

## Considerations for Installing Office 2007

The staff of DASNR Technology Services and Support is beginning a roll-out of Office 2007. We will be providing CDs and installation assistance over the next few months.

If you would like to proceed with an installation of Office 2007 you may do so by visiting the OSU Software Distribution Center at <https://app.it.okstate.edu/sdc/login.php> and using your OKEY credentials to login and download the software installer. There are, however, a few things to keep in mind.

1. There are some drastic changes to the user interface between Office '03 and '07, this will take some getting used to. The staff at TSS will be providing information to help make the transition as smooth as possible.
2. Not everyone will have '07 installed at the same time – in fact some systems will not meet the recommended requirements and will continue to use Office 2003.
3. If you install '07 please make the changes listed below to save documents in a format that is compatible with Office 2003.
4. If you do not plan to install '07 please download and install the “compatibility pack” from Microsoft.  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>
5. Carl Hamby has not yet released a version of the OK4H database that is compatible with Office 2007. If you need to use the OK4H database you should wait until this newer version has been released, as the current database will not run in Office 2007.
6. Concurrent installations of Office 2007 and Office 2003 can exist, however you must choose a single version of Outlook. Concurrent installations are not recommended by TSS staff, but can be accommodated under special circumstances.

### Setting Compatibility Mode: (#3)

1. Click the Office Button
2. Click the “Word Options” Button
3. Click the “Save” item
4. Choose “Word 97-2003 Document (\*.doc)”
5. Click OK

Note: You’ll need to do this procedure on Excel and PowerPoint as well.

