
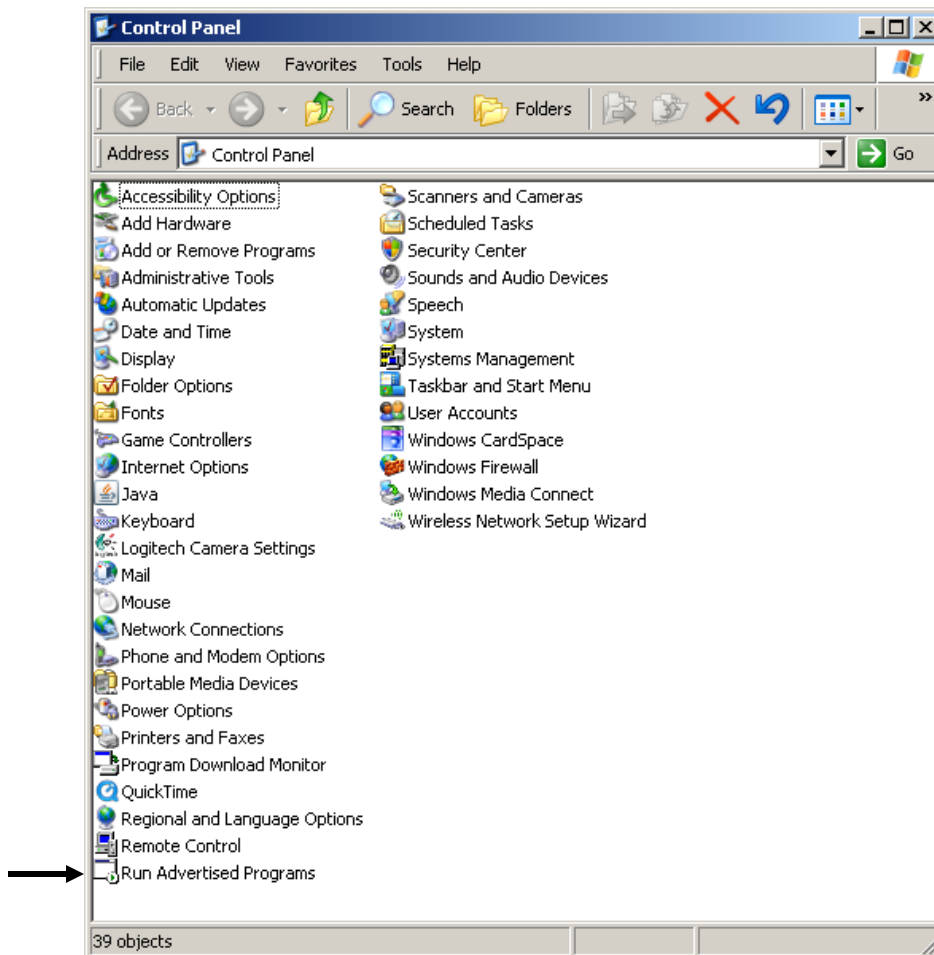



Instructions for Software Request Form for Office 2007

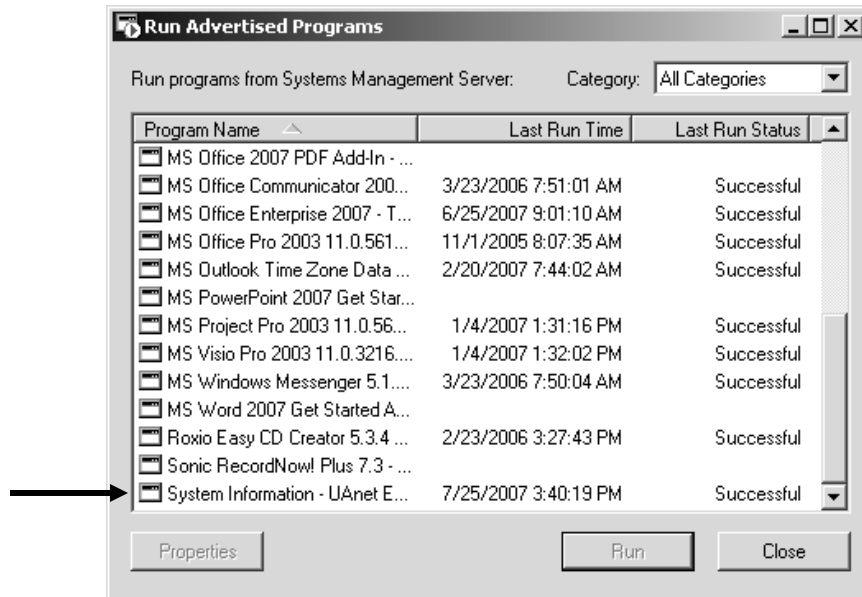
To complete the Software Request Form for Office 2007, you will need to know the name of your computer and the Total Physical Memory that your computer has. There is a program on your University computer that will give you this information.

To run that program in Windows XP:

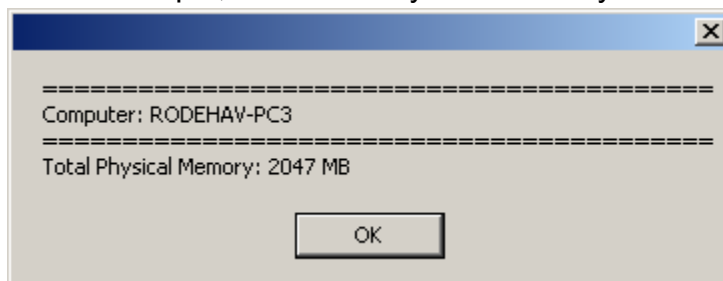
1. Click on the Start button  in the lower left corner of the screen.
2. Select Control Panel from the menu. The Control Panel window is displayed.



3. Double click on the Run Advertised Programs icon . The Run Advertised Programs window is displayed.



4. Click once on System Information – UAnet Execution.
5. Click on Run.
6. A box is displayed with two items listed. Write down this information.
 - In this example, the name of the computer is RODEHAV-PC3.
 - In this example, the Total Physical Memory is 2047 MB.



In order to install Office 2007, at least 1000 MB of memory (also, referred to as 1 GB) is required. In this example, the PC has more than 1000 MB so this PC meets the minimum memory requirement to install Office 2000.

Usually, 1000 MB are referred to as 1 GB. To see how many GB the PC has, place a decimal point three places from the left. 2047 MB is 2.047 GB.

7. Click on OK.
8. Close the Run Advertised Programs window by clicking on its X.
9. Close the Control Panel window by clicking on its X.