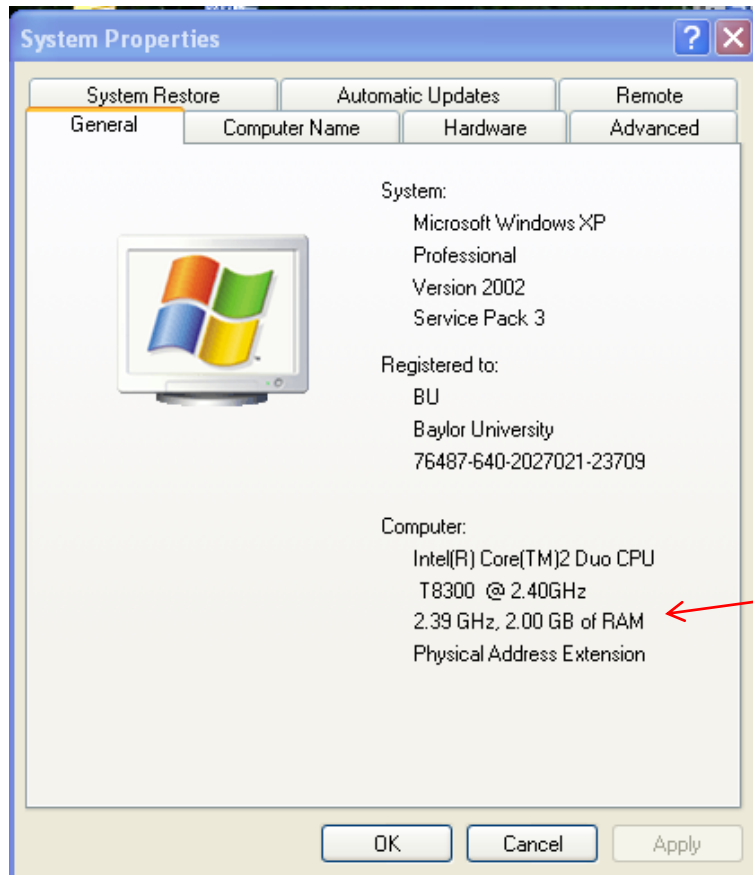


Upgrading to Office 2007

Office 2007 requires at least 1GB of memory. To determine the amount of memory in your computer, right-click on the My Computer icon on your desktop and select “Properties”. On the General tab, look for the memory information in the “Computer” section.



Below are some of the different amounts that you might see and how they relate to GB:

512MB = 0.5GB

1024MB = 1GB

2048MB = 2GB

4096MB = 4GB

8192MB = 8GB

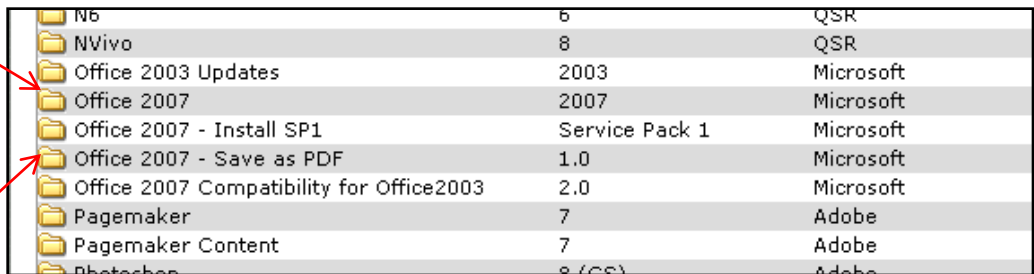
If you have less than 1 GB of memory, contact the help desk and request a memory upgrade. Memory will be ordered and installed by the hardware repair group and your department will be charged for the memory. Memory prices differ depending on the computer model. The help desk will let you know how much your memory will cost before it is ordered.

After checking your memory amount and getting additional memory if needed, the next step is to remove Office 2003.

1. Go to Start, select Settings, then Control Panel, and finally Add or Remove Programs.
2. In the list of currently installed programs, look for Microsoft Office 2003.
3. Click on it to select it, and then click the “Remove” button.
4. You will get a message once Office 2003 has been removed.

Next, install Office 2007.

1. Go to: <http://www.baylor.edu/appcenter>
2. Log in with your BearID (Firstname_Lastname) and password
3. Click “I agree” on the Download Agreement.
4. Find “Office 2007” in the list of programs.



Ms	6	QSR
NVivo	8	QSR
Office 2003 Updates	2003	Microsoft
Office 2007	2007	Microsoft
Office 2007 - Install SP1	Service Pack 1	Microsoft
Office 2007 - Save as PDF	1.0	Microsoft
Office 2007 Compatibility for Office2003	2.0	Microsoft
Pagemaker	7	Adobe
Pagemaker Content	7	Adobe
Photoshop	8 (CS)	Adobe

5. Click on “Install Package” to install Office 2007. You will be notified when the installation is complete.
6. If you want to be able to create pdf files from Word, etc., you will need to install the Office 2007 – Save as PDF file also.
7. **It is not necessary to install the Office 2007 SP1 program or the Compatibility program.**

Contact the Help Desk at 254-710-4357 if you have any questions about upgrading to Office 2007.