

IN THIS APPENDIX

- Understand how the Install on Demand feature works.
- Check for the latest updates for Word 2003 on the Office Updates page at Microsoft.com.
- Use the Detect and Repair feature to repair your Word 2003 installation.
- Reinstall Word when Detect and Repair doesn't work.
- Learn how to add components that were not installed during the initial Word installation.
- Learn how to add or remove Office 2003 applications.



MAINTAINING YOUR COPY OF WORD

As our computing needs become more complicated, the applications we use become more complex. More files are involved, their locations are more critical, and applications can install conflicting copies of the same file. For reasons I don't pretend to understand, files become corrupted. One day you can spell check a document; the next day you get an error message.

Microsoft has built in plenty of ways to maintain a healthy copy of Word 2003, and most of them can be accomplished with very little intervention from you.

Understanding the Install on Demand Feature

When you perform a standard install, the most common features for each application are installed on your system. Other features are installed the first time you use them, and still others must be installed from the Microsoft Office 2003 CD.

The Install on Demand feature prompts you when you start to use a feature that isn't installed yet. At your confirmation, Office installs the feature. You may be asked to insert the Office 2003 CD, so have it ready.

Checking for Updates

The widespread availability of the Internet has made it possible for software companies to distribute updates online. The cost is negligible, and customers receive updated files as soon as they are available rather than have to wait for a new version.

The Check for Updates option on Word's Help menu loads your default browser and takes you to the Office Update page on Microsoft.com. At some point, Office Update may be incorporated into Windows Update, so the procedure to update your Office installation may change slightly.

Follow these steps to check for updates:

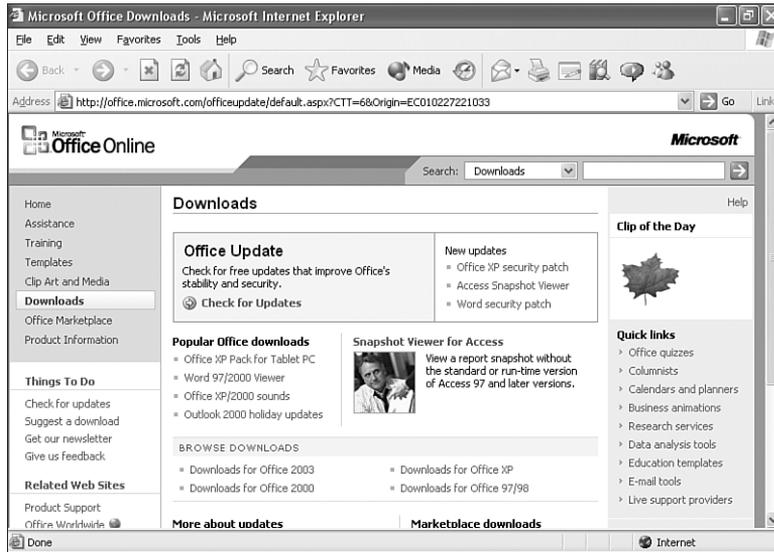
1. In Word, choose **Help, Check for Updates**. Your browser loads and opens the Office Update page (see Figure B.1).
2. Click **Check for Updates** under Office Update. If updates are available, you see a list.
3. Select the update you want to download.
4. When prompted, save the file.



tip

When you are troubleshooting problems with Word, knowing which version of Word 2003 you are using is important. To locate your version information, choose **Help, About Microsoft Office Word**. At the top of the About Microsoft Office Word dialog box, you see Microsoft Office Word 2003 and then a number. Make a note of this number so you can give it to Microsoft's technical support or your own in-house support staff.

FIGURE B.1
The Office Updates page on Microsoft.com has the latest downloads for Office 2003 applications.



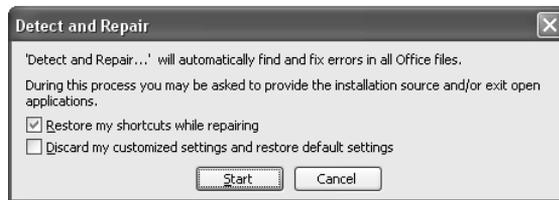
Using Detect and Repair

If you accidentally delete an important file, or if you suspect that some of the features within Word have become corrupted, you can use the Detect and Repair feature to repair the installation. Detect and Repair forces the Setup program to inspect all the essential files and reinstall any that are missing or have become corrupted.

To repair your Word installation, follow these steps:

1. In Word, choose **Help, Detect and Repair**. The Detect and Repair dialog box appears (see Figure B.2).

FIGURE B.2
When you select the Detect and Repair option, you can opt to save your customizations or discard them and restore the defaults.



2. Choose from the following options:
 - **Restore my shortcuts while repairing**—This option restores the shortcuts to the Windows Start menu so you can select Word from the Start menu.
 - **Discard my customized settings and restore default settings**—This option sets the following options back to the state they were in when you first installed Office:
 - Assistant character selection
 - List of most recently opened files on the File menu (will be cleared)
 - Size of the application window
 - Menu and toolbar positions and any customizations
 - Security level for Word
 - View settings for Word
 - Username and initials

Reinstalling Word

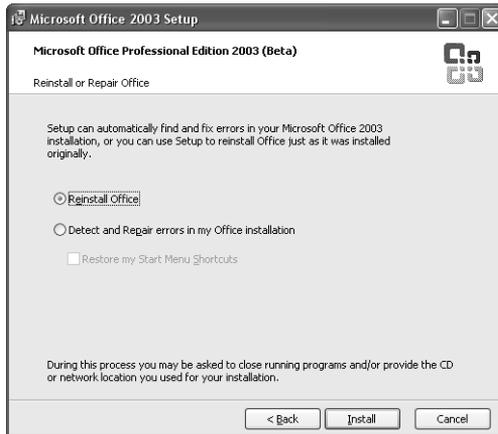
The Detect and Repair option works only on the application from which you start it. If you can't start Word, or if you suspect that the problems are not confined to Word, you should use the Reinstall or Repair Office command in the Microsoft Office 2003 Setup program.

To reinstall or repair Office 2003 features, do the following:

1. Choose **Start, Control Panel, Add or Remove Programs**.
2. Select the entry for **Microsoft Office 2003** or **Microsoft Word 2003**.
3. Choose **Change**.
4. In the Microsoft Office 2003 Setup dialog box, choose **Reinstall or Repair**. The next screen gives you the option to repair or uninstall Office (see Figure B.3).

FIGURE B.3

The Reinstall or Repair option in Microsoft Office 2003 Setup scans all Office files, not just Word files.



5. Select **Reinstall Office** or **Detect and Repair errors in my Office installation**.
6. Select **Install**.

Adding Components to Update the Word Installation

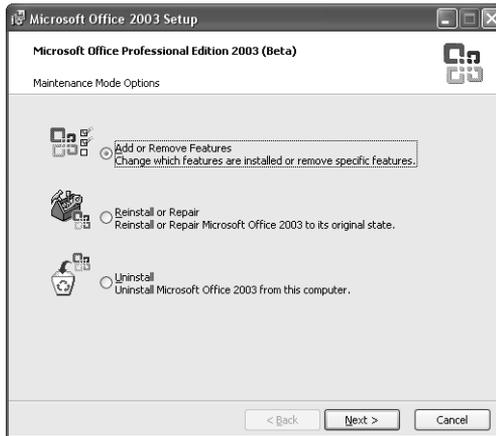
Not all the Word components are installed during a standard install, so you may need to choose additional features, such as file converters, through the Add or Remove Features option.

Follow these steps to add (or remove) Word components:

1. Choose **Start, Control Panel, Add or Remove Programs**.
2. Select the entry for **Microsoft Office 2003** or **Microsoft Word 2003**.
3. Choose **Change**. After a few seconds, the Microsoft Office 2003 Setup dialog box appears (see Figure B.4).
4. In the Microsoft Office 2003 Setup dialog box, choose **Add or Remove Features**.
5. Choose **Next**.
6. Select **Choose advanced customization of applications** and then choose **Next**. The following Advanced Customization screen shows you a list of Office applications.

FIGURE B.4

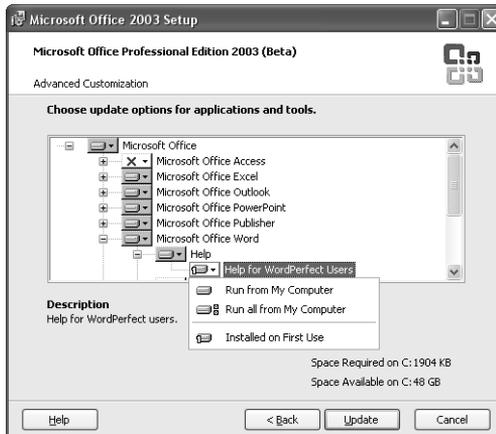
The Microsoft Office 2003 Setup program has options to add or remove features, reinstall and repair, or completely uninstall Office 2003.



7. Click the plus sign next to **Microsoft Office Word** to open the list of Word components. If you see a hard drive icon, the component is already installed. If a component is set to be installed on first use, the button has a yellow 1. If the button has a red X, the feature/component hasn't been installed yet (see Figure B.5).

FIGURE B.5

Click the down arrow on the button to display a list of installation options.



8. When you locate the component that you want to install, click the down arrow on the button and choose **Run from My Computer**.
9. Choose **Update**.

Adding and Removing Office Applications

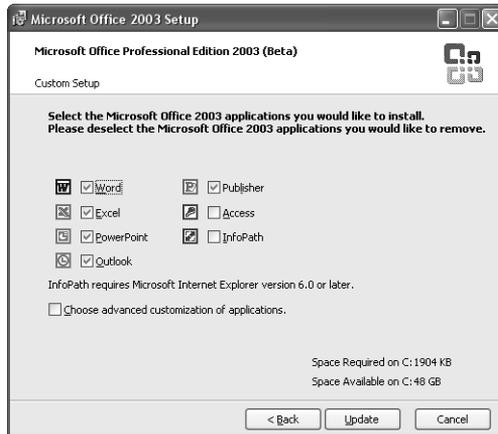
You can easily add or remove features from a Microsoft Office 2003 installation, so if you weren't sure what you would need when you did the initial install, take heart. All it takes is a few clicks and the Office 2003 CD to get everything you want.

To add or remove Office 2003 applications, follow these steps:

1. Choose **Start, Control Panel, Add or Remove Programs**.
2. Select the entry for **Microsoft Office 2003** or **Microsoft Word 2003**.
3. Choose **Change**.
4. In the Microsoft Office 2003 Setup dialog box, choose **Add or Remove Features**.
5. Choose **Next**. The Custom Setup screen appears (see Figure B.6).

FIGURE B.6

Select an application to add or remove in the Custom Setup screen of the Microsoft Office 2003 Setup program.



- To add an application, place a check mark next to the application that you want to add. Choose **Update**.
- To remove an application, remove the check mark next to an application. Choose **Update**.

THE ABSOLUTE MINIMUM

In this appendix, you learned techniques for maintaining your copy of Microsoft Office Word 2003.

- You learned how the Install on Demand feature automates the installation of additional components when you use them for the first time.
- You saw how easy it is to download the latest updates for Microsoft Office 2003 with the Check for Updates option.
- You learned how to use the Detect and Repair feature, which is designed to repair a corrupted installation of Word 2003.
- You learned how to reinstall Word 2003 when a Detect and Repair wasn't successful.
- You reviewed the steps to install components that were not selected during the initial installation.
- You learned how to add and remove Office 2003 applications using the Setup program.