

Microsoft Office Compatibility Office 2004 (Mac) Compatibility Pack 10/28/2008

Installing the Office Compatibility Pack enables Office 2004 users to open, edit, save, and create files using the Open XML formats new to Office 2007/8.

If you have trouble with these directions, please contact the help desk (ext. 4357 or in the library) for assistance. There is a possibility that the way your machine is configured prohibits proceeding with the installation.

To install the pack:

1. Using Safari browser, go to [Open XML File Format Converter for Mac 1.0](#)

Note: Go to <http://web.hws.edu/administration/itservices/training.asp> for this link if you are following from printed directions.

2. Click **Download**

Note: The download process may take 3-5 minutes.

A confirmation window will appear.

Open XML File Format Converter for Mac 1.0

Brief Description

Open XML Converter allows you to convert Open XML files that were created in Office 2008 for Mac or Office 2007 for Windows so that you can open, edit, and save them in earlier versions of Office for

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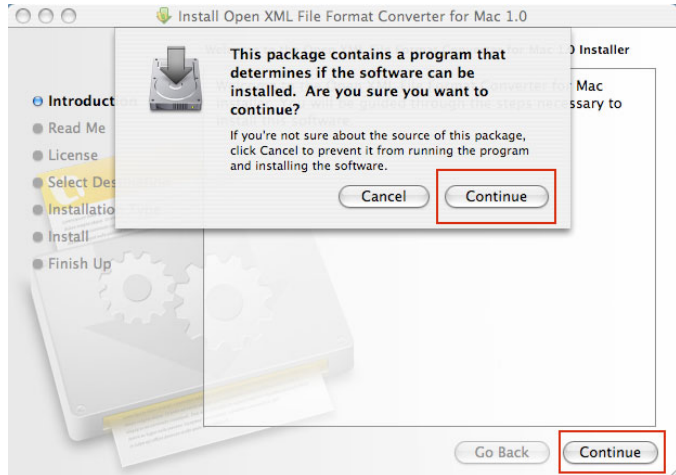
3. On the confirmation window, click **Continue**

The installer will open once it is downloaded.

Note: If the installer does not automatically open, search for and then open **OpenXMLConverter100.dmg**.

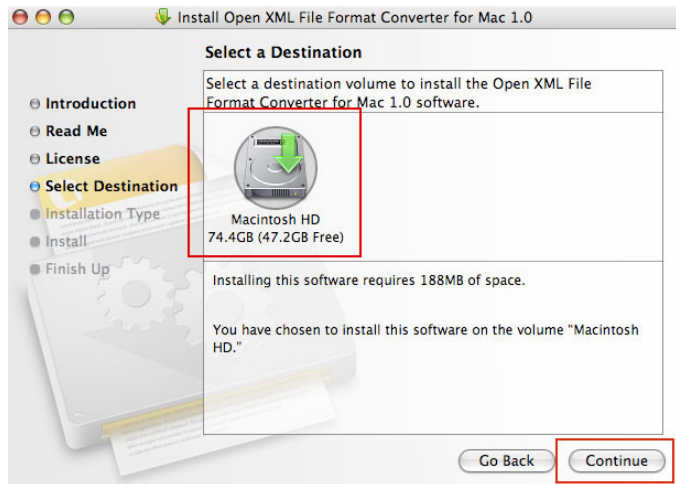


4. In the installer, follow the bullets on the left of the screen by clicking either **Continue** or **Agree** as prompted, until the bullet **Select Destination**



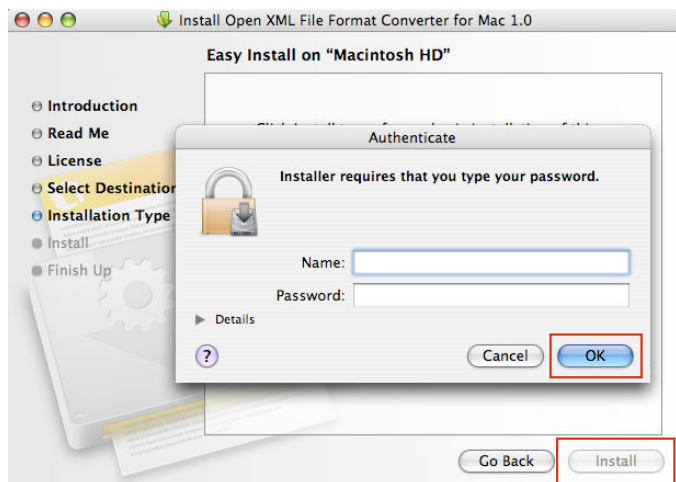
5. When prompted to **Select a Destination** for the software, click on the **MacintoshHD** icon within the window

6. Click **Continue**



7. When prompted for **Installation Type**, click **Install** or **Upgrade**

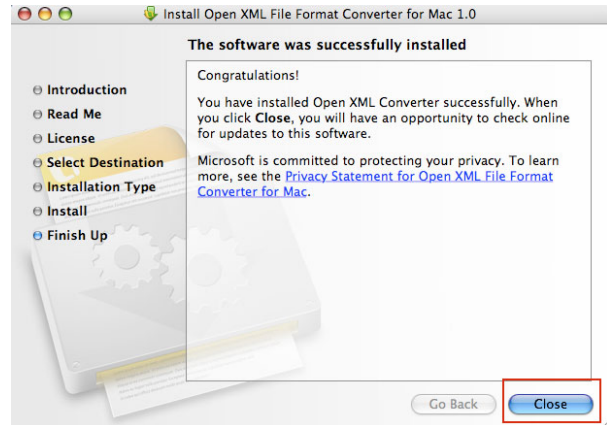
A new window will appear requiring your login information for the machine.



8. Enter your **Name** and **Password** and click **OK**

Note: Your computer login may be different than your HWS account.

9. At the Finish Up screen, click **Close**



10. After completing the above, you will need to install a specific Office Update to work with the compatibility pack. To do so, go to [Microsoft Office 2004 for Mac 11.5.0 Update](#) and follow the prompts similar to the process outlined above. That process may take up to 10 minutes.

Note: Go to <http://web.hws.edu/administration/itservices/training.asp> for this link if you are following from printed directions.