

If people are trying to OPEN/View the PPT files while in the google group IT WILL NOT PLAY THE SOUND.

The reason sound will not play this way: When opening PPT within google it defaults to the Google Presentation app (Slides). While slides will come up, the app cannot play the audio as it is saved in a format it cannot convert.

**To Play PPT files on a computer**, they need to FIRST DOWNLOAD the files. Then they can open the files and if they have Microsoft Office they will play in PowerPoint without any issues. If they do not have Microsoft Office, they can download the PowerPoint viewer here: <http://www.microsoft.com/en-us/download/details.aspx?id=13> Once they have downloaded and installed the program, they just need to open the files which will allow them to play the PowerPoint presentations.

### **To play PPT files on iPad & I phones**

First go to App store and download WPS Office <http://www.wps.com/ios/> and install it.

AFTER, you have installed WPS office, you need to download the PPT(X) file to your device.

Then open WPS and the file should be visible.

Click on the file to open it - this will bring it up in preview mode.

In the top right hand corner there is a play triangle. Click the triangle and it will put the presentation into play mode.

Then tap on the screen where you see the speakers and give it a few seconds to load.

There are a few slides without sound - this is a slide specific issue and we are looking into ways to

Insert the sound back into the slides.

I have also been told that downloading Keynotes at the app store will work the same way.

**For Android:** Download the free version of officesuite and it should allow you to play the slides with audio on android similar to the instructions above. What people need to realize is usually when they open the PPT file in an app it puts it into preview mode which allows you to preview the slide. It will not play sound in this mode although you can see the slides and the sound icon. They need to tap the play icon (usually a sideways triangle at the top right) and this will put it into play mode where tapping on the sound icon will play the sound.