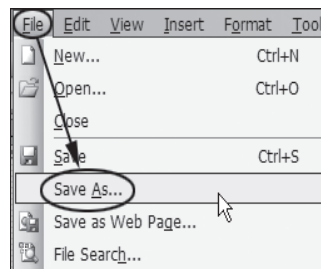




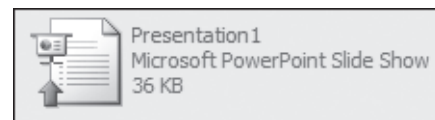
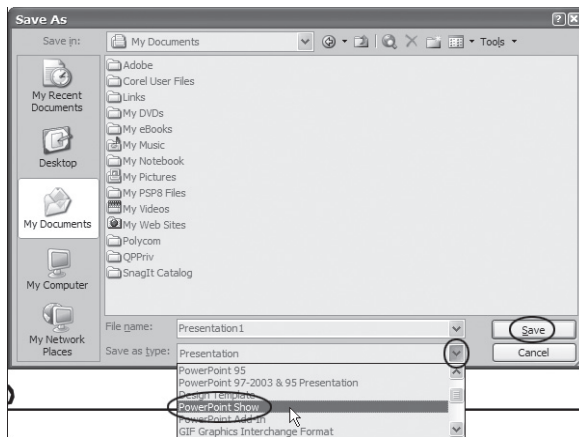
## Microsoft PowerPoint 2003: Saving as a PowerPoint Show

Saving the presentation as a **PowerPoint Show (.pps)** means that it will automatically show when it is double-clicked. This factsheet provide step-by-step instructions on how to save your presentation as a **PowerPoint Show (.pps)**.

1. To save your presentation as a **PowerPoint Show**, click on the **File** pull-down menu and select **Save As...**



2. Next, locate a place to save the presentation and click on the **Save as type:** drop-down menu and select **PowerPoint Show**. Click on the **Save** button. After saving, locate the file and double-click it.



3. Instead of the presentation opening in **PowerPoint** for editing, it will automatically begin as a slide show.

### CONTACT INFORMATION

Voice: 325-0631

Email: [helpdesk@msstate.edu](mailto:helpdesk@msstate.edu)

Web: [www.its.msstate.edu](http://www.its.msstate.edu)