



MACINTOSH®
SERIES

Microsoft® Office

OFFICE STANDARD

The Most Popular Office Suite for the Macintosh®

Welcome to Microsoft Office

Before you can use Microsoft® Office, you need to install it onto your computer's hard disk using the Microsoft Office Setup program. The Microsoft Office Setup program provides four basic setup options:

Typical	Installs the most common features of the Office applications. Recommended for everyday tasks.
Complete/Custom	Installs all the Office components, or those you select. This option provides the most flexibility.
Minimum	Installs only the applications you select and the minimum files required to run these applications. This option saves disk space.
Workstation	Is available only if you are setting up Office from a network server. For information about this option, contact your network administrator or see Chapter 1 of the Microsoft Office <i>Getting Started</i> online manual.

For information about the disk space needed for each of these four options, see “System Requirements for Microsoft Office for the Macintosh” on the back cover of this book.

You can later add or remove Office applications or their components by selecting Setup and Uninstall from the Microsoft Office Manager menu. For more information, see “Installing or Removing Office Components” in Chapter 1 of the Microsoft Office *Getting Started* online manual.

During installation you will be asked to select the installation that matches your machine and your needs.

If you are running an Apple® Macintosh®, you have two choices.

Select	To
Office for the Macintosh	Run Microsoft Office for the Macintosh.
Office for the Macintosh and Power Macintosh™	Run Microsoft Office in native Macintosh and native Power Macintosh modes. (This option requires more disk space. Select it only if you have already added a Power Macintosh compatible upgrade card to your Macintosh and you need to run programs in native mode.)

If you are running a Power Macintosh, you have three choices.

Select	To
Office for the Power Macintosh	Run Microsoft Office accelerated for the Power Macintosh.
Office for the Macintosh	Run Microsoft Office in emulation mode. (This option runs slower than Office for the Power Macintosh.)
Office for the Macintosh and Power Macintosh	Run Microsoft Office in native Macintosh and native Power Macintosh modes. (This option requires more disk space. Select it only if you have already added a Power Macintosh compatible upgrade card to your Macintosh and you need to run programs in native mode.)

Managing your System Folder

The Microsoft Office Setup program must install certain files in your System Folder even if you install Office on a different hard disk. If there isn't enough space available on the disk containing the System Folder, installation will not be completed. For more information about which System Folder files Setup installs or modifies, see the Readme files located in the individual application folders on the CD-ROM disc.

Installing Microsoft Office

The following describes how to install Microsoft Office to your computer's hard disk.

1. Turn on your CD-ROM drive and start your Macintosh. (If you are using a virus-detection utility, remove it from the Extensions folder in your System Folder. Then restart your Macintosh.)
2. Insert the Microsoft Office CD into your CD-ROM drive.
3. Double-click the Microsoft Office Setup icon.
4. Follow the instructions on the screen.
5. When the installation is finished, you may be asked to restart your Macintosh.

For information about installing Office on a network server or as a shared network workstation, select the network Readme file on the CD-ROM disc, or select Microsoft Office 4.2 Manuals, also on the CD-ROM disc.

Starting and Using Microsoft Office

The Microsoft Office Manager starts when your Macintosh starts and appears on the right-hand side of the menu bar. To start—or switch to—an open application, click the Office Manager icon and then drag to select the application you want. To view the online version of the Microsoft Office manuals, choose Online Documentation from the same menu.

For a quick overview of Microsoft Office, click the Office Manager icon on the menu bar, then choose Quick Start from the Office Manager menu.

Using Microsoft Mail

If you want to use Microsoft Mail, you must acquire the server version of Microsoft Mail. Although Office includes a client license for Microsoft Mail, the software required to run Microsoft Mail is included with the server version. You must order the server version separately from Microsoft customer service or from your Microsoft Office reseller.

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Setup and Other Instructions Inside

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System Requirements for Microsoft Office for the Macintosh

You can run Microsoft® Office on any Apple® Macintosh® computer with a 68020 or higher processor, or on any Power Macintosh™.

Software and hardware requirements for either system:

Operating system	Macintosh—System 7.0 or later.
Memory	8 MB to run multiple applications
Hard disk (approximate)	21 MB (minimum); 49 MB (typical); 68 MB (complete)
CD-ROM drive	Any Macintosh compatible CD-ROM drive
Disk drive	A 3.5-inch (1.4 MB) drive
Display or monitor	Any Macintosh-compatible monitor.

Note: The following Macintosh models are not compatible with Microsoft Office: the 128K and 512K Macintosh, Macintosh Plus, Macintosh SE, Macintosh Portable, Macintosh Classic®, and PowerBook™ 100.

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