

HERZING UNIVERSITY ONLINE SOFTWARE & TECHNOLOGY REQUIREMENTS

Minimum Computer Requirements

Students in Graphic Design programs will have additional requirements

- Windows-based PC or Intel-based Apple Macintosh with Windows Boot Capability
- Microsoft XP (Service Pack 2 or higher) or Vista Operating System
- A minimum of a 512 Megabytes (512 MB) of Internal Memory
- A minimum of a 1 Gigahertz (1000 MHz) Processor
- A minimum of a 40 Gigabytes (40 GB) Hard Drive
- At least a dial-up speed internet connection (broadband *highly* recommended)
- DVD Reading Drive (DVD/CD Burner Drive recommended)

Additional note for Mac users:

System Requirements to run Parallels (the program required to run Windows on MAC):

- MAC OS X Tiger 10.4 or higher on an Intel Mac, IMac, Mac mini, MacBook, MacBook Pro, MacPro Tower
- Any 32 or 64 bit and any Intel Core Solo/Duo/2 Duo/Dual-Core Xeon
- 512 MB of RAM
- 70 MB HD (15 GB of space per virtual machine for windows)
- The computer must then have the system requirements for Windows XP/Vista
- Total, a MAC should have 1 GB of RAM and 80 GB of Hard Drive

These stats are recommended to just run windows operating systems on the MAC. If any other software programs are needed (such as Microsoft Office or the required Graphics Design or Computer Science software) more RAM is needed. Refer to the URL referenced below for additional information for running Windows software on MAC computers. <http://www.parallels.com>

Installing Microsoft Office 2007

It is very important that the following guidelines are used prior to and during the installation of Microsoft Office 2007.

1. Before you install the Microsoft Office 2007 Suite, please check the following:

- Uninstall any Microsoft Office Trial that may be on your PC (This can be located by pressing: Start > Control Panel > Add/Remove Programs > Scroll down to Microsoft Office and see if it lists it as a trial > Click Uninstall)
- You must have a DVD-ROM (CD-ROM will not be able to read the software)

****Failure to perform the above steps may have severe and costly consequences****

2. Once you have completed the above steps, you may install Microsoft Office 2007 Suite.

- With your pc on, open your DVD-ROM drive.
- Insert the "MS Office 2007" DVD into the DVD-ROM.
- Most computers will automatically start the installation. In this case, type the Installation Key (usually found on the CD's case) in the area specified for the installation. When correctly typed, you will be prompted to specify the installation location and programs to install. Accept all defaults.
- If your computer does not start up automatically, open your Windows Explorer (*right click on your Start Button, left click on "Explore", double-click on "My Computer", and double-click on your CDROM, usually D:*)
- Double-click on the "Setup" file.
- Type the Installation Key (*usually found on the CD's case*) in the area specified for the installation. When correctly typed, you will be prompted to specify the installation location and programs to install. Accept all defaults.

If you have any problems installing the Microsoft Office 2007, please contact the IT Department at your local campus. If you receive a voicemail, please leave your name, student number, phone number, and the technical issue.

Please note that Herzing University or Herzing University Online are not responsible for any damage that may occur to any student's computer to include but not limited to, hardware, software, file directory or file contents as a result of student's installing software or not having the appropriate hardware configurations for such installation.