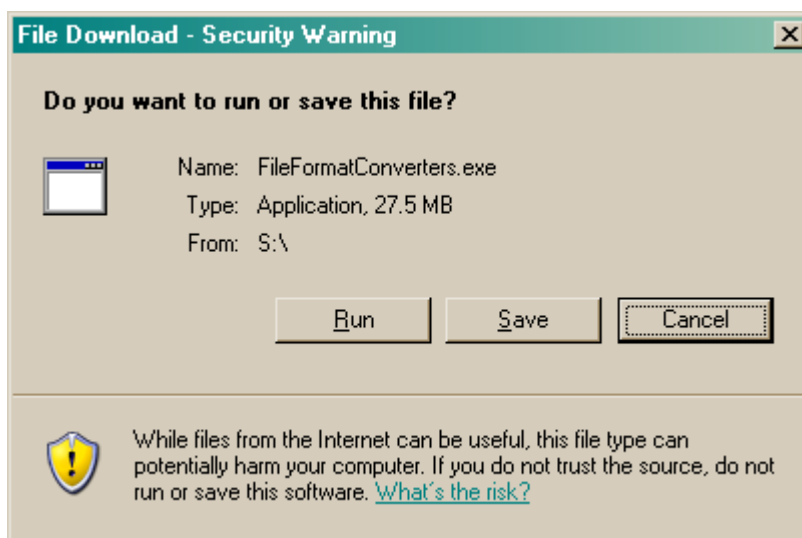


Installing the Microsoft Office 2007 Converter Tool

Note: These instructions were created using Internet Explorer. If you use Firefox or another web browser, your experience in downloading and installing the Office 2007 Converter Tool may vary from what is presented here.

1. Point your web browser to: www.montevallo.edu/cs/helpdesk/O2007Converter.shtm
2. Click the **Office 2007 Converter** link to begin the installation process.
3. The following window should appear:

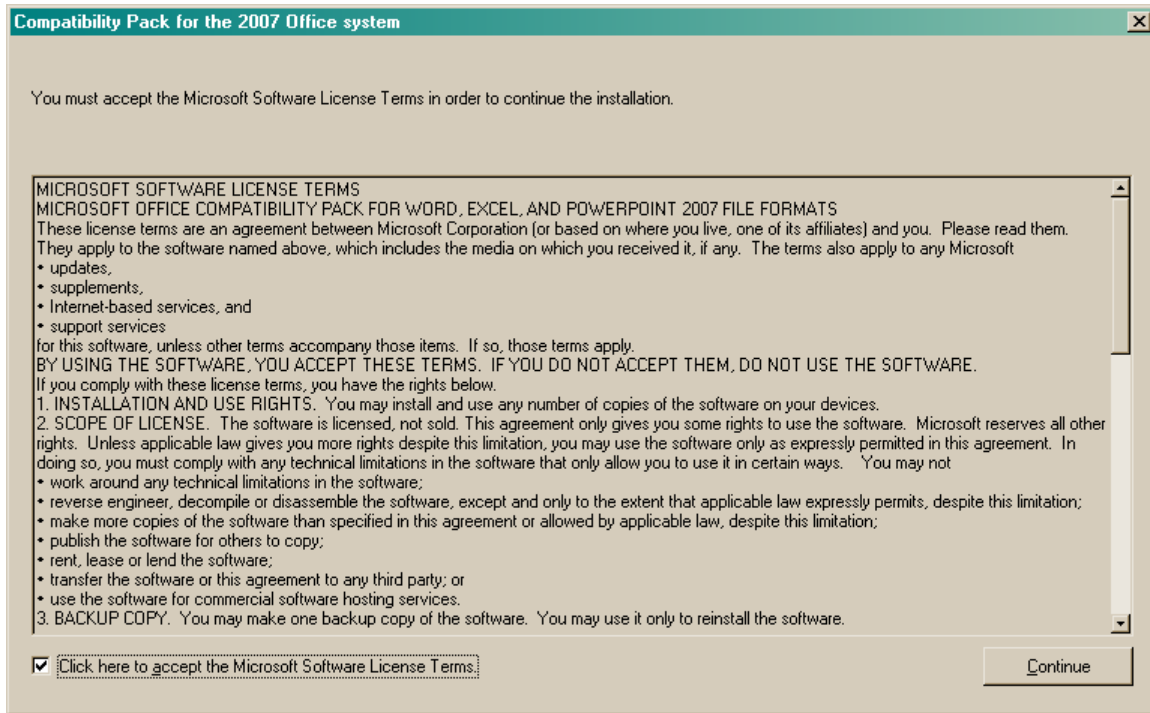


4. Click **R**un to begin.
5. You will see this window:



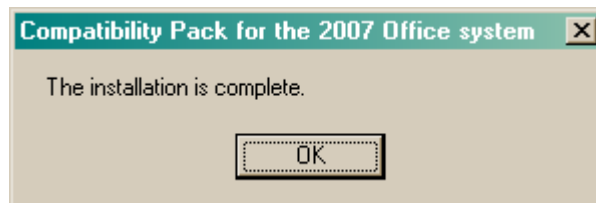
6. Click **R**un to continue. The installation will begin.

7. The following license agreement screen will appear:



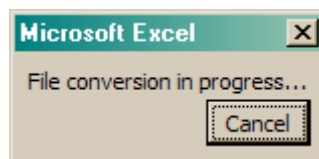
8. Put a check in the box at the lower-left of the agreement, then click **Continue**.

9. When the installation is complete, you will see this message:



10. Click **OK** to finish.

From now on, your version of Office will automatically open and convert Word, Excel and PowerPoint files created in Office 2007. You may see the following message while conversions are in process:



System Requirements for the Microsoft Office 2007 Converter Tool

The Microsoft Office 2007 Converter Tool requires either of these operating systems.

Operating Systems Supported	Windows 2000 with Service Pack 4
	Windows XP with Service Pack 1 or higher

How to tell what version of Windows you have:

1. From your desktop, click **Start**, then **Run**.
2. On the window that appears, type **winver** then click **OK**.
3. Windows will display a pop-up containing version information.

The Microsoft Office 2007 Converter Tool is recommended for use with these Office components only.

Recommended Office Programs	Word, Excel or PowerPoint 2000 with Service Pack 3
	Word, Excel or PowerPoint 2002 with Service Pack 3
	Word, Excel or PowerPoint XP with Service Pack 3
	Word, Excel or PowerPoint 2003 with Service Pack 1 or higher

How to tell the version of an Office program:

1. Open the Office Program in question.
2. From the menu at the top of the screen, choose **Help**.
3. Choose **About Microsoft Office...**
4. A pop-up containing version information will appear.