

English Technology Update

Brookdale Community College English Department
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How to Install the Microsoft Office 2007 Compatibility Pack on Faculty Computers

As mentioned in the March 2007 *English Technology Update*, Microsoft Office 2007 has new default file formats for Word (.docx), PowerPoint (.pptx), and Excel (.xlsx) that cannot be opened by earlier versions of Office without first installing a Compatibility Pack. Taking the time to install the Compatibility Pack on your computer now will allow you to open newer student files.

Before installing the Compatibility Pack, first determine whether your computer has Office 2003, Office XP or Office 2000 by **right clicking** on your **Microsoft Word desktop icon** and selecting **Properties**. Next, click on the **General Tab**. The Office version running on your computer will be displayed in the dialogue box.

- **Internet Explorer 5 or later** is the *only* Web browser that can be used to install the Compatibility Pack.
- If your computer has **Office 2003 or Office XP**, you must first update Office, and then install the Compatibility Pack —go to **Step 1**.
- If you are running **Office 2000**, you can skip Step 1 and continue to **Step 2**.

Step 1

- If your computer is running **Office 2003 or Office XP**, visit the following Microsoft Update Web site using **Internet Explorer 5 or later**:
<http://update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us>
- Click **Express**. Microsoft Update will scan the computer to determine whether Windows and other Microsoft programs are up to date.
- If Windows or the Microsoft programs on the computer are not up to date, you will be prompted to install the latest updates. Click **Install Updates**.

Internet Explorer 5 or later is the *only* Web browser that can be used to install the Compatibility Pack.

Step 2

- Visit the following Microsoft Web site using **Internet Explorer 5 or later**:
<http://www.microsoft.com/downloads/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466>
- After the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats Web page opens, click **Download**.

Step 3

- Click **Run** two times.
- Click to select the **Click here to accept the Microsoft Software License Terms** check box, and then click **Continue**.
- Click **OK**.
- When the Compatibility Pack is installed, click **OK**.

If you do not feel comfortable installing the Compatibility Pack yourself, you can call the Help Desk at ext. 4357 and request that OIT install it for you.

The Compatibility Pack is installed on one computer in each LAH English computer classroom, the Adjunct work room, and the Writing Center computer lab. These computers are marked with a round yellow sticker and label on the monitor.