



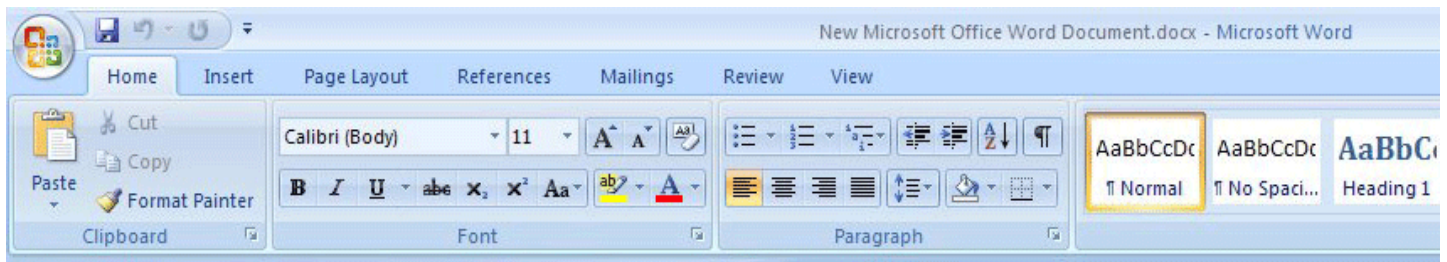
# SUNY Orange

## Before Upgrading to Microsoft Office 2007

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Office 2007 delivers much more than formatting options and bug fixes. The most noticeable change is Microsoft's new "Ribbon" graphical user interface.

Microsoft has done away with the old style "Pull down" menu above each window. This new interface is designed to give you all the options you would need in easily navigable tabbed environment designed for faster, more intuitive method of navigating.



It will require a bit of a learning curve and patience unique to the individual. Just as other Office transitions, we are certain that everyone can adjust to the change to Office 2007 as time goes on.

Office 2007 Suite brings with it a new form of file extension. You will notice that Office 2007 files have an "x" at the end of the extension ( i.e. .doc becomes .docx, .ppt becomes .pptx, etc.). It is important to note that those who choose not to upgrade to Office 2007 will not be able to open these new formats without a patch of some kind. Users of office 2003 may need to download and run the Microsoft's compatibility patch available using the following link:

<http://www.microsoft.com/downloads/details.aspx?familyid=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

### NOTE:

If you know that you will be sharing documents with people still using Office 2003, you can save a document in a compatible format by choosing "Word 97-2003 Document" under the "save as" option.

### REMEMBER:

Keep in mind that while you gain a vast assortment of new useful features, upgrading will take time to adjust. We strongly encourage you take advantage of the training and tutorials **before** proceeding with the upgrade to Office 2007.

Follow the links below for self help training:

Microsoft Online Tutorials URL: <http://www.sunyorange.edu/its/training/training.shtml#M>

University of Akron's training URL: <http://www.uakron.edu/its/learning/training/Office2007.php>

# OFFICE 2007 SUITE INSTALLATION GUIDE

The ITS department has made it so that you can easily upgrade to Office 2007 Suite yourself without the need for the media CD or a service technician visiting your desk.

## OFFICE 2007 Suite Includes:



## IMPORTANT NOTE:

The Office 2007 installation can take up to 45 minutes to complete depending on your PC and network traffic at the time. You can leave your machine “working alone” for much of this time. You will be required to **reboot your PC** at the end of the installation.

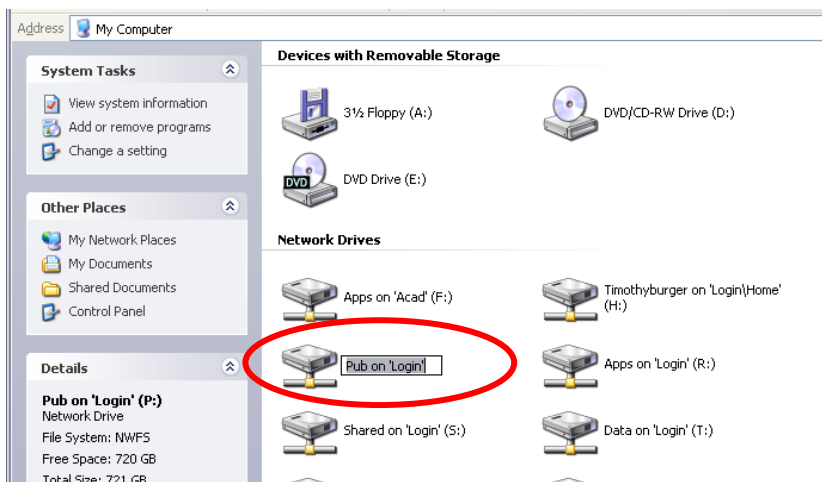
In order to be able to install Office2007 you must be:

- On the **Middletown** campus **only**  
currently **not available** at the Newburg campus  
the Office 2007 installs will be done by local technician
- **Logged** onto Novell on our college network
- Running at least Windows XP operating system

If you are unsure of any of the above please contact the helpdesk at x4749 or [helpdesk@sunyorange.edu](mailto:helpdesk@sunyorange.edu) for assistance.

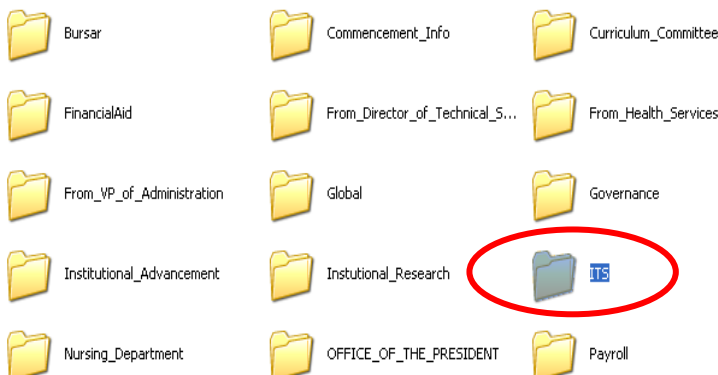
\*\*\*\*\***FIRST: Save any data and close any programs you have open!**\*\*\*\*\*

Double Click with the left mouse button on the “My Computer” on your desktop or use your start menu.

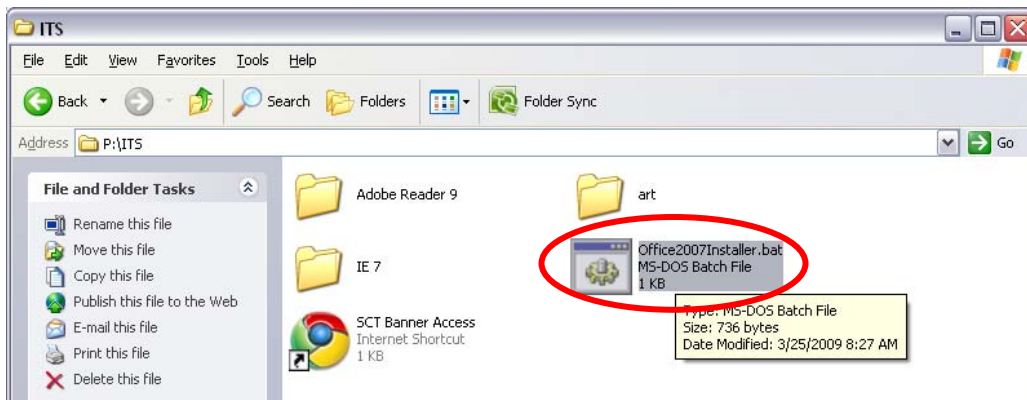


Among your drive letters, you will find the “P:” or “Pub” drive as shown in the screenshot.

Double Click with the left mouse button the “P:” drive to view the folders available.

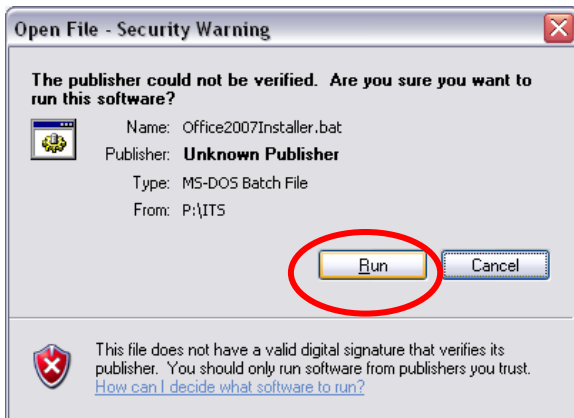


Find the folder called “ITS”.  
Double click (with the left mouse button) the “ITS” folder to open and view the contents.



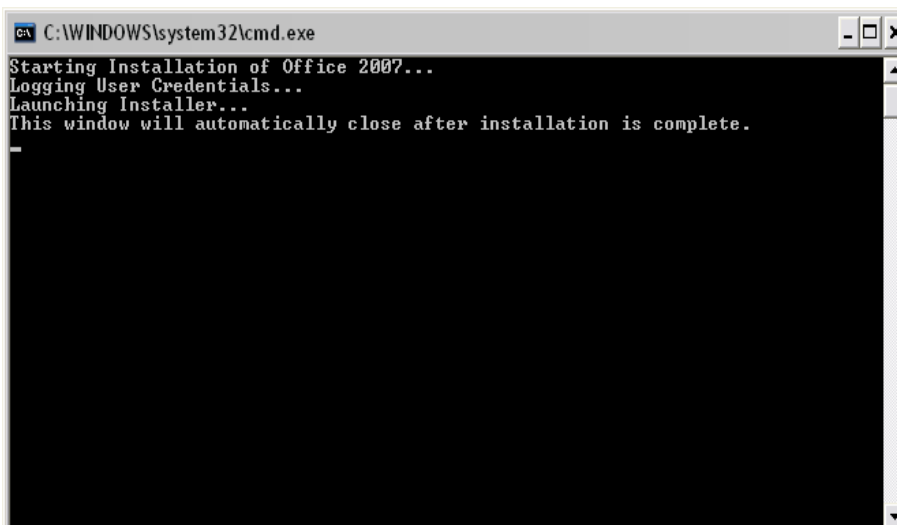
You will see a file called Office2007Installer.bat

Double Click with the left mouse button on the “Office2007Installer.bat” to begin the installation process.

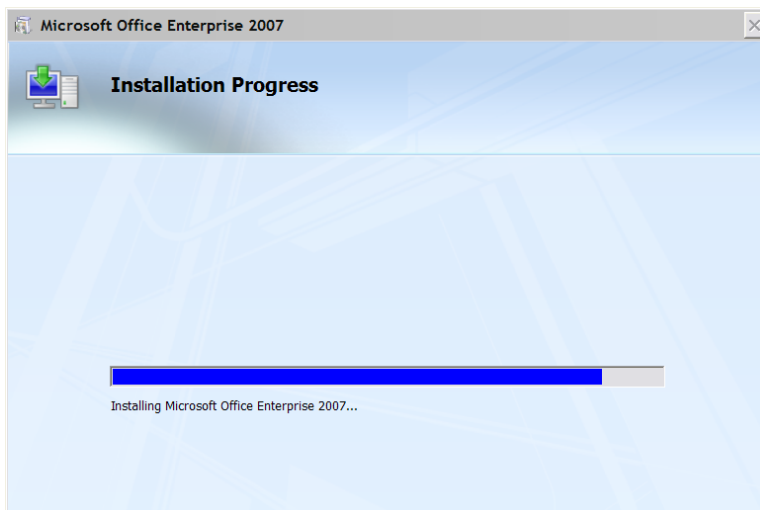


You **may or may not** see this screenshot depending upon your computers settings.

If you do, simply Left click run to continue.



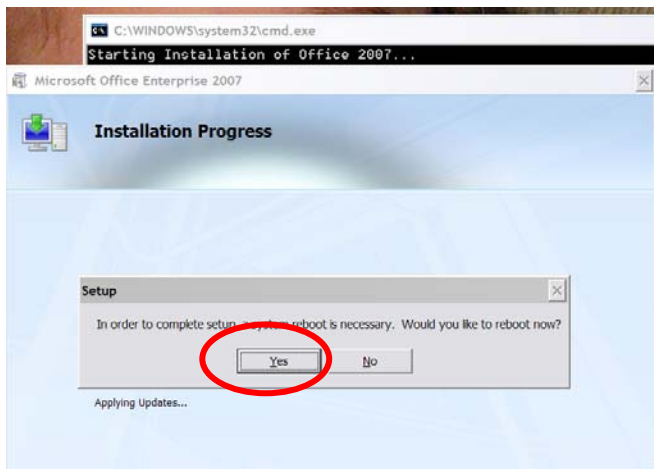
A window will pop up starting the installation of Office 2007...



The **Microsoft Office Enterprise 2007 Installation Progress Screen** will immediately follow.

This will show the status of your upgrade to Office 2007. Please remember that this step will take at least 30 minutes to complete. The progress bar shows that it is working.

Note: During this time feel free to leave your machine “working” and come back later...



In order to complete the setup, you will be prompted to reboot your computer.

Left click **Yes** and wait for your PC to restart.



Once your PC restarts and you log into it, you will notice new Office 2007 commonly used shortcuts have been placed on your desktop.

Double Click with the left mouse button on the **Microsoft Office Word 2007** icon to open your new version of MS Word.



You may receive a Welcome screen like the one shown here. Left click **Next**.



You may be prompted to Sign up for Microsoft Update.

Select the recommended option to **“Download and Install updates from Microsoft Update when available”** by left clicking on the round radio button.

Next, simply Left click the **Finish** button to start using Microsoft Office 2007 Suite!