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# MIGRATING TO VISTA AND OFFICE 2007

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## Migration to Microsoft Vista from XP

- Microsoft Vista has been in the marketplace since early 2007 and is now stable.
- Although different to XP in terms of 'look and feel' and user experience, it does not present the user with an enormous jump in terms of 'what they need to do to use it'.
- Key differences between the two operating systems are in:
  - Browsing for files
  - Slightly different looking icons

There is however, a user defined option within Vista called 'Windows Classic' which sets Vista to look much more like XP.

- Hardware suppliers are configuring new PCs with Microsoft Vista as a matter of course, although it is currently possible to specify PCs that can be 'clocked back' to XP.
  - We judge that the ability to clock back to XP may come to an end in mid 2009.
- There is no conflict between XP PCs and Vista PCs that are on the same network.

## Recommendations

If you haven't upgraded already, we would recommend a gradual introduction of Vista across your business by:

- Retaining Vista / not clocking back to XP, on all new PCs that you purchase
- At users' requests, switching recently purchased PCs to Vista

We would not recommend that all existing PCs are migrated to Vista in a single operation as this would present an unnecessary burden to staff and place an unnecessary cost on the business.

## Migration to Office 2007 from Office 2003

- Office 2007 has been in the marketplace since early 2007 and is now stable.
- The user experience with Office 2007 is markedly different to Office 2003 as it requires users to adapt to a very different toolbar. Some users will require training to adapt to the change.
- Documents written in Office 2007 cannot *by default* be opened in Office 2003 unless they have been saved in a compatible format. This has been one of the major stumbling blocks for businesses wishing to migrate to Office 2007.
- Microsoft has now released an update which allows 2003 users to open 2007 documents that are not saved in the compatible format.
  - On request, we will apply the update for staff who wish to read Office 2007 documents.

## Recommendations

We would recommend that a policy of gradual change to Office 2007 is adopted, from an agreed date. Ideally, the change process should begin with members of staff who have higher levels of confidence in IT.

We would suggest that:

- Office 2007 is installed on new PCs that you purchase.
- Office 2007 is installed onto existing PCs only once they are running Microsoft Vista.
- Since all recently purchased PCs have been supplied with Office 2007 licenses, these can be migrated as soon as you wish and at no additional cost.