APPENDIX A

Modifying and Repairing Your Word Installation

Office 2003 applications have so many components that few people need to use *all* of them. For example, if you don't need to type mathematical equations in your Word documents, you will never need the Equation Editor, and if you are not migrating to Word from WordPerfect (another word processing program), you won't need help for WordPerfect users. For this reason, when you install Word using the default options, not all of it is automatically included. In this appendix, you learn how to install components when you need them and remove ones you don't need. You also get some pointers on repairing Word if the installation starts behaving strangely. And you get pointers on how to recover your documents after (sadly) inevitable crashes.

Office 2003 comes in several different *editions*. Each edition contains a slightly different combination of Office applications and features. The examples in this appendix show the Professional Edition. If you are using another edition, the dialog boxes you see when you modify your installation will reflect this difference, but the steps will remain the same.

Installing on First Use

If you perform the Typical installation of Office (the default choice), the most widely used features are installed on your hard disk. Features that you are less likely to need are installed on a "first-use" basis. (This is also referred to as *install on demand*.) The first time you issue a command to use the feature, you are prompted to insert the Office 2003 CD or provide access to the network location that contains your Office 2003 setup files. The necessary files are copied to your hard disk, and the feature becomes part of your installation.

Word informs you when a feature is set to install on first use. For example, in Figure A.1 the Thesis template is selected in the Templates dialog box, but instead of showing a preview of it in the Preview area, Word displays a message telling you to click OK to install it.

The Thesis template is not yet installed.

FIGURE A.1

You will see a message such as the one shown on the right side of the Templates dialog box when the feature you want to use is not yet installed.
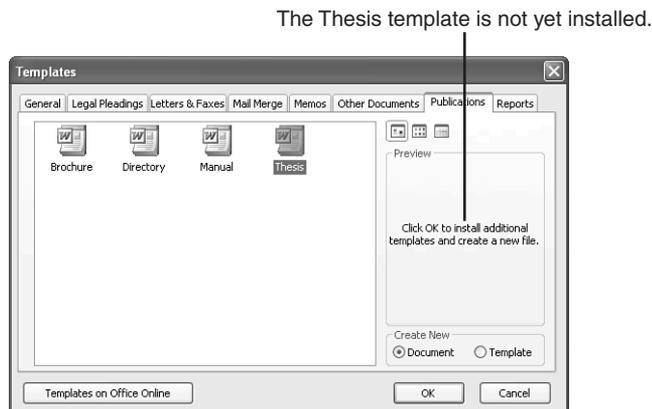
When you click OK or Install on a message such as the one shown in Figure A.1, Office checks whether it can access the Office 2003 CD or the network location that contains your Office setup files. If it can, it automatically starts installing the feature. If it can't, it displays a message box such as the one shown in Figure A.2.

FIGURE A.2
If necessary, Word prompts you to provide access to your Office 2003 setup files.

If you receive this type of prompt, put your CD in the CD-ROM drive (or use the Browse button to select the network location that contains your Office setup files), and click OK. Word begins copying the necessary files to your hard disk. During this process, it displays the message box shown in Figure A.3.

FIGURE A.3
A message box informs you of the status of the installation.
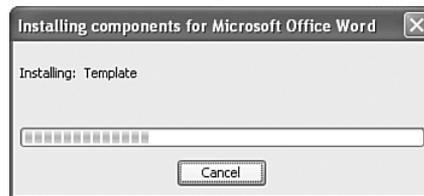
As soon as the installation is complete, the feature becomes available.

Modifying Your Word Installation

When you install Office 2003 with the default options, the setup program decides whether and how to install each Word component. As you learned in the preceding section, the most important components are installed on your hard disk. Others are installed on first use. Some even less frequently used components are not installed at all. You can change the installation option for any component to one of these six settings:

- Run from My Computer—The component is installed to your hard disk.
- Run All from My Computer—The component and all of its subcomponents are installed to your hard disk.
- Run from Network—This option only appears if you are using an administrative installation image. System administrators can use this option to specify that the component is run from the administrative image on the network server each time it's used.

- Run All from Network—This option only appears if you are using an administrative installation image. System administrators can use this option to specify that the component and all of its subcomponents are run from the administrative image on the network server each time they're used.

- Installed on First Use—The first time you use the component, Office copies the component from your CD to your hard disk.

- Not Available—The component is not installed. Choose this option if you want to remove a component from your computer.

To change the installation option for a Word component, run the Office 2003 setup program. When the setup program detects that Office 2003 is already installed on your computer, it automatically runs in maintenance mode to let you modify your installation.

Follow these steps to modify the installation options for Word's various components:

1. Make sure Word is closed, insert your Office 2003 CD, and click the **Add or Remove Programs** icon in the Control Panel. Click **Microsoft Office** in the Add or Remove Programs window, and click the **Change** button. In a few moments, the Microsoft Office 2003 Setup window appears (see Figure A.4). Because the setup program detected that you already have Office 2003 installed, it automatically displayed the Maintenance Mode Options screen in the setup wizard. (If a My Computer window displaying the contents of the Office 2003 CD opens when you insert the CD, just close it.)
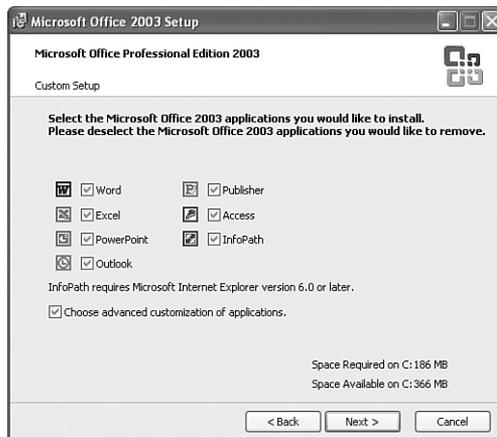
FIGURE **A.4**

The Microsoft Office 2003 Maintenance Mode Options appear if Office 2003 is already installed on your computer.
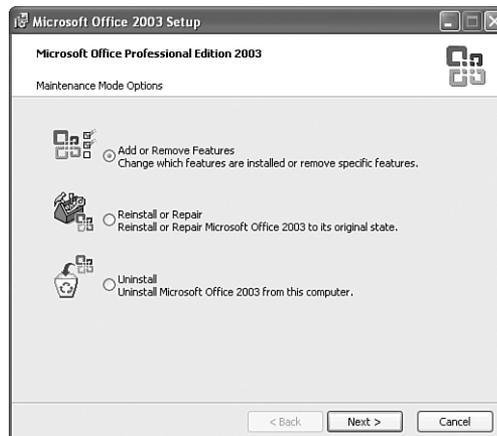
2. Mark the **Add or Remove Features** option button, and click **Next** to display the Custom Setup screen (see Figure A.5).

3. Mark the **Choose Advanced Customization of Applications** check box, and then click **Next**.

4. In the Advanced Customization screen, click the plus sign next to Microsoft Office Word to expand its contents, as shown in Figure A.6. (The plus sign changes to a minus sign as soon as the item is expanded.) The icons on gray backgrounds indicate items that contain subcomponents; icons on white backgrounds represent components that don't contain any subcomponents. (In Figure A.6, for example, the Help and Wizards and Templates items contain subcomponents.) The specific icon for each component indicates the current installation option.

FIGURE A.5

Mark the Choose Advanced Customization of Applications check box to pick and choose Word components.

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The Microsoft Word for Windows item is expanded.

FIGURE A.6

*Expand the Microsoft Office Word item to display the categories of Word components.*
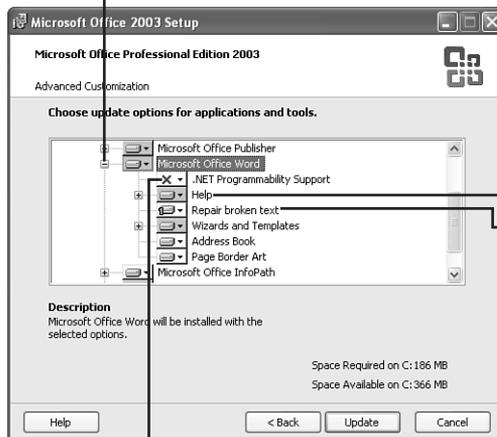
Run from My Computer
Installed on First Use

Not Available

5. To change the installation option for a component, click its icon and then click the desired option in the menu that appears. In Figure A.7, the installation option for Repair Broken Text will be changed from Installed on First Use to Run from My Computer.

FIGURE **A.7**

Click the desired installation option in the menu that appears.
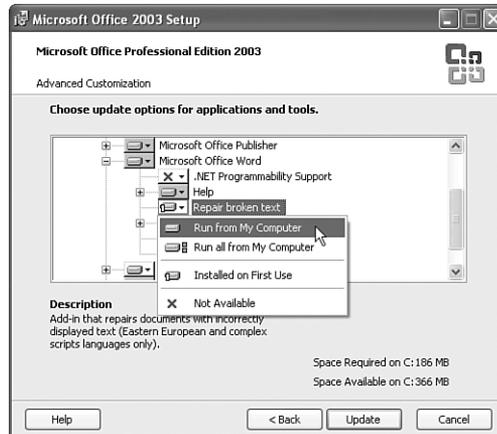
6. Change the installation options for any other components that you like, and then click the **Update** button to begin the maintenance setup process.

While Office is modifying your installation, it displays a progress bar to show its current status. When it's finished, it displays a message box informing you that setup was completed successfully. Click OK. Depending on how you modified your Office 2003 installation, you may be prompted to restart your computer.

Repairing Word

If Word seems to be misbehaving and you are not able to figure out what's going on by looking in the help system or asking a knowledgeable friend, it could be that some of the files that Word requires to operate properly are either damaged or missing. All the Office 2003 applications come with a Detect and Repair feature, which can, in some cases, track down these types of problems and fix them. Keep in mind that Detect and Repair does not fix damaged Word documents or templates; it repairs only program files.

Follow these steps to try to fix problems with your Word installation:

1. Close any other open applications, and choose **Help**, **Detect and Repair** in the Microsoft Word window.

2. The Detect and Repair dialog box appears and informs you that Office will fix any problems that it finds with your Office installation (see Figure A.8). Click the **Start** button to begin the process.

FIGURE A.8

Click the Start button to begin the detect and repair process.
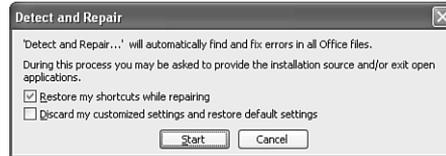
Mark the Restore My Shortcuts While Repairing check box if Microsoft Word is missing from the Start menu and you want to restore it. You can also mark the Discard My Customized Settings and Restore Default Settings check box if you've lost track of all the customizations you've made to Word and want to return to plain-vanilla settings.

3. You may see a dialog box asking you to close Word and any other applications that are still open. If this happens, close the applications and then click the **Retry** button.

4. Office completes the detect and repair process. When it's finished, you are prompted to restart the computer. Click the **Yes** button.

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If you prefer, you can also repair your Word installation by running the Office 2003 setup program and marking the Reinstall or Repair option button (refer to Figure A.4).