

Windows XP

# FILE ASSOCIATION

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Click on any blue, underlined text to go to its linked reference.



**QUESTION:** I cannot open a PowerPoint show that you sent to me.

I followed your steps to download the “PowerPoint Viewer.”

This is the message I got when I clicked on the show that ends in .pps:  
“This file does not have a program associated with it for performing this action. Create an association in the Folders Options control panel.”

What should I do?

**ANSWER:** The response you got indicates that you downloaded the Viewer, but you did not install it properly.

1. Install the Viewer:

- ❶ Double, left-click on the Viewer Setup program.
- ❷ Follow the prompts.
- ❸ Restart your system.

2. If you’ve installed it properly, its name will appear where I’m showing “Microsoft Office PowerPoint” in Figure 1 (next page).

3. Assuming the show was saved into ... \My Documents\ My Video, open the “My Documents” folder:

✪ In Windows Me, double, left-click on the “My Documents” folder on the Desktop.

✪ In Windows XP, select Start > My Documents.

4. Double, left-click on “My Videos” folder. (If you saved it into another folder, substitute that folder’s name for “My Videos”.)

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5. Change the “file association” (**Figure 1**) by:

❶ RIGHT-click on the file name.

❷ Click on “Change” button.

❸ Click on the “PowerPoint Viewers” where I clicked on “Microsoft Office PowerPoint.”

❹ Touch the *Enter* key, on the keyboard, or click on the “OK” button.

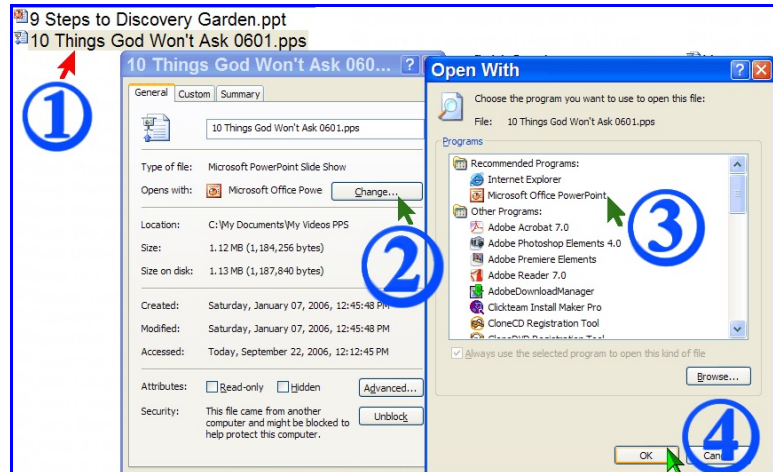


Figure 1