

MS OFFICE 2007 Upgrade

Is your office upgrading or has it already upgraded your word processor to use **Microsoft Word 2007** (Office 2007)? If so, there are few things you need to do before attempting to run the IMS forms:

1. Changes in this step “alone” must be done from ‘Utilities/Maintenance/Security’ in IMS for each individual user as needed. Set WP Type field as ‘Microsoft Word 2007’. Change the path (if needed) in the WP Exec field to indicate Office12 instead of Office11. (This is where the winword.exe is located for Word2007.)

If your IT staff install your software, ensure they have given you the full path for this executable program if it is not:

C:\Program Files\Microsoft Office\OFFICE12\winword.exe

2. Change the Merge template on C:\imstemp with the attached template. Rename the old one to IMSMerge.old and copy the attached on the directory
3. Add the c:\imstemp directory to the word2007 trusted location for the macro to run. To accomplish this task, complete the following steps:

- a) Open Word 2007
- b) Click on the window circle (top left hand corner of screen)
- c) Click on ‘Word Options’
- d) Click on ‘Trust Center’
- e) Click ‘Trust Center Setting’
- f) Click trust location
- g) Click add new location
- h) Browse to c:\imstemp
- i) Click ok.

4. Make sure that all future templates you create for use in IMS are saved as Word2003 or you will have problem with file extensions. MS Word 2007 double spaces letters for easy reading. Sometimes this makes the form look bad. If this should happen, you will need to change the Style to Word 2003 Styles.

- a) Open Word document
- b) Click change Style
- c) Choose Word 2003
- d) Choose change Style again
- e) Choose set as default.

This will use the Word 2003 Styles. This should only be done for ad-hoc templates that you create for your office to use in IMS and not when generated by the IMS application during the merge of data.

5. You must also request a new IMSMerge.dot file from OIT and replace the version that will automatically be downloaded to your desktops/laptops when forms & letters are generated. This file, once received will have to overwrite the version in the c:/imstemp folder to function properly.
6. Ensure that Macro security for MS Word 2007 is also set to Low

Upgrading to VISTA Operating system

Has your office been upgraded to use **Vista**? If so, there are several instructions you must follow to ensure that this new upgrade will allow IMS to work for you:

1. Install Jinitiator 1.3.1.28. This will install in the folder:
"C:\Program Files\Oracle\Jinitiator 1.3.1.28"
2. Install the latest JRE; in this case, version 1.6.0_03. This will install in
"C:\Program Files\Java\jre1.6.0_03"
3. Browse to the folder "C:\Program Files\Java\jre1.6.0_03\bin\client". There are three files: classes.jsa, jvm.dll, and Xusage.txt.
4. Copy these three files to the folder "C:\Program Files\Oracle\Jinitiator 1.3.1.28\bin\hotspot". Allow the jvm.dll and Xusage.txt files to be overwritten.

Internet Explorer upgrades

- I. If your office is upgrading to the **7.0 version** of Internet Explorer (IE), you must ensure the following are correctly set once it has been installed:
 1. Turn off Pop-up Blockers as previous versions of IE
 2. IE 7 added a new option called “Phishing”, turn this option off
 3. Open IE
 4. Go to Tools/Internet Options/Advanced
 5. Scroll to “Browsing” area
 6. Ensure “Enable third party extensions” is unchecked - this may require closing IE and/or rebooting of the PC/Laptop

 - II. If your office is upgrading to the **8.0 version** of Internet Explorer (IE), you must ensure the following are correctly set once it has been installed:
 1. Follow the same directions for installing IE 7 above. The only exception to these steps is that Microsoft changed the “Phishing” option to something called “SmartFilter”.
 2. Replace the file C:\Program Files\Oracle\JInitiator 1.3.1.28\bin\hotspot\jvm.dll with the sun version of the file. On most systems the sun version should be found in C:\Program Files\Java\jre6\bin\client\jvm.dll. Ensure you overwrite the original version installed by the JInitiator.
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