

Microsoft Office 2007 is here!

Someone once said, "I put a dollar into a change machine - but nothing changed!"

When it comes to technology, that is far from true. Here at Heidelberg College, we are making a change in our basic office productivity software, Microsoft Office 2003. We are beginning to install the newest Microsoft Office 2007 on College computers. This includes Word, Excel, Powerpoint, Access, Publisher and other Office applications.

The first systems to get Office 2007 will be our lab systems and other public access systems such as those in the library and building lobbies. All mediated "smart" classrooms will also receive the new Office 2007. Initially, Microsoft Office 2007 will be installed in addition to Office 2003, and Office 2003 will still be available on all systems.

You might ask why we will continue to have both Office 2003 and Office 2007 available on the systems. As you might expect, the new programs are certainly different than our familiar Office 2003 programs. Some Faculty/Staff may want to use the familiar older version as they learn the newer system. One significant difference is the introduction of a new file format in Office 2007 that cannot be used with the Office 2003 programs without the addition of a special compatibility pack from Microsoft. More on that change in a moment.

Getting Office 2007 installed on your computer

Faculty/Staff are being given the option of requesting the new Office 2007 or continuing to use just the older Office 2003 for the time being. Please contact Jeff Pocock at x2355, Will Marshall at x2354, or Kent Cartwright at x2365 to schedule the installation of Office 2007.

Opening Office 2007 documents with Office 2003 and the Compatibility Pack

If you elect to continue to use the older Office 2003, the first time you attempt to open a document in the newer Office 2007 format a window will appear and you will be asked if you want to download the free Compatibility Pack from Microsoft. The compatibility pack is a simple add-on to your existing Office 2003 and you are encouraged to install it on your system.

Installing the Compatibility Pack

- A. To install, click 'OK' on the message window that appears when opening an Office 2007 document.
- B. In the next window that appears, click the 'Download' button.
- C. In the next message window to appear, click the 'Run' button and the download begins. It may take as much as 4-5 minutes for the download to finish.
- D. When it does finish the download, click the 'Run' button in the next message box.
- E. Accept the license agreement and click 'Continue'.
- F. Wait for the installation to complete and click 'OK' when done.
- G. Close any open windows and re-try opening the Office 2007 document.

If you don't feel comfortable installing the Compatibility Pack yourself, please contact Jeff Pocock at x2355, Will Marshall at x2354, or Kent Cartwright at x2365 and we will assist you.

Finally, there will be training opportunities available in the very near future, both in a classroom setting and on-line for those who wish to study at their own pace.

We all live in a fast-paced, rapidly changing world. Once you begin the transition to Office 2007, please remember that finding and using a little extra patience will help you through the change.