



The ECHO™ — Your Weekly Presentation Tip

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PowerPoint 2007 Extensions

Here's a short tip that will help save your sanity. If your company has migrated to the 2007 Office Suite that includes PowerPoint, you should be aware that files created are not saved as regular .ppt files.

The new extension is .pptx, which means it's an XML file. Normally, most mere mortals don't need to bother with such details. But in this case, you should be aware of the following:

People with older versions of PowerPoint (especially if they're not even up on XP) may not be able to read files properly. Therefore, we recommend that you save two versions of any PowerPoint file: one in the original and one in the XML version, which will allow you to save animation, fonts, and new features. Use the drop down box in "save as" to save it as a PowerPoint 97- 2003 file.

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