

Texas State University and Microsoft Office 2008 for Mac

Technology Resources

With Microsoft's release of Office 2008 for Mac, there are some considerations to account for before a departmental adoption and deployment. While there are many advantages to Office 2008 for Mac, the intent of this document is to make users aware of the potential issues affecting the Texas State community and to ensure that the support infrastructure is adequately prepared to address a campus-wide adoption.

Interaction with Older Versions of Office:

Office 2008 for Mac has moved to an XML-based file format, which means that by default, files are saved in different formats than those used by earlier versions of Office. Microsoft has addressed the compatibility issue by providing a Microsoft Office Open XML File Format Converter program for users of prior versions of Office. Users of older versions of Office for Mac will be able to convert Office 2008 files to the older format. However the converted file may not contain the same layout and/or text due to translation issues.

Obtaining the Converter Program

If you are using an older version of Microsoft Office for Mac and encounter a new Office 2008 file, visit the Mactopia download page at <http://www.microsoft.com/mac/downloads.aspx> and click on the "Microsoft Office Open XML File Format Converter for Mac 0.2.1 (Beta)" link. Unfortunately, the converter program cannot convert Excel 2007/2008 files.

Word 2008, Excel 2008, and PowerPoint 2008 can all be configured to save to the older file formats by default but it does take applying this setting separately to each of the applications.

Sharing Files

As Office 2008 for Mac becomes more widely adopted around campus, the chance increases that issues will arise with document sharing between departments and with users external to the university campus. It is recommended that users inform clients of potential issues related to the varying file formats and the appropriate action to take if they encounter such a problem.

Office 2008 for Mac Users:

- If you are unsure that the recipient of your document is running Office 2008, choose *Save As*, type a different file name and select the "Office 97-2004 (.doc)" file format. When saving a file in the older format, any formatting or graphics specific to Office 2007/2008 will be lost. Reopen the document now in the older format to ensure it has the layout and text you expect before sharing it.

Office 2004 for Mac Users:

- If you encounter a file in the new format from an Office 2007/2008 user, you will need to download the Converter program and convert the file before it can be opened. Alternatively, contact the person who sent it to you and request that he/she save it in the "Office 97-2004 (.doc)" format and resend it to you.

New Functionality

Office 2008 is the first version of Office that is universal. This means that it will run natively on Intel-based Macintosh computers. The applications in the Office 2008 for Mac suite will open and run faster and more efficiently on an Intel-based Mac. In common with Office 2007 for Windows, Office 2008 for Mac also uses the XML file format. The XML standard file format allows for smaller file sizes and increased interoperability between various programs.

In addition, Office 2008 has moved toward a new user interface that is somewhat different from prior versions.

Entourage

Entourage has the following new features:

- Out-of-Office notifications can be set.
- More flag event options.
- MyDay module to give an at-a-glance view of calendar events and tasks for current day and week.
- Improvements to calendar processing of meeting requests between Outlook and Entourage users in an Exchange 2007 environment. One example of calendar improvements is that you can now add a person to a meeting and send an update just to the newly added (or deleted) invitees.

See <http://blogs.msdn.com/macmojo/archive/2007/10/15/it-s-about-time.aspx>

A preview of Office 2008 for Mac can be seen on Microsoft's Office 2008 for Mac website:

<http://www.macoffice2008.com/>

Recommendations for Support:

Technology Resources recommends that, at this time, educating your users of the potential issues and preparing the computers you control will help minimize the potential problems that may be encountered with running in a mixed-Office environment.

- Labs should upgrade to Office 2008. If students bring in older documents they will be opened and saved in the older Office formats unless the student uses an Office 2008 feature. It is recommended that lab users be instructed to always do a "Save as" and verify that the document format is "97-2004 Document".

Product and Licensing Information:

Faculty and Staff

- Microsoft campus agreement for Office 2008 for Mac
- Media and license keys will be available mid-February 2008 through Technology Resources, Business Services at 245-2447 or SDSI@txstate.edu

Students

- Student Select agreement for Office 2008 for Mac
- Media available as early as March 2008 at the University Bookstore

Support Timeline:

- Support for Office 2008 for Mac will be available from Technology Resources via the Help Desk to Faculty, Staff, and Students beginning **January 15, 2008**.
- Deployment of Office 2008 will be an available option on computers ordered through Technology Resources tentatively scheduled for **March 2008**.
- Upgrading to Office 2008 will be available from Technology Resources beginning **February 2008**. (www.tr.txstate.edu)