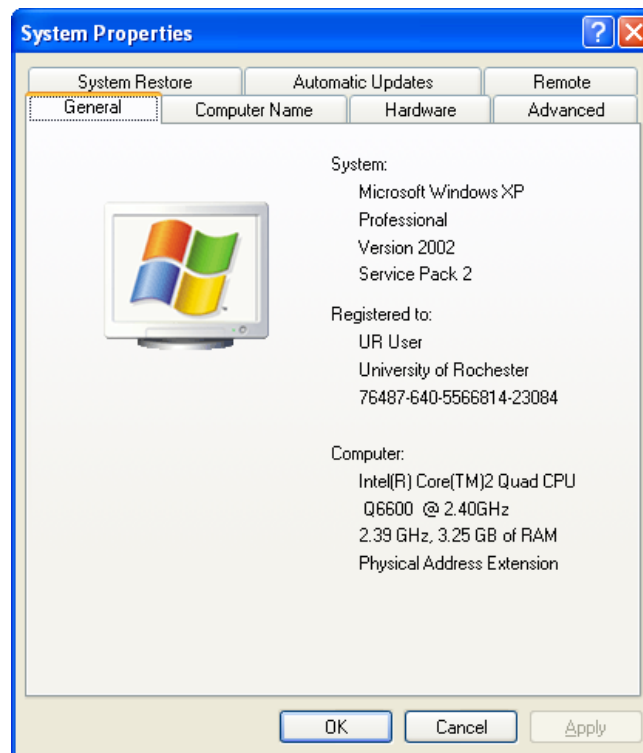


University IT is now in a position to support Office 2007. These guidelines are for departments supported by University IT. Parts of the University have their own IT support group. If you are in one of those areas, please check with your IT support provider for their policies/recommendations.

Before you decide to upgrade, here are a few items you should be aware of.

Your computer's operating system must be Windows XP or higher. Office 2007 is not recommended on a computer running Windows 2000. Your computer should have at least 1GB of RAM. To check and see if your computer is capable of running Office 2007 – click on your Start button – Settings – Control Panel – double click on the System icon. On the general tab you can see the information you need.



The user interface in Office 2007 is very different from Office 2003. Each program uses what is called a ribbon. The ribbon replaces the old menus and toolbars. [Online training is available](#) to help you make the transition to the new office suite as smoothly as possible. You will need your NetID and password to log into the training site.

There is a new file format. Office 2007 documents are saved with a different file extension than documents in Office 2003. Whereas a Word document would be saved as *filename.doc* in Office 2003, the same file would be saved as *filename.docx* in Office 2007. New file extensions (.__x) cannot be opened in previous versions of Office, including Office 2003, unless the [Office 2007 Compatibility Pack](#) is downloaded and installed. Office 2007 can open documents with the old file extension (.doc, .xls, .ppt, etc.). The new file format was implemented to decrease file sizes and make document recovery easier, among many other reasons. [More Info](#)

At this time, University IT recommends saving all documents in the previous format as often as possible to avoid hassle. To set the old format up as your default save format, click on the Office button in the top left of your screen, click "[Application] Options", click the "Save" tab, and choose "[Application 97-2003 Document]". Click on the Office button in the top left of your screen, navigate to "Save As...", and choose "[Application] 97-2003 Document" for saving on a case by case basis.

You now have the ability to save as a PDF. In order to do so, the [Microsoft Save as PDF Add-in](#) must be downloaded and installed. Once installed, the option to save as a PDF will appear under the "Save As" option.

Preview changes live before they're made. By highlighting text and placing your cursor over options that appear in the Office 2007 ribbon menus, changes are previewed live in the document before the change is made. This helps to prevent formatting issues that cropped up from making changes in Office 2003 applications. [More Info](#)