



# Microsoft Office 2007\_32bit

## Migration documentation

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## 1. Contact Persons

Name	Function	Phone number	Company	Email

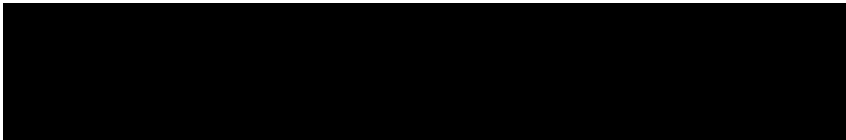
## 2. About this document

In this document you will find information for the migration from Microsoft Office 2003 to Microsoft Office 2007 on (Windows XP). It includes tips for when a user has certain problems or questions (chapter 4) and a guideline for (chapter 3) on what to do when switching from Office 2003 to Office 2007. Furthermore you can find the configuration and setup description for MS Office 2007\_32bit version for and the specific module information in chapter 5 + 6. Appendix A contains short information which should be handed out to the user after the MS Office 2007 installation. Appendix B contains an exemption list. This table lists all programs which are not compatible with MS Office 2007. Therefore it is important to inform the user that a program might not work when MS Office 2007 is installed.

This document is meant to be used by

### 3. Checklists for migrating to Office 2007

	Actions to do before you migrate to Office 2007
8	<b>Exemption List</b> Check whether the user is running one of the exempted programs, go to <b>Appendix B – Programs not confirmed to work with MS Office 2007</b>
8	<b>Agree on an installation time window with the user</b> Since the installation of MS Office 2007 takes up to 1 hour, it is necessary to agree on a time window with the user. Based on experience the best time is during lunch time.
8	<b>Save Address book cache</b> Save address book cache file: C:\Documents and Settings\<userid>\Application Data\Microsoft\Outlook\*.nk2
8	<b>Active Sync and Office 2007</b> Check whether a user uses Active Sync. In case they do, go to <b>chapter 4 - tip 3</b>
8	<b>Autotext feature</b> Check whether a user uses Autotext feature or not. In case they do, go to <b>chapter 4 - tip 5</b>
8	<b>Save the Signature file</b> Save Signature file from c:\documents and settings\<userid>\ Application Data\Microsoft\Signatures. Save the directory <i>Signatures</i> with all its contents.



Actions to do after you migrated to Office 2007	
8	<p><b>Import Address book cache</b></p> <p>Import the N2K-file. Copy the *.nk2 file to the directory C:\Documents and Settings\&lt;userid&gt;\Application Data\Microsoft\Outlook and rename it to &lt;userid&gt;.nk2</p> <p>For example:</p> <p>URCHO.nk2</p>
8	<p><b>Import the Signature</b></p> <p>Copy the directory "Signatures" to C:\Documents and Settings\&lt;userid&gt;\Application Data\Microsoft</p>
8	<p><b>Autotext feature</b></p> <p>Finish conversion of Autotext feature; go to <b>chapter 4 - tip 5</b></p>
8	<p><b>Give a short introduction to the user</b></p> <p>Give a short introduction about MS Office 2007 to the user and hand out the A4 information sheet to the user. Go to <b>Appendix A</b> and hand out the paper print.</p>



## 4. Support Tips/User information

Tip	Application	Item	Recommendation
1	Outlook	Signature	After reinstallation the signature file is not available anymore. Copy the directory "Signatures" to C:\Documents and Settings\<userid>\Application Data\Microsoft or run the Symprex utility after the MS Office 2007 installation.
2	Outlook	Junk Email filter	<p>Mailbox scanning</p> <p>Sometimes scanned mails from the printer can end up in the junk mail folder.</p> <p>Inform the user about the following: Mark the email and click the "Not Junk" button and OK on the popup. It will move this particular email as well as place the later ones in the Inbox directly.</p> <p>This is applicable for any mail ending up in junk mail folder, but is not to be treated as junk mail. (for example. Mails from [REDACTED] sometimes end up in the junk mail folder too)</p>
3	Active Sync + Outlook	Profile	<p>It could occur that Active Sync is behaving very unstable after MS Office 2007 installation.</p> <p><u>The solution for this:</u></p> <p>Reinstall Active Sync [REDACTED] When reinstalling Active Sync and having already two profiles set up (for example on a private computer and work laptop), it is necessary to delete one of the profiles during the new set up of Active Sync.</p>
4	Outlook	Out of office assistant	<p>Out of office assistant does not show up automatically when switched on. It is necessary to choose that option manually.</p> <p>More information can be found here: <a href="http://www.msoutlook.info/question/283">http://www.msoutlook.info/question/283</a></p>
5	Word	Autotext Feature	<p>Implement Autotext feature with help of this article <a href="http://office.microsoft.com/en-us/word-help/add-autotext-HA010255209.aspx">http://office.microsoft.com/en-us/word-help/add-autotext-HA010255209.aspx</a></p> <p>Migrate Autotext feature from Office 2003:</p>

			<p>In case you have a user who is using the "Autotext feature", here you can find how to implement it.</p> <ol style="list-style-type: none"> <li>1. Copy normal11.dot from C:\Documents and Settings\user name\Application Data\Microsoft\Templates to C:\Documents and Settings\user name\Application Data\Microsoft\Document Building Blocks.</li> <li>2. In word 2007 open normal11.dot and save it as autotext.dotx.</li> </ol> <p>Click the Microsoft Office Button, and then click Convert. When prompted, click OK.</p> <p>The file upgrades to the new file format.</p> <ol style="list-style-type: none"> <li>3. On the Insert tab, in the Text group, click Quick Parts, and then click Building Blocks Organizer.</li> <li>4. In Building Blocks Organizer, select an AutoText entry, click Edit Properties, and then select the appropriate gallery in the Gallery list.</li> <li>5. In the Save in list, click Normal.dotm, and then click OK.</li> </ol> <p>Repeat for each AutoText entry that you want to use in Office Word 2007</p>
6	Outlook	Calendar item	<p>In some cases calendar entries which were made in Office 2003 and deleted in Office 2007 disappear from the calendar, but the reminder is still remaining. This means a user receives a reminder even if the calendar entry is deleted. Inform the user about this "bug".</p> <p>For more information check out <a href="http://www.slipstick.com/calendar/cleanreminder.asp">http://www.slipstick.com/calendar/cleanreminder.asp</a></p>
7	Outlook + Nokia PC Suite	Synchronisation	<p>Agenda items might not be transferred from Outlook to the phone via Nokia PC Suite.</p> <p>The solution for this:</p> <ol style="list-style-type: none"> <li>1. Uninstall Nokia PC Suite [REDACTED];</li> <li>2. Notebook reboot;</li> <li>3. Execute Nokia PC Suite Cleaner [REDACTED] [REDACTED]\Nokia) (executed locally);</li> <li>4. Notebook reboot;</li> <li>5. Install Nokia PC Suite [REDACTED]</li> <li>6. After this it is possible to configure Nokia PC Suite like it was a fresh installation;</li> </ol>

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Client Profile:                   \_Default (should end up here when all users are migrated)

User Profile:                   \_Default (should end up here when all users are migrated)

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\_\_\_\_\_

In production

Age Group	Should Take Action (%)	Should Not Take Action (%)
18-29	85	15
30-49	85	15
50-69	85	15
70+	85	15

n/a

For every [REDACTED] coworker within [REDACTED],  
[REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



## 5.1 Preparation (only to be done once by [REDACTED])

At current stage the modules [REDACTED] are part of the default client profile "\_Default". In order to deinstall them on selective clients you have to extract [REDACTED] from the default profile, **without deinstalling** it at first place.

**Here are the steps on how to do that:**

STEP 1: create a new client profile called "[REDACTED]"

STEP 2: go to the client profile **\_Default**

STEP 3: choose the modules [REDACTED],

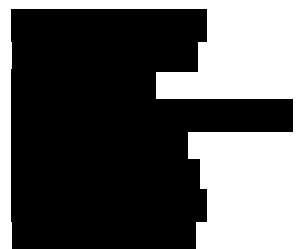
[REDACTED]  
right click and select **remove job. ATTENTION!**

STEP 4: When you get the question in the next window "Do you want to uninstall all applications assigned to the profile you removed", you have to click on **"NO"**


STEP 5: add the modules [REDACTED] to the new client profile [REDACTED].

STEP 6: add all computers to the new client profile [REDACTED]

**except** the following clients





- STEP 7: Since the modules are now part of the new client profile, you are able to go to the computer which should get MS Office 2007. Remove the computer from the client profile  and click on **"YES"** when you get the question "Do you want to uninstall all applications assigned to the profile you removed".
- STEP 8: Now you can proceed with chapter **5.2. "Installation instructions"**.

**ATTENTION:** This action has to be done only once. After that it is done it is valid for any client in your location.



## 5.2 Installation instructions

**Important:** Currently the following client and user profiles are valid:

Client profile [REDACTED]

User Profile [REDACTED]

Client profile [REDACTED]

User Profile [REDACTED]

- STEP 1:            Make sure that the user is not logged on to the computer
- STEP 2:            remove the client profile [REDACTED] from the specific client through IMU and select YES for uninstallation.
- STEP 3:            wake up client in [REDACTED]
- STEP 4:            Reboot the computer
- STEP 5:            Add the computer to the client profile [REDACTED]  
This profile already exists in [REDACTED]
- STEP 6:            Add all wanted proofing tools for the user with the client profile through IMU (for more information have a look at chapter 6).
- STEP 7:            wake up client in [REDACTED]
- STEP 8:            Reboot the computer
- STEP 9:            add the user to the user profile [REDACTED]  
This profile already exists in [REDACTED]
- STEP 10:           let the user logon and check if all MS Office icons are available
- STEP 11:           Give a short introduction about MS Office 2007 to the user
- STEP 12:           Hand out the A4 information sheet to the user in Appendix A



## 6. Proofing Tools for MS Office 2007

The following proofing tools packages are available for MS Office 2007 in IMU:


	....	German Proofing Tools
	....	Danish Proofing Tools
	....	Spanish Proofing Tools
	....	Finnish Proofing Tools
	....	French Proofing Tools
	....	Italian Proofing Tools
	....	Dutch Proofing Tools
	....	Norwegian Proofing Tools
	....	Swedish Proofing Tools

English Proofing tools are included automatically.

**For every proofing tool you have to create a client profile first.  
This has to be done only once.**

The following client profiles already exist in IMU:

	....	French Proofing Tools
	....	Dutch Proofing Tools
	....	Swedish Proofing Tools

For any other proofing tools language it is necessary to request an upload to 

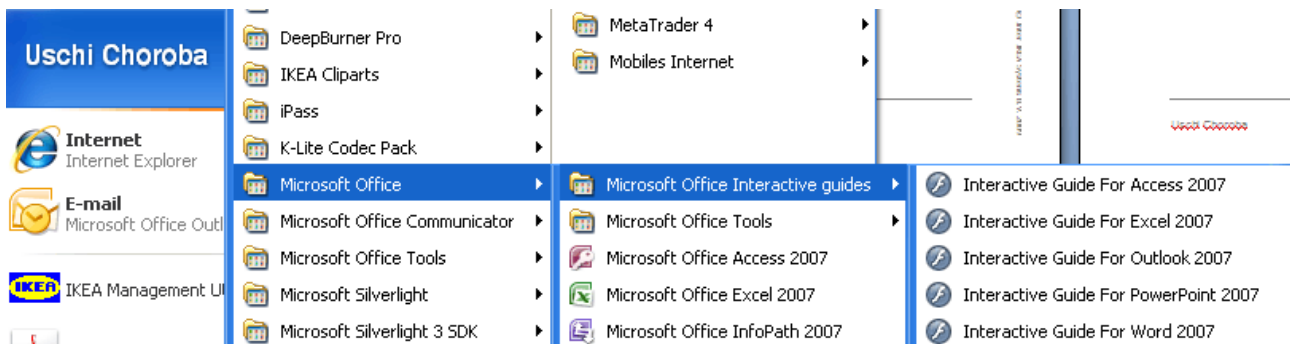


## Appendix A – User Information

You are new to MS Office 2007 and you are not sure where to find all your buttons and commands in the new MS Office 2007.

### Here are some tips where you can get help

1. With your MS Office installation you got a tool installed called “Microsoft Office Interactive Guides”. Have a look at the picture to see where you can find it on your computer.



2. On [REDACTED] This page gives you information about the most common tips for MS Office 2007. The link is here:  
[REDACTED]

**Attention:** There might be the case that you receive a login window when opening this webpage.

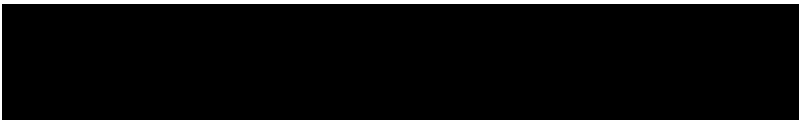
[REDACTED]

[REDACTED]

3. Online training courses from Microsoft

[REDACTED]

On this page you can find trainings for Word 2007, Excel 2007, Outlook 2007, Powerpoint 2007



**Appendix B – Programs not confirmed to work with Office 2007**

The following programs have not been completely tested and are not confirmed to work with MS Office 2007. Whenever a user asks for an installation of MS Office 2007, check whether the user is using one of the below listed programs. In case the user does, it is important to inform the user about the possible incompatibility of the program.

Application/Modulename	Test passed
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

**ATTENTION:**

**The following is valid for all users:**

[REDACTED] are so far not completely adapted to be used in Office 2007. They work with minor restrictions. The [REDACTED] are planned to be fully working during September/October 2011.



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The below listed programs have been tested and successfully passed the test with Office 2007.

[illegible]