

## Computer Lesson 6B

### Play PPS files without downloading first

We played PPS files in Lesson 7. However, we need to download the PPS files to our computer first, then, use PPS Viewer to open the PPS file. If we decide not to keep that particular file, we can delete it. It seems okay, nonetheless, there is other way around that allows us **not** to download the file to a specified folder first and play later.

Let us try:

- 1) Open the lesson 7 email which has attachment called 賞音.閱詩.聽花語.pps.
- 2) Click on **Download** under this 賞音.閱詩.聽花語.pps.
- 3) Click on **Open** (instead of **Save**).
- 4) Click **Allow** in the Internet Explorer Security box.
- 5) Now you should be able to play this 賞音.閱詩.聽花語.
- 6) If your computer cannot play now. Then, do the following steps:
- 7) Go to Internet Explorer. Click on **Tools**. Click on **Internet options**.
- 8) Click on the **Programs** tab.
- 9) Click on **Set Programs**.
- 10) Click on **Associate a file type with a program**.
- 11) Look for .pps under **Name**. Click on it. Find out the program name under **Current Default**. It must be Microsoft Office PowerPoint Viewer for computer to work properly from step 3 through step 5. If it is not Microsoft Office PowerPoint Viewer, Click on **Change program**.

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- 12) Choose Microsoft Office PowerPoint Viewer by clicking on it. Click **OK**.
- 13) Click on **Close** to close the window of **Set Associations**.
- 14) Close the **Default Program** window.
- 15) Repeat steps 1 to 5.