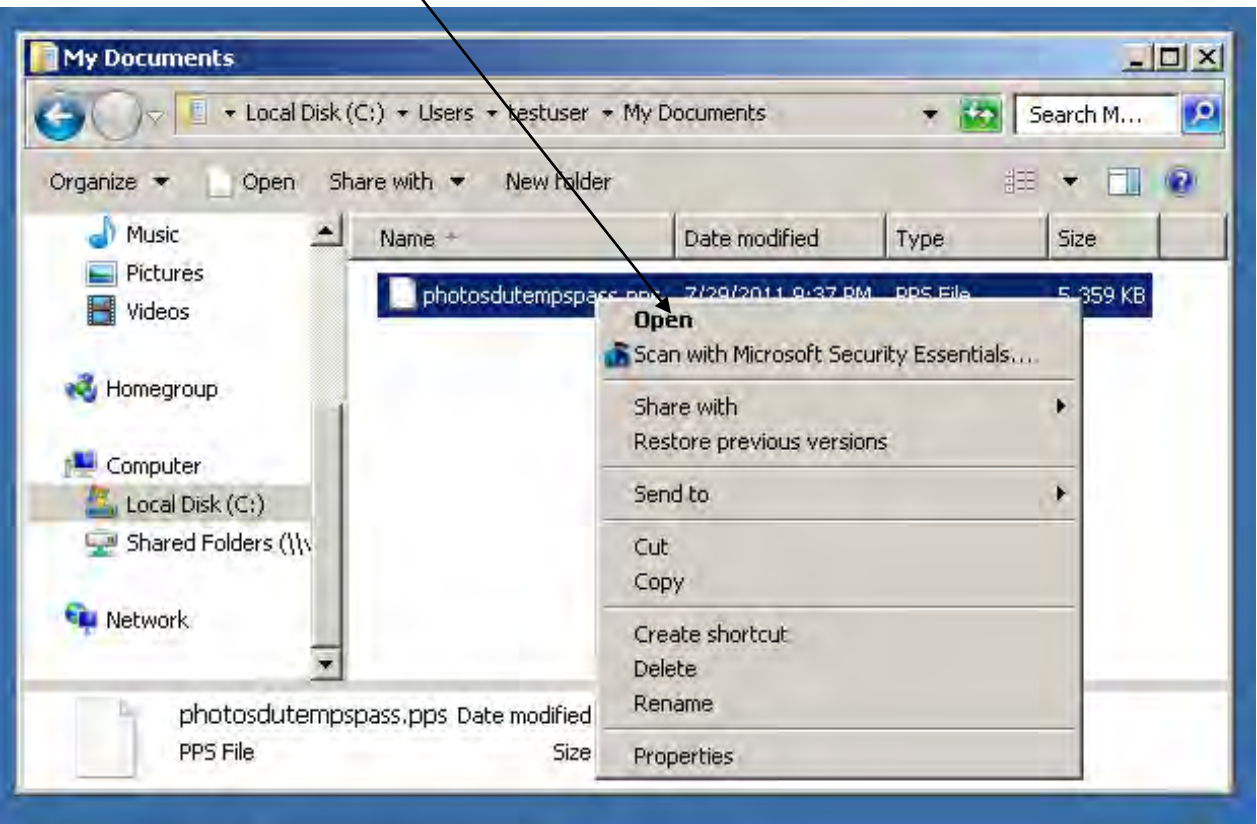


#### Method 2 Step 4:

If there is an "Open with.." option in the pop-up context menu, use the left mouse button to click on it; then skip "Method 2 Step 5" through "Method 2 Step 8" and go directly to "Method 2 Step 9".

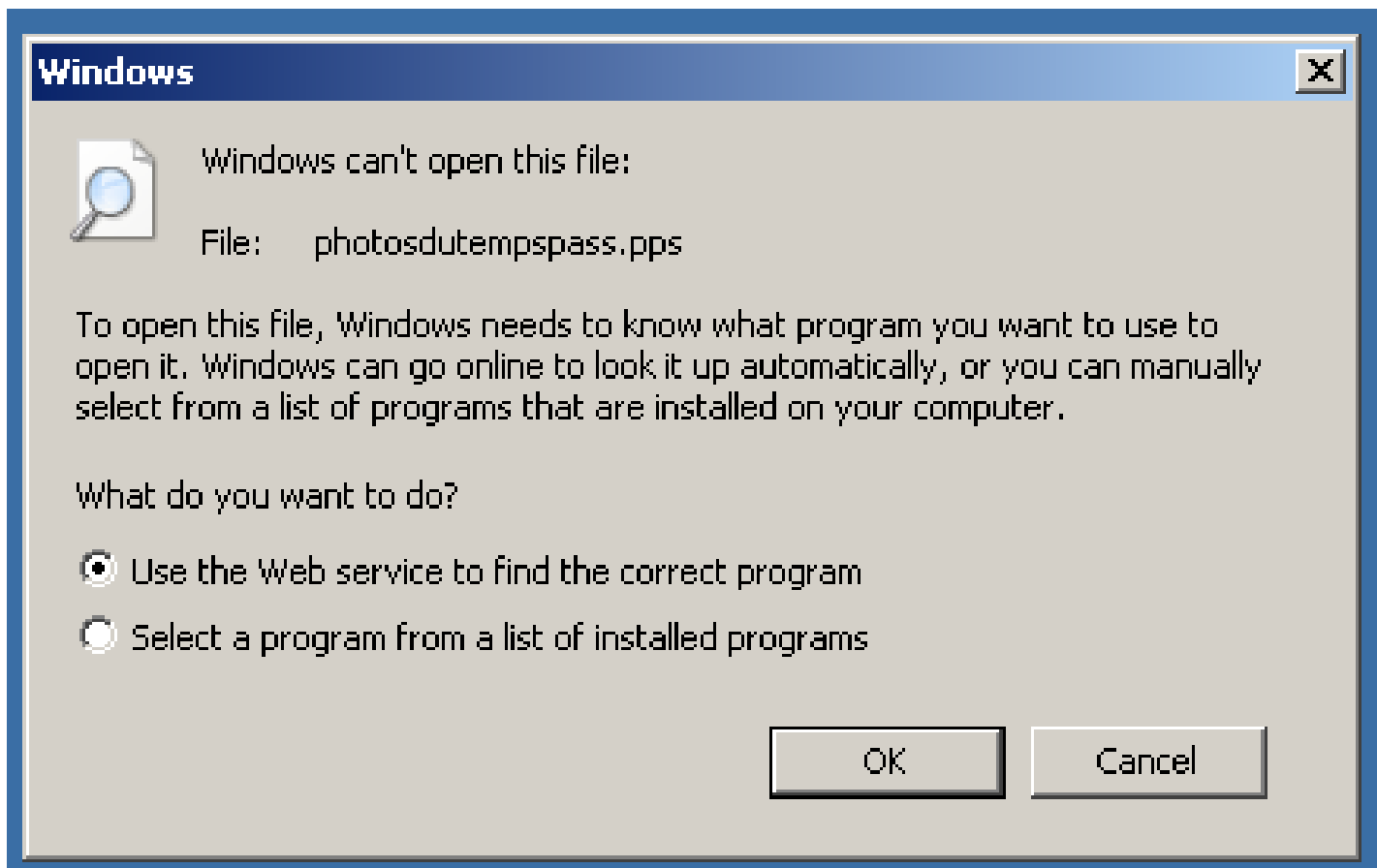
Method 2 Step 5:

If there is no "Open with.." option in the pop-up context menu, use the left mouse button to click on "Open":



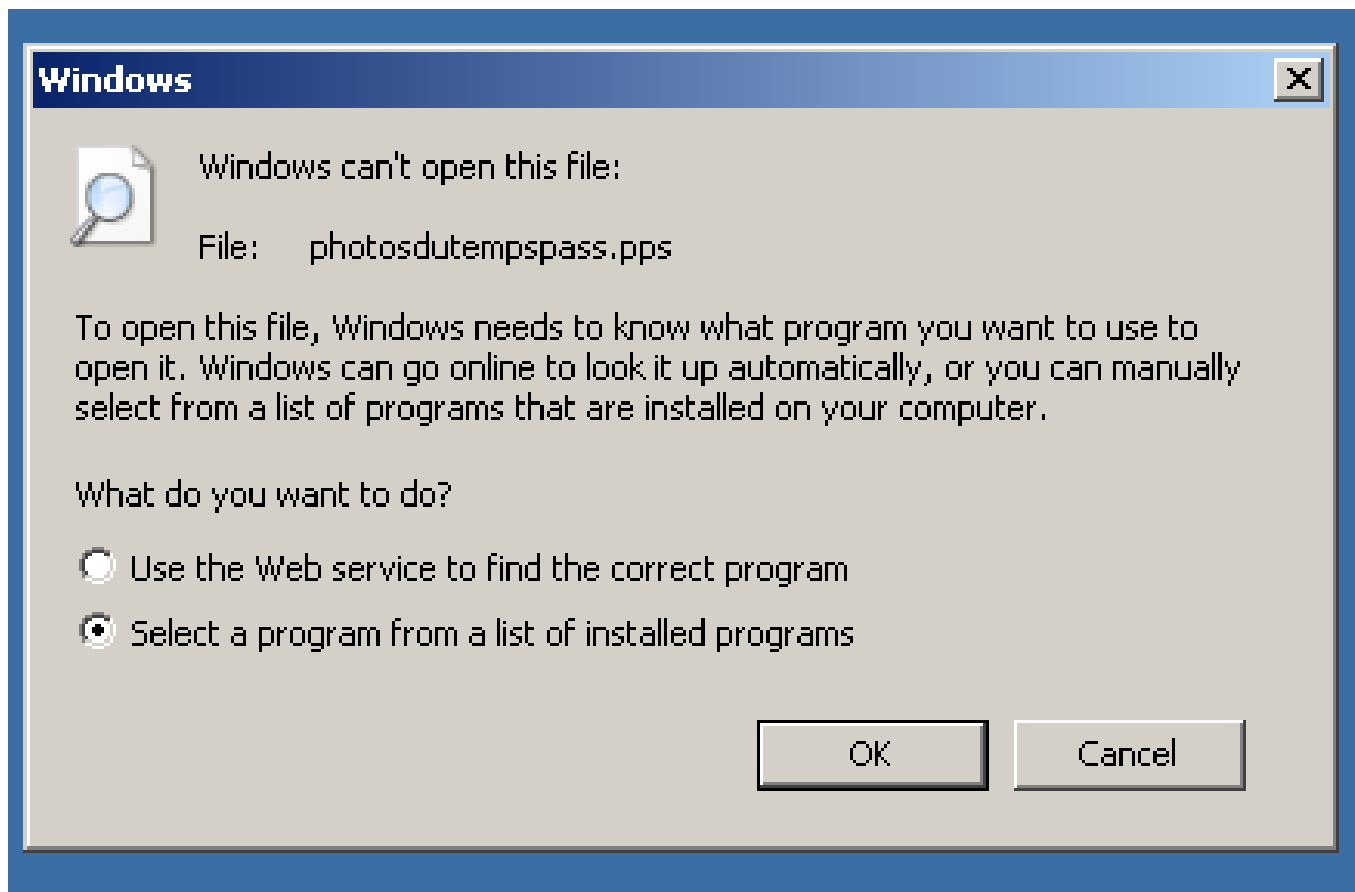
Method 2 Step 6:

A "Windows can't open this file" box will be displayed:



Method 2 Step 7:

Select the "Select a program from a list of installed programs" option:

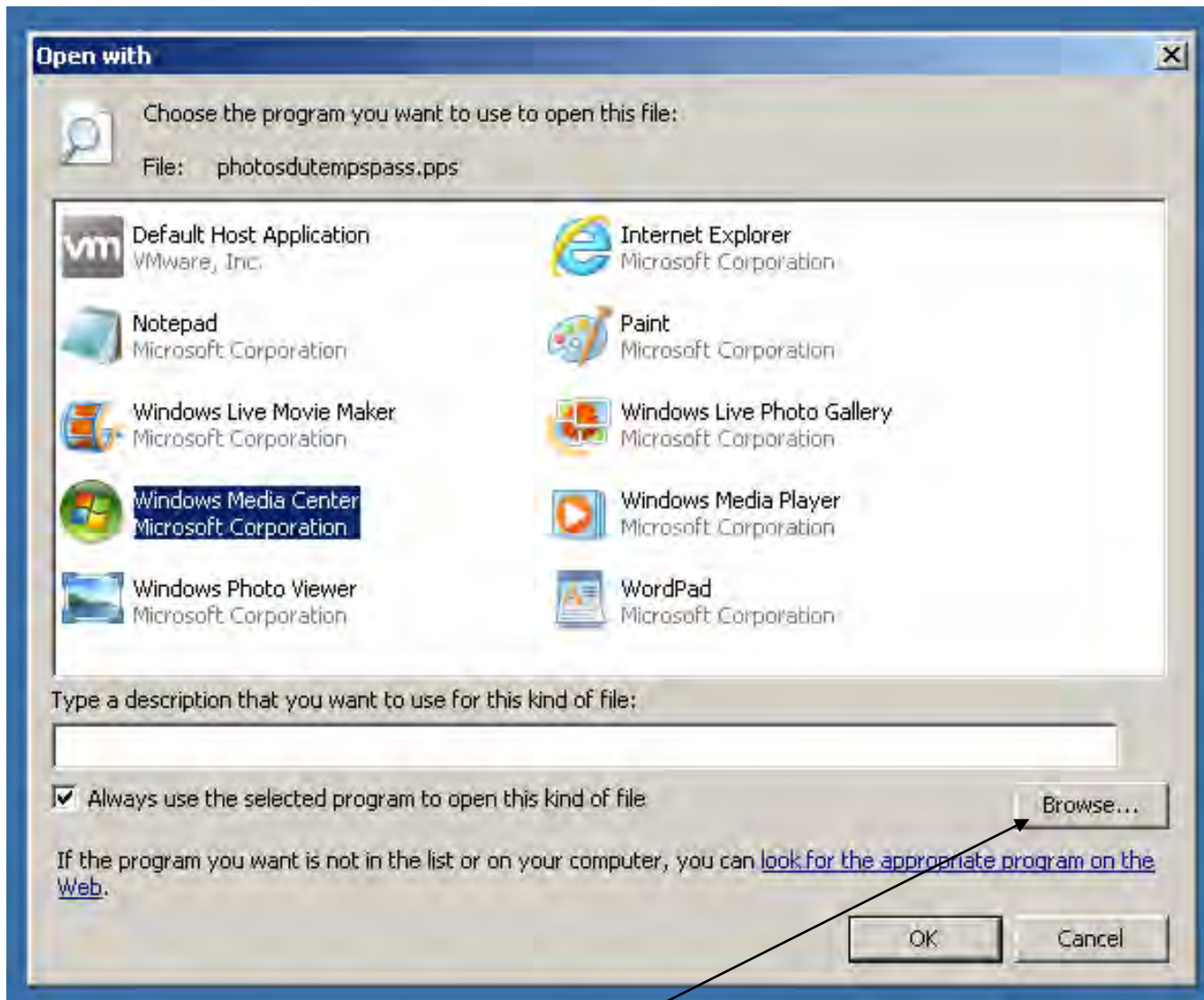


Method 2 Step 8:

Click on the "OK" button of the "Windows can't open this file" box.

Method 2 Step 9:

An "Open with" window will be shown:

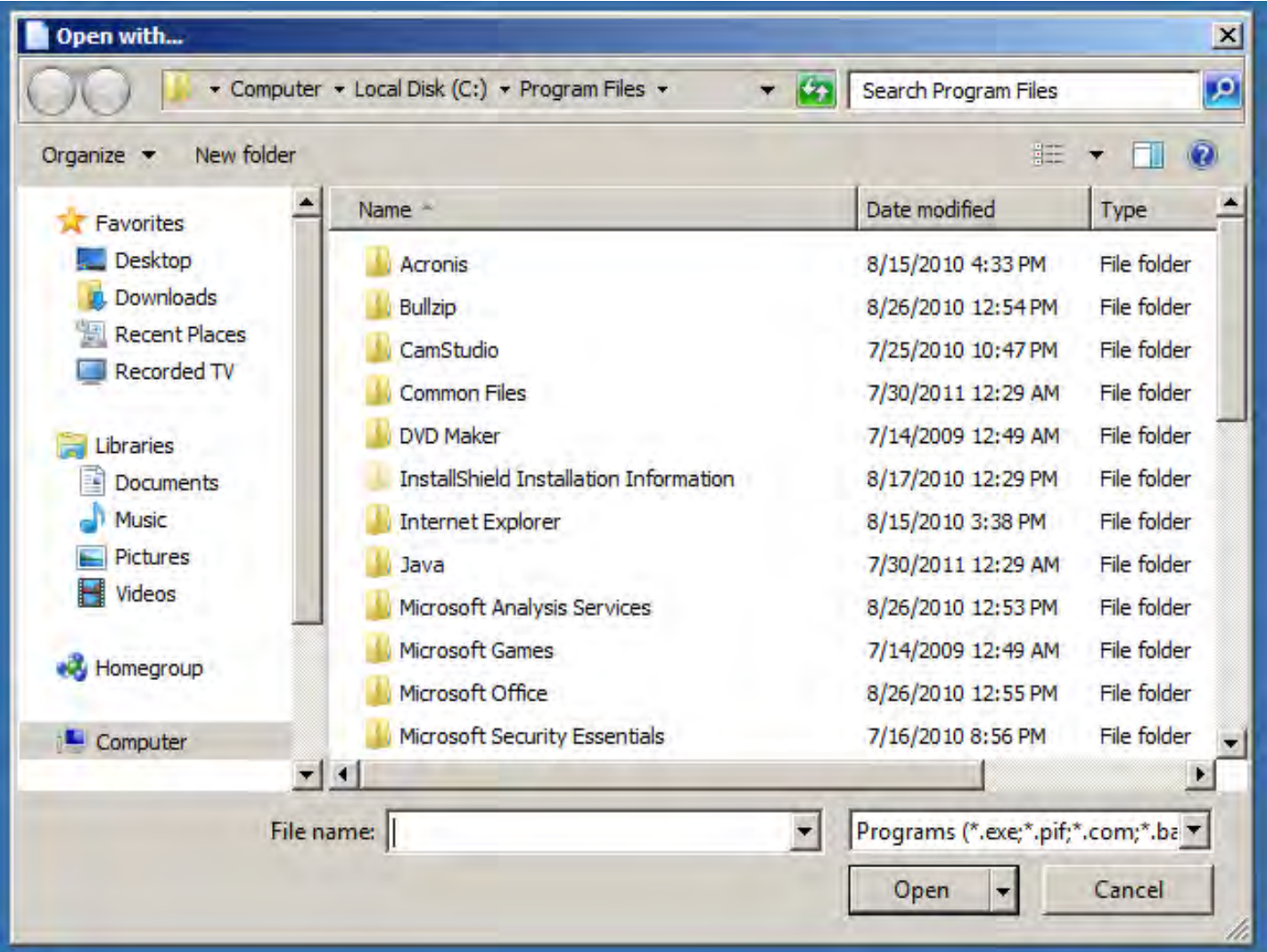


Method 2 Step 10:

Click on the "Browse.." button:

Method 2 Step 11:

A second "Open with..." box will be displayed:

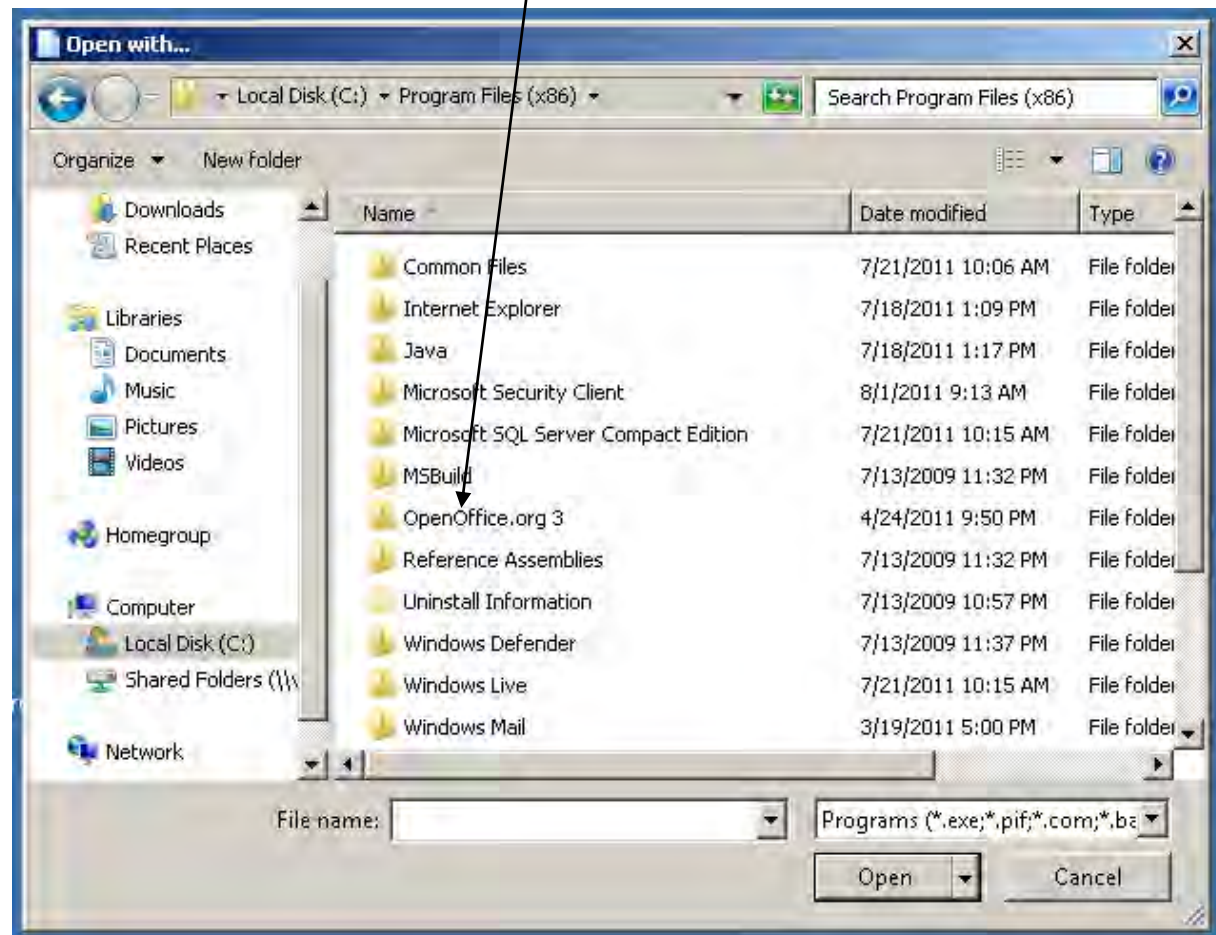


## Method 2 Step 12:

Locate the "OpenOffice.org.." folder inside the "Program Files(x86)" folder or the "Program Files" folder:

(You might have to use the vertical scroll bar" to scroll downward.)

(You might have to double-click on the C: drive icon on the left-most pane.)





Method 2 Step 13:

Double-click on the "OpenOffice.org.." folder in order to open it up:

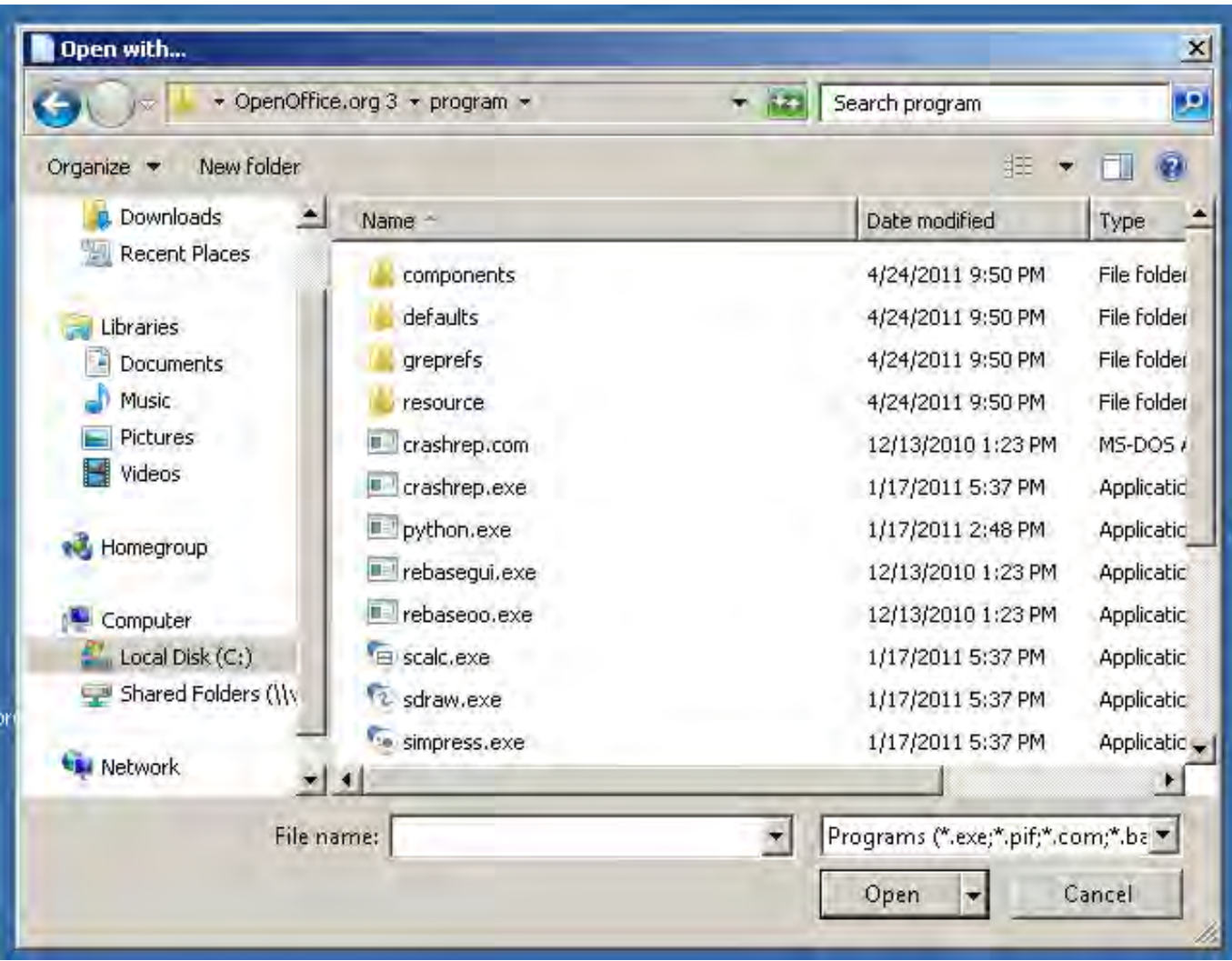


Method 2 Step 14:

Double-click on the "program" folder to open it up:

Method 2 Step 15:

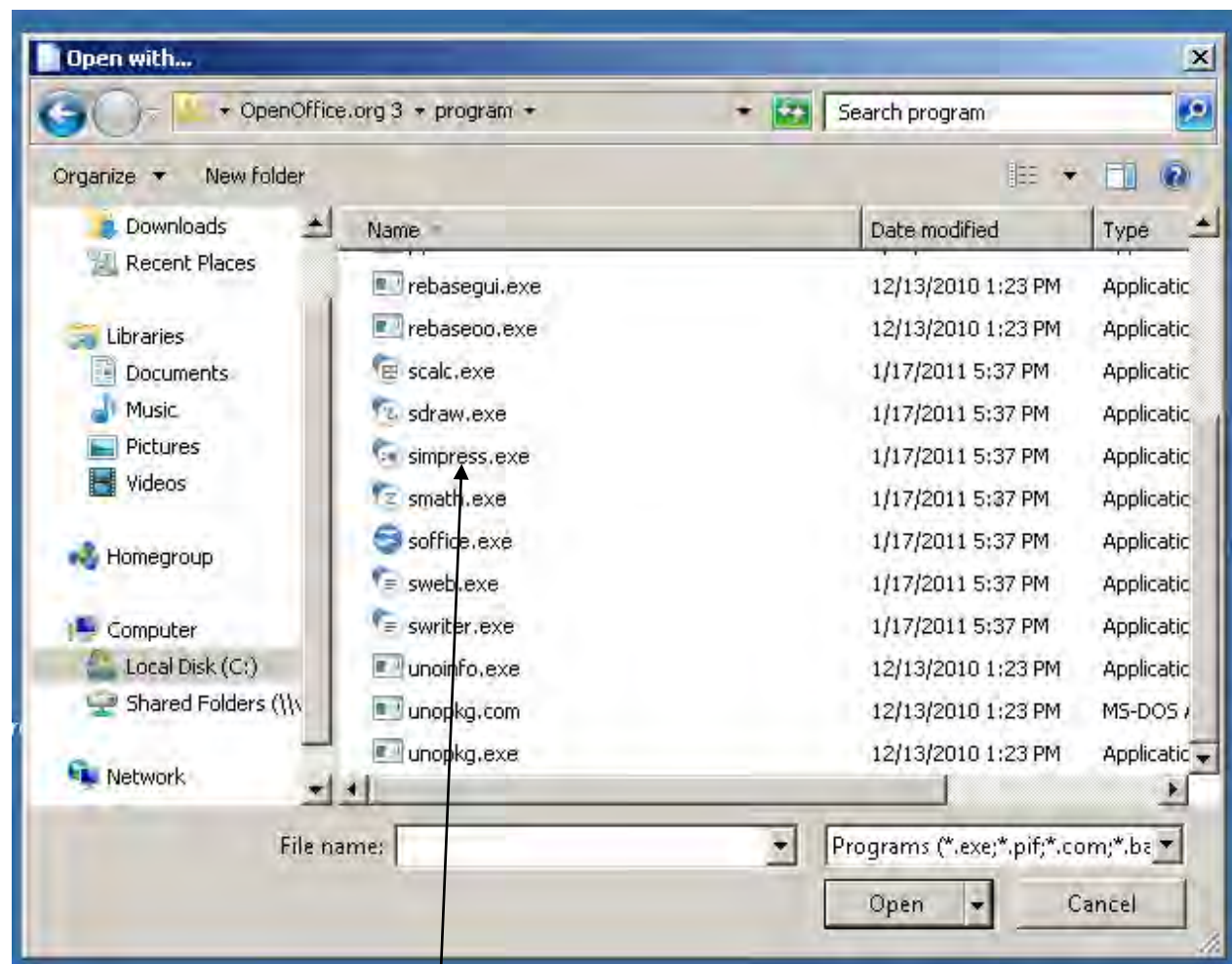
The contents of the "program" folder will be displayed:



Method 2 Step 16:

Locate the "simplpress.exe" file:

(You might have to use the vertical scroll bar to scroll downward.)

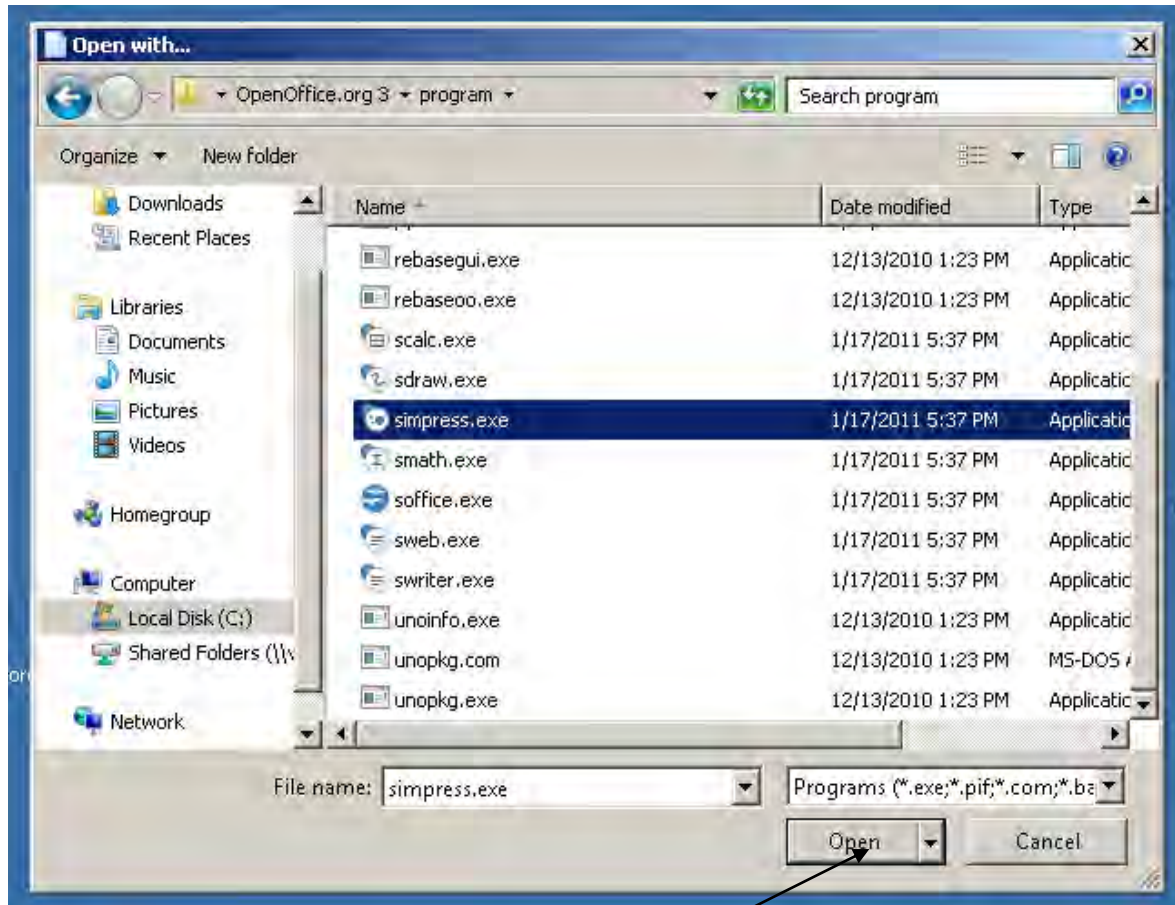


Method 2 Step 17:

Click once on "simplpress.exe".

Method 2 Step 18:

"simpressex" should now be highlighted:

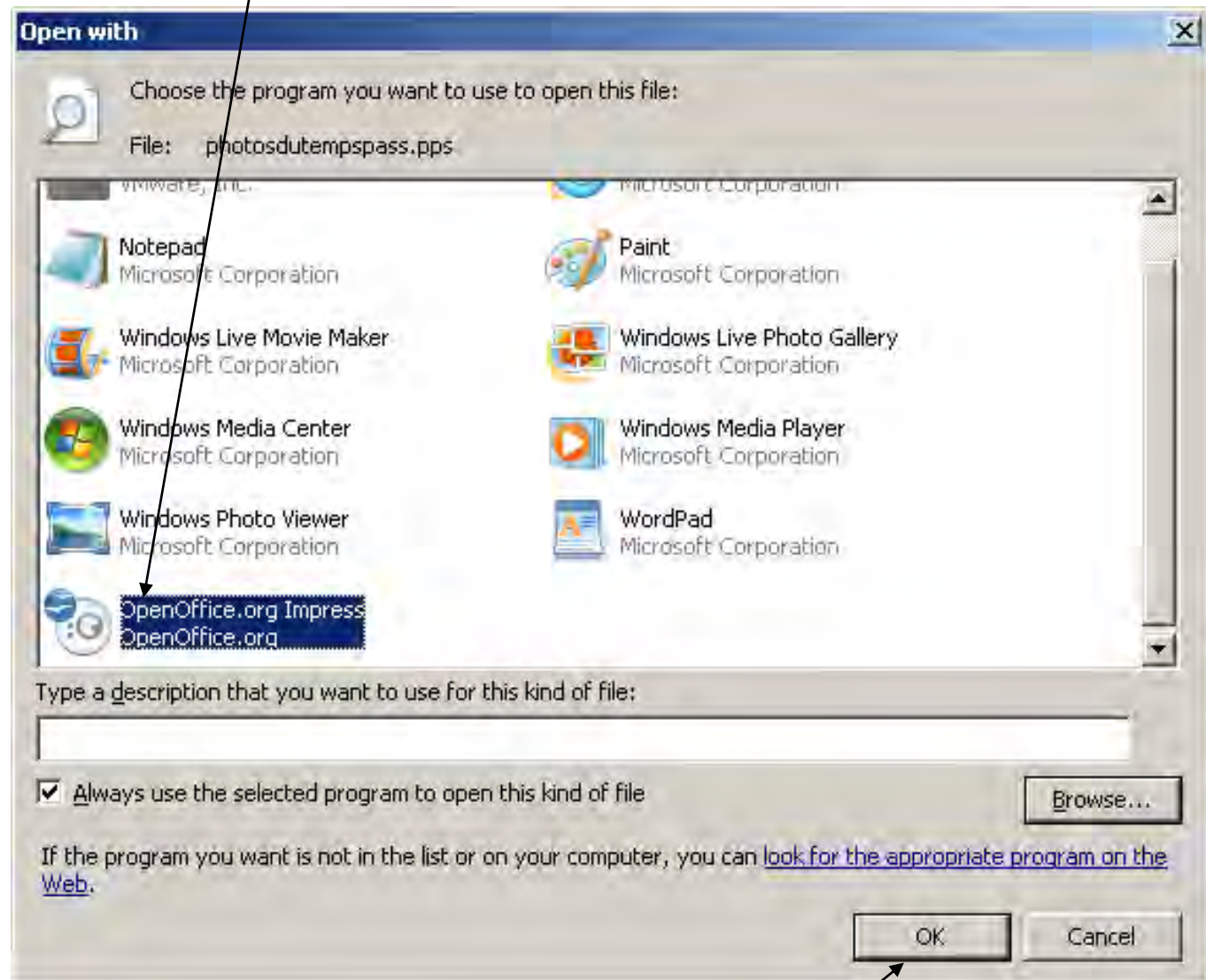


Method 2 Step 19:

Click on the "Open" button.

Method 2 Step 20:

"OpenOffice.org Impress" will now be shown in the "Open with" box:



Method 2 Step 21:

Click once on "OpenOffice.org Impress" in order to highlight it:

"OpenOffice.org Impress" should now be highlighted with a dark blue color.

Method 2 Step 22:

Click on the OK button.

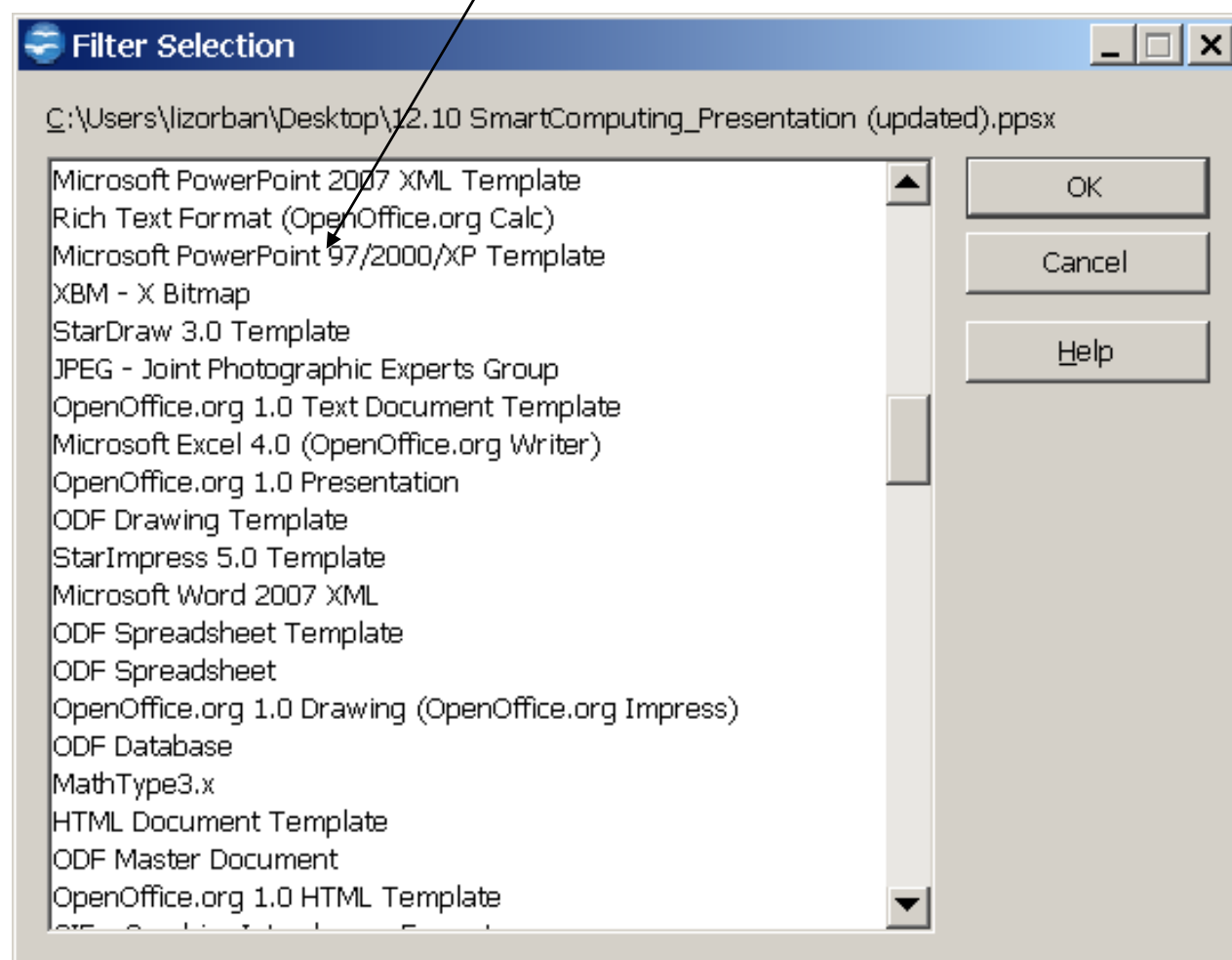
Method 2 Step 23:

If a "Filter Selection" box is displayed, click on the

"Microsoft PowerPoint 97/2000/XP Template" option to highlight it.

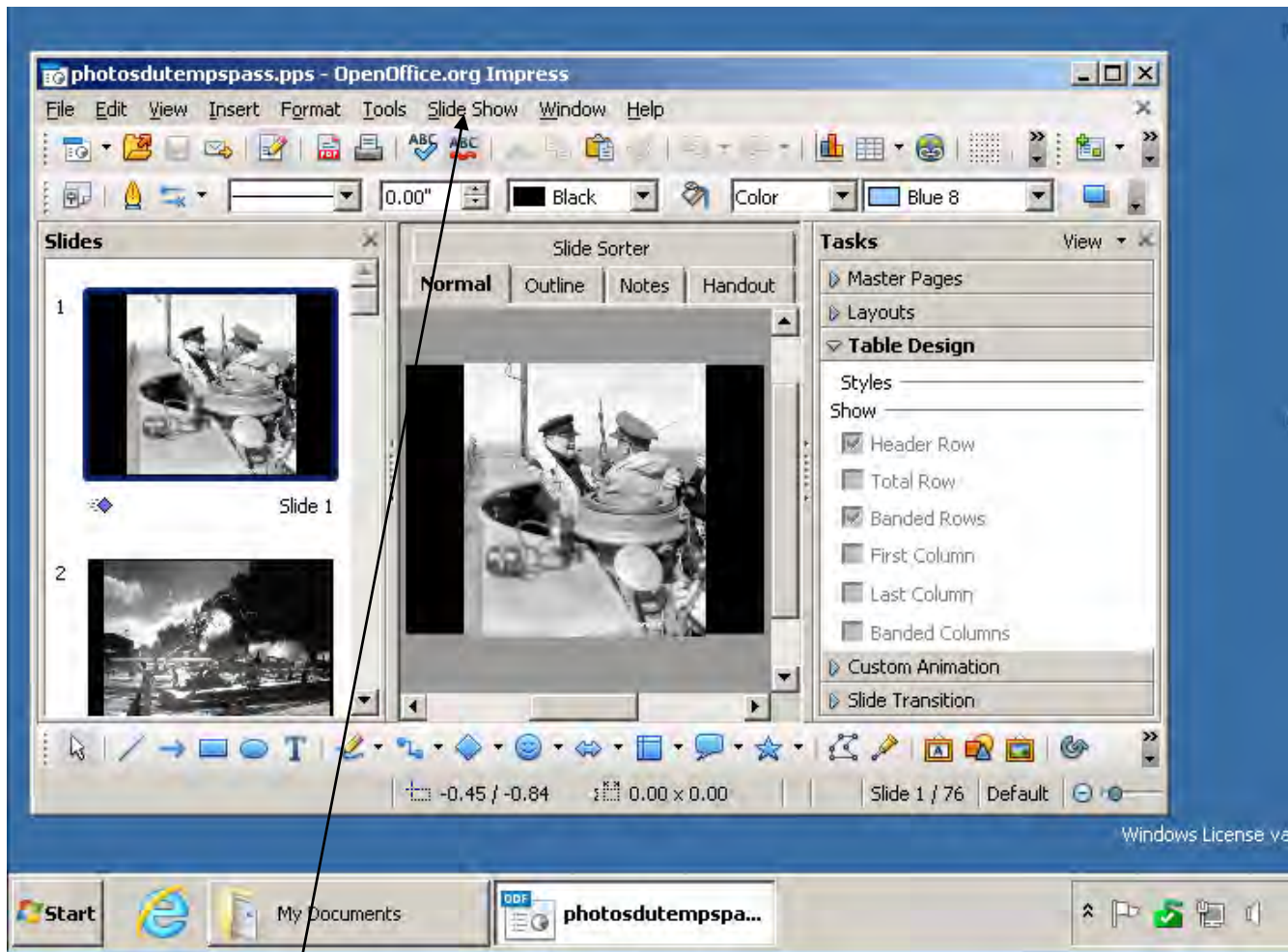
(You might have to use the vertical scroll bar to get down to it.)

Then click on the "OK" button.



Method 2 Step 24:

A "OpenOffice.org Impress" window will be displayed:

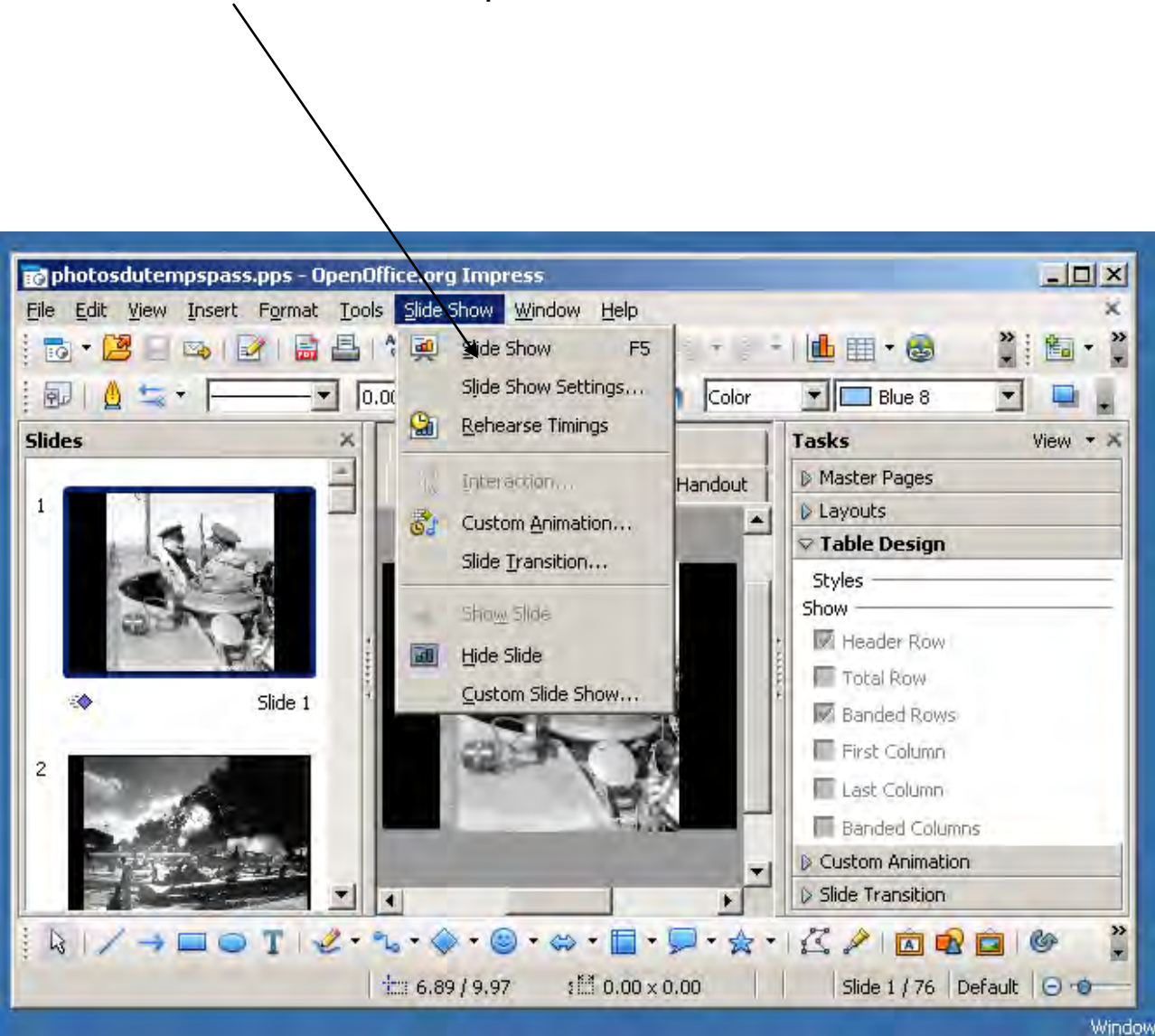


Method 2 Step 25:

Click on "Slide Show" in the top menu bar:

Method 2 Step 26:

Click on "Slide Show" in the pull-down submenu.





Method 2 Step 27:

A "Slide Show" will be displayed:



Method 2 Step 28:

Use the Enter or "Page Down" buttons to advance through the "slides".

Use RIGHT mouse button to click on the slide for more options.

Use the Esc key to terminate the slide show.

From this point in time, all \*.pps files will open in "OpenOffice.org Impress" when you double-click on them.

If you use "Method 2", "OpenOffice.org Impress" needs to be "taught" only once to open this type of file.

Then "OpenOffice.org Impress" will automatically open whenever you double-click on a .pps file