

## Illinois State University Vista and Office2007 Rollout Guidance

Resolution Approved by the Campus Technology Policy and Planning Council - April 9, 2007

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The following guidance is given for campus consideration regarding the introduction and roll-out of new Microsoft software.

### **Vista**

**Recommendation:** Departments/Colleges should exercise caution in moving to Vista as the advantages are not as apparent as the costs at this time. It is suggested each department conduct a formal inventory to better appraise their hardware readiness.

1. The computer should contain a 1GHz processor, 1GB memory (2GB recommended), 15GB free hard drive, and separate video card memory of 128MB (to run the “Aero” graphic interface).
2. Installation should be of the 32-bit version unless positive of availability and compatibility of current and future applications and drivers for the 64-bit version. Applications currently questionable for 64-bit compatibility include: VPN, QMF, Datatel, Adobe applications, etc.
3. Do not utilize the Bitlocker feature. Consultation needs to occur with Illinois State General Counsel as well as Active Directory administrative procedures refined before use of this feature.
4. “Enterprise” should be the installed version and activated against our local KMS server. “Ultimate” is available which adds media center functionality but comes with administrative overhead and licensing restrictions. A key must be obtained on a machine by machine basis from Illinois State Software Management for a direct Internet Microsoft activation (any major hardware changes require re-activation).
5. “Conditions of Access” still apply. Current McAfee version 8.5 is compatible with EPO agent version 3.5.

### Other Areas:

- *General Classrooms* – will not be upgraded until Summer ‘08 at earliest
- *University labs* – will not be upgraded until Summer ‘08 at earliest
- *Faculty/Staff/Students personally owned computers* – the recommended version on new personal computer purchases from TechZone will be Home Premium. Upgrades will also be available for the Home Premium and Business versions if current Ultimate is being explored as an option.

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### **Office 2007 Enterprise**

**Recommendation:** Departments/Colleges install as they are ready with the following guidance:

1. The computer should have a 1GHz processor, 512MB Memory (1GB recommended), and 2GB free hard drive.
2. The DEFAULT file saving format should be office 2003 (i.e. in Word, choose “Word 97-2003 Document”). A future date will be set to do a campus wide switchover at a time when all platforms (including Macs) have new translators available--presently only available for the Windows platform through the Office Compatibility pack. Use of group policy to enact such would allow for a smooth transition. Note that some data associated with new Office2007 features will be lost when saving to the previous file format.
3. Sufficient provisions should be made for re-training of faculty/staff with the new interface. CTLT will offer introductory training sessions this summer, however additional training needs will need to be planned by each department.
4. The office add-in “Microsoft Save as PDF or XPS” should be installed. This feature allows users to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs and to send as e-mail attachment in the PDF and XPS formats in a subset of these programs.

#### Other Areas:

- *General Classrooms* – are being inventoried for possible upgrade Summer ‘07 per the guidance above. In addition to hardware requirements, an upgraded version of the TurningPoint clicker response system will need to be installed (the current version is incompatible with Office 2007). The Office2007 upgrade decision will be made after Turning Point release (slated for June 30), testing, training and support issues are resolved.
- *University Labs* – will be upgraded Summer ‘07 per the guidance above.
- *Faculty/Staff/Students personally owned computers* – both Office 2007 Pro Plus and Office 2007 Enterprise will be available from TechZone at discount pricing starting in mid-April. Note will be added to save in the Office 2003 format.
- *Faculty/Staff work at home rights* – Office 2007 Enterprise will be available for a media charge from TechZone ONLY if that version is installed on University-owned computer. Office 2003 Professional will continue to be available.

**Web application note:** Microsoft Office 2007 titles come with enhanced web authoring functionality. Currently an additional application, FrontPage, is licensed for all University-owned computers. Microsoft has discontinued FrontPage although we may continue using the ‘current’ version. Although Microsoft has yet to determine what software will take its place in our license, it will be either SharePoint Designer 2007 or Expression Web.