

Installation Guide

Microsoft Office 2007 Transition

Before you begin:

- You must have Administrator rights on the computer you are installing this software on.
- No, you do not have to uninstall previous versions of Office before you begin this upgrade.

1 First Step: Copy the registration number from your email. Highlight the number by right clicking and choosing “Copy.” It will be there waiting for you later when you need it. If you choose to write down the number instead, keep it secure as you would any password.

2 Close all programs except your installation email before beginning the installation process. Close the email and your email program when prompted during the installation process.

3 Click the hyperlink in the installation email that looks like this: [\\wuf-sw\software\Licensed Software\Microsoft\OfficeProPlus2007\setup.exe](X:\LicensedSoftware\Microsoft\OfficeProPlus2007\setup.exe). If the link does not work, open Windows Explorer type in: X:\LicensedSoftware\Microsoft\OfficeProPlus2007, then click “**setup.exe.**”

4 If prompted, accept the license agreement and default installation location.

5 “Enter your Product Key” Press **Ctrl+V** to paste the authorization code, or right click and choose “**Paste,**” or enter the code manually.

6 “Choose the installation you want” Choose “**Upgrade.**” This will erase your 2003 versions of Microsoft Office.

7 “Installation Progress” This could take up to twenty minutes depending on your internet connection, your computers speed, and its available memory.

8 After Installation of the Office 2007 software, the following customizations are recommended:

- Set the **Save As** default to Office 97-2003 format for Word, Excel, and PowerPoint: (Office Button, Options (bottom of tab), Save, Save Files in this format: 97-2003)
- Set the Access default file format to Access 2002-2003: (Office Button, Options (bottom of tab), Popular, Default file format: Access 2002-2003)
- Customize the Quick Access Toolbar to include **Save As, Open, Print,** and **New Document:** (Office Button, right-click options to add to the Quick Access toolbar)
- Install the pdf add-in, which can be found at:
www.microsoft.com/downloads