

Install and run PowerPoint Viewer 2003

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To run a presentation on a computer on which Microsoft Office PowerPoint is not installed, or to distribute a self-contained presentation to an audience that might not have PowerPoint installed, use Microsoft Office PowerPoint Viewer.

To obtain PowerPoint Viewer 2003, do one of the following:

- If PowerPoint 2003 is not installed on the computer, [click here to download PowerPoint Viewer 2003 directly from Microsoft Office Online](#). Download instructions appear at the bottom of the download page.

IMPORTANT You must have an Internet connection for this link to work properly.

 [Click here if you want print instructions](#)

1. The next time you connect to the Internet, go to Microsoft Office Online, click the **Downloads** link on the left side of the page, and then, under **Browse Downloads**, click the **Downloads for Office 2003** link.
 2. Under **PowerPoint 2003**, click **Viewers**, and then click **PowerPoint Viewer 2003**.
 3. Click the **Download** button, and then save the file to your computer.
 4. Browse to the location where you saved the file, and then double-click the file named **PPViewer.exe** to start the setup program.
 5. Follow the instructions on the screen to complete the installation.
 6. After the installation is complete, you can run Office PowerPoint Viewer from the **Start** menu, or double-click the presentation that you want to run.
- If PowerPoint 2003 is already installed on the computer, PowerPoint Viewer is installed each time you use the [Package a Presentation for CD](#) feature in PowerPoint.

To package a presentation for CD, do the following:

1. In PowerPoint, open the presentation you want to package.
2. On the **File** menu, click **Package for CD**.
3. In the **Package for CD** dialog box, click **Options**, and then select the options that you want.
4. Click **Copy to Folder** or **Copy to CD** to complete packaging, and then distribute the packaged presentation.

PowerPoint packages your presentation to the folder or CD so that you can distribute it.

Notes

- Office PowerPoint Viewer 2003 does not support PowerPoint 95 or earlier file formats. Only files that are compatible with PowerPoint 97 or later can be viewed with PowerPoint Viewer 2003.
- To view a presentation that is formatted for PowerPoint 95 or earlier in PowerPoint Viewer 2003, first open the presentation in PowerPoint 97 or later, and then save it in a PowerPoint 97 or later format.
- To view a presentation that is formatted for PowerPoint 95 (but not earlier), you can also use Microsoft PowerPoint Viewer 97. Find links to more information about downloading this viewer, and about saving earlier files in later formats, in the **See Also** section, which is visible when you are connected to the Internet.

 [See Also](#)

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