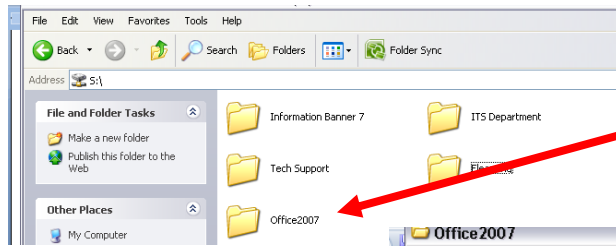
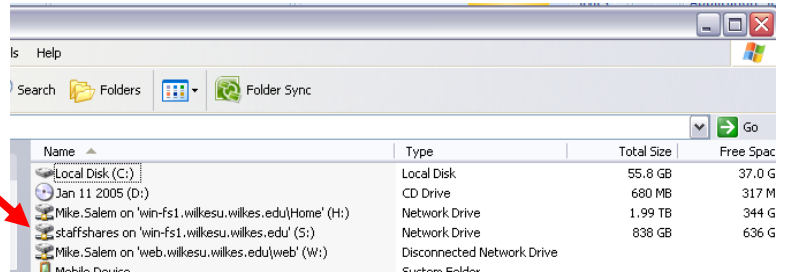


Adding Microsoft Office 2007 and Retaining your Previous Versions of MS Office

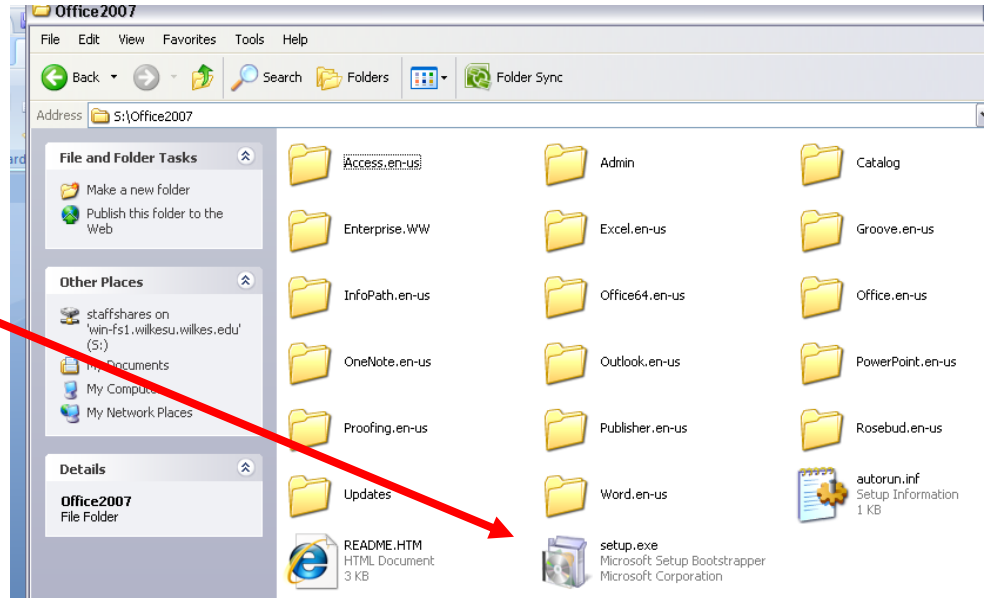
These instructions will install the Microsoft Office 2007 and **WILL RETAIN** the previous version. This dual MS office capability may be beneficial to you as you become familiar with the newer Office look and feel. The one exception is that you cannot have 2 versions of MS Outlook – so this installation will remove the previous Outlook and install Outlook 2007. If you prefer to completely remove the previous version and have only MS Office 2007 (Recommended) go to <http://www.wilkes.edu/PDFFiles/ITS/upgrademsoffice2007.pdf>.

To begin a complete installation of Office 2007 open My Computer and double click on the staffshares (S:)

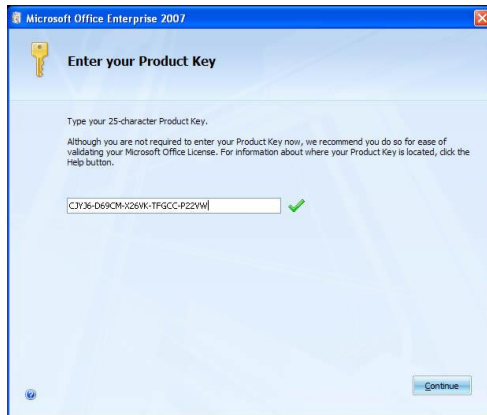


Double click on the Office2007 folder

Locate the file "setup.exe" and double click the file to begin installation.

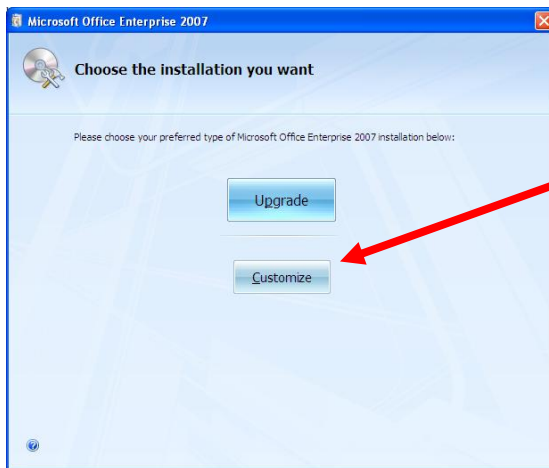


The following window will appear. Click on **Run**

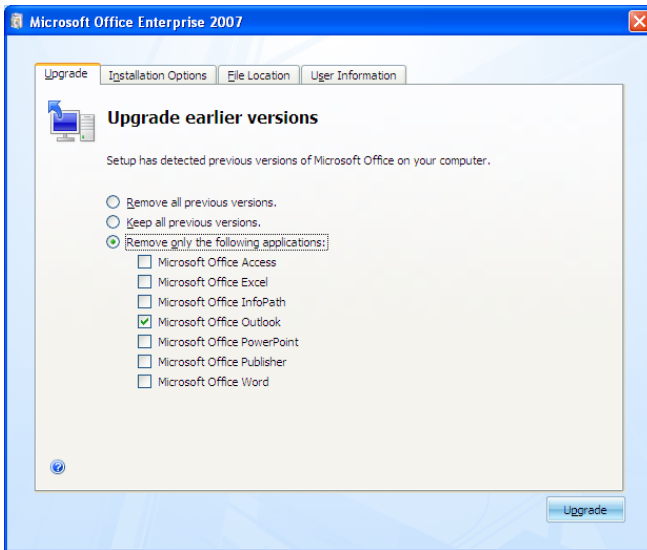


Step 2 – Enter the product key in the text area provided. The key number is CJYJ6-D69CM-X26VK-TFGCC-P22VW. Then click **Continue**

Step 3 – Read the License Terms and check the box on the bottom left, then click **Continue** in the bottom left of the window.



Step 4 – Select **Customize**



Step 5 – On the **Upgrade** tab, select **Remove only the following applications**. Then from the list of applications to remove, select **Microsoft Outlook** (This will remove the old Outlook, so the new version will install. This process will not affect email files or previous setup options. Now click **Upgrade** in the bottom right of the window.

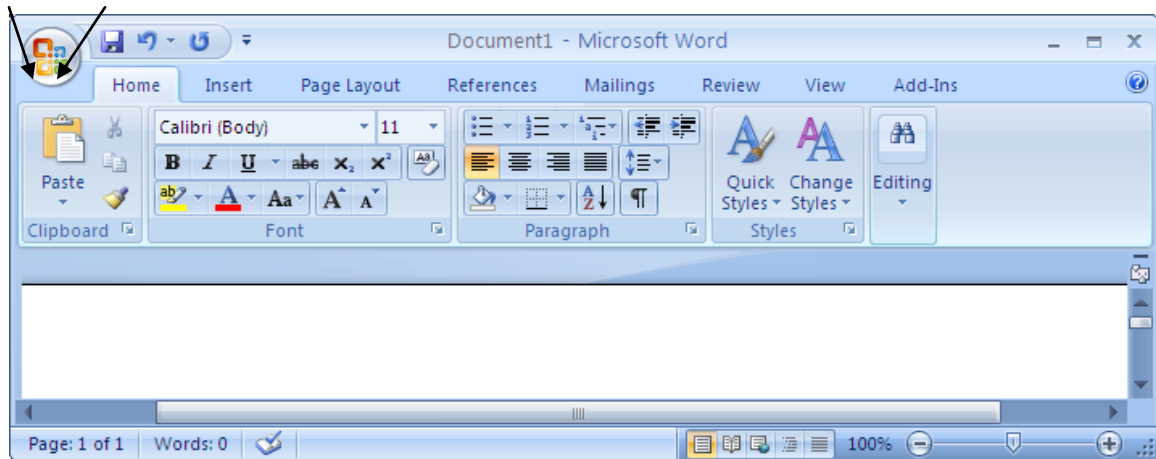
Step 6 – We **recommend** that you elect option 1, but this is your choice. Choose your options and select Next



Step 7 - And then choose the option to download and install updates in the update window.

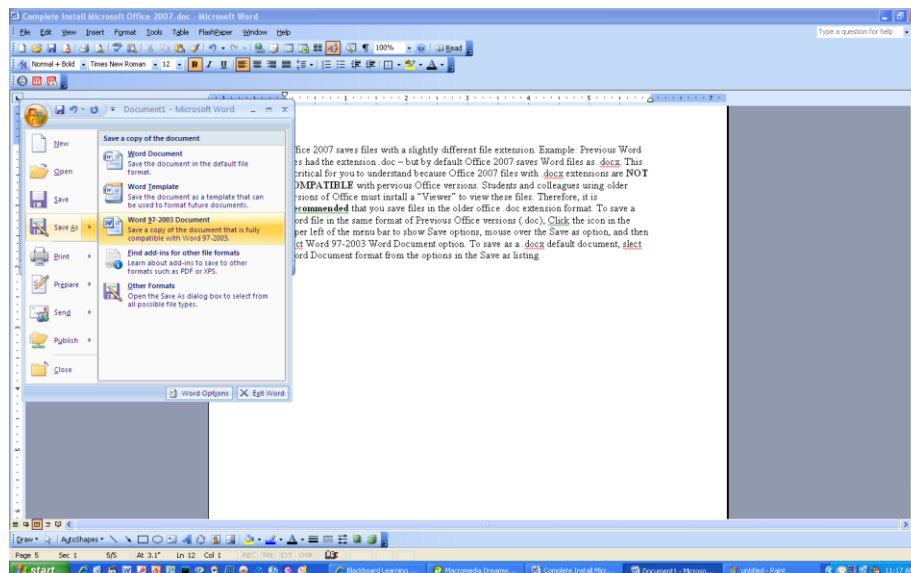
Your installation will begin, and you will be prompted to reboot your computer when the installation is complete.

Quick Hint on getting started using Microsoft Office 2007. When you first use Word you will notice a very different menu bar. Take a few minutes and play around with the options so that you will become familiar. Notice that to **Save** a document you must click on the Icon in the very upper left of the menu bar to view the save options. This icon is highlighted with arrows in the image below.

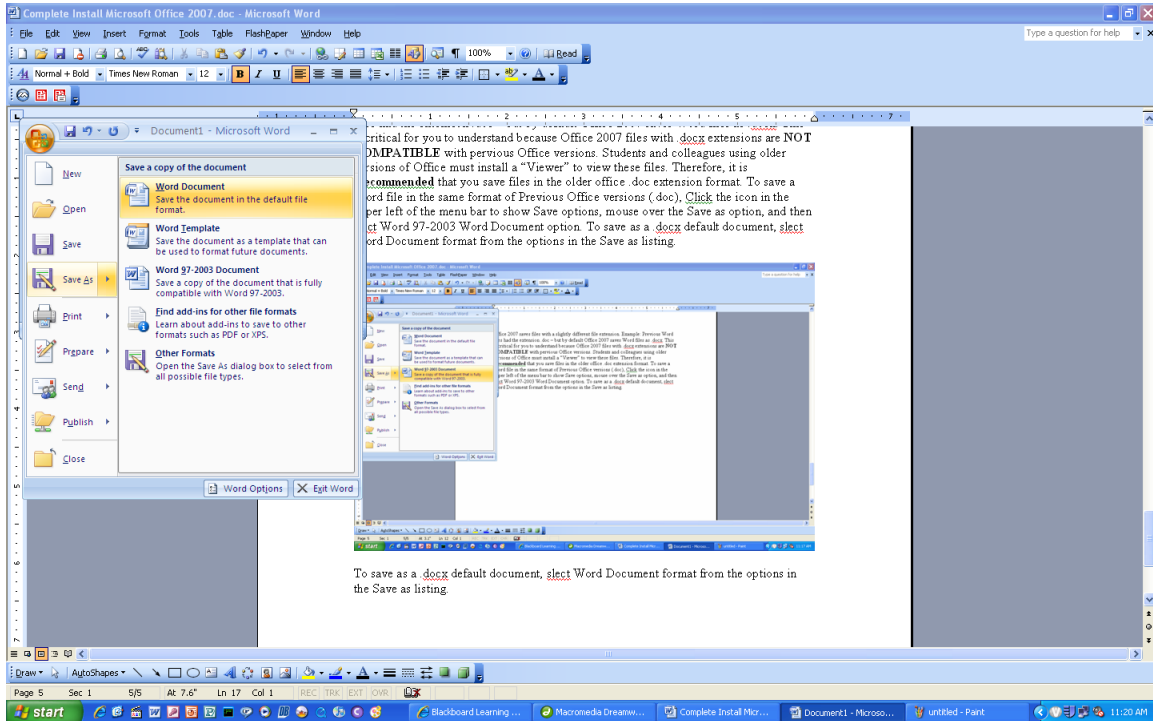


IMPORTANT - File Saving Information

Office 2007 saves files with a slightly different file extension. Example: Previous Word files had the extension .doc – but by default Office 2007 saves Word files as .docx. This is critical for you to understand because Office 2007 files with .docx extensions are **NOT COMPATIBLE** with previous Office versions. Students and colleagues using older versions of Office must install a “Viewer” to view these files. Therefore, it is **Recommended** that you save files in the older office .doc extension format. To save a Word file in the same format of Previous Office versions (.doc), click the icon in the upper left of the menu bar to show **Save** options, mouse over the **Save as** option, and then select **Word 97-2003 Document** option.



To save as your file in the .docx format, select **Word Document** format from the options in the **Save as** listing.



If you are not using Office 2007 and receive a .docx formatted document, you may view the file but installing the Microsoft Compatibility pack at <http://office.microsoft.com/en-us/word/HA100444731033.aspx>