

# Upgrade your desktops and upgrade your business.

Microsoft Office Professional Plus 2007 and Windows Vista—  
desktop technology for midsize businesses.



 Microsoft®  
**Office Professional Plus 2007**

 **Windows Vista™**

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## Introduction.

### Your greatest business asset.

To thrive in today's marketplace, businesses like yours are constantly required to maximize your competitive advantages—not only do you have to better understand and serve customers, but you have to deliver innovative solutions and services, streamline operations and drive cost savings, and build tighter relationships with key partners.

The most important asset in addressing these challenges and achieving business success is your people. Their abilities and endeavors are an integral part of your business achievements. As a result, empowering people to work more efficiently and effectively should be at the center of any organization's strategy. Before you can empower users, let's first understand the four basic areas in which they drive business success:

- **Improve operations.** Businesses today can be overloaded by their daily tasks. Operations, like data searches, consume too much time and resources. Successful companies find a better way to manage these tasks. With a focus on operational excellence and effective cost management, successful businesses employ simplified business processes so their people can be more productive and efficient. As a result, these employees often generate more information that is increasingly valuable to the organization on a whole.
- **Develop customer relationships.** Customers are at the heart of every business. Without them, we have no revenue stream, no profits, and no future. So when companies employ people who make the customer relationship a priority, the successes are evident. In fact, companies who excel at enabling the right tools to develop relationships with their customers and partners often provide the highest levels of service and achieve maximum profitability.
- **Build partner connections.** Today's business is oftentimes a global one. Businesses today need to be able to connect with teams, partners, and customers at any time and from any location in order to succeed. As a result, successful companies focus on building and strengthening the connections made by its people. When employees are able to effectively collaborate across organizations, across firewalls, and across geographies, companies can gain the edge to succeed in the ever-expanding marketplace.
- **Drive innovation.** In the world of business, everyone is looking for the "next big thing"; the idea that changes how business is done. It is the people in the company that drive innovation. By giving employees the right tools that foster creativity and development, companies can evolve new ideas and concepts that can ultimately increase the value in their products and/or services. Innovation can also help companies to commercialize those ideas and products, and then profitably ship them to customers.

Without people, there would be no success in business. We believe that when properly equipped with the right tools, your people can go further and do more. And of the many options available to business, software has demonstrated a unique capacity to amplify the positive impact of your people.

### Meeting business needs through technology.

With every new challenge that faces your business comes a new obstacle for your IT group. In the following table, you can see how business challenges directly translate to your responsibilities.

Business challenge	Technical obstacle	
Sharing information, collaboration	Managing the network bandwidth and systems to support collaboration	There is an increasing need to collaborate effectively with other employees, customers, and partners. Inefficiencies in sharing information can be obstacles to the overall success of the organization. IT professionals will be challenged to manage the network bandwidth and systems to support the collaborative needs of a dispersed workforce, including mobile and at-home employees. Sharing information and collaborating with partners in a sufficiently secure way are difficult to set up and manage. Consequently, the productivity of the partnership suffers.
Information overload	Help-desk call reduction	The challenges of the "always-on, always-connected" world will be to convert information into insights, finding the right information, and connecting with the right people in an organization via the best channel. More and more employees have seen the daily volume of business-related e-mail increase. On the other hand, technical-support teams are receiving an increasing load of tech-support calls to support these issues.
Content and task management	Enabling systems that support the storage capacity	The increasing complexity of today's workforce means managing time and staying focused on high-priority tasks, as well as managing the balance between work and family life. Typically, workers have too many simultaneous tasks or are so interrupted that they find it difficult to get work done. Nearly one-third said they often don't feel the have time to process or reflect on the work they do. IT is challenged to enable systems to support the storage capacity and tools for content management.
Confidence that your data is protected	Security and maintenance of desktop infrastructure	Employees need to have the confidence that their data has enhanced security and protection. The IT professional is continually facing evolving security needs and challenges to manage the ever-increasing complexity of desktop infrastructure. They need ways to simplify and streamline new deployments.



## Upgrade your desktops.

With the right software on each desktop, you can empower each of your employees to drive business success. Not only do you enhance the performance of your people, but you increase your capabilities as well. With the proper desktop technology installed, you can help increase overall security, reduce the number of help-desk calls, and simplify your deployment processes.

# Upgrade your desktops—Microsoft Office Professional Plus 2007 and Windows Vista.

Software should help simplify the challenges of today's workplace, empowering you and your people to make the greatest possible contribution to your company's success.

## Introducing Office Professional Plus 2007 and Windows Vista.

Microsoft® Office Professional Plus 2007 and the Windows Vista™ operating system help address your challenges and provide significant benefits for your company. In the hands of each of your employees, these products can be powerful tools—improving the way people work, as well as supporting and enhancing your IT infrastructure and management.

Each of these products can provide a powerful boost to your team and their desktops.

**Office Professional Plus 2007** brings together a host of innovations designed to help people work more efficiently and effectively so they and their organizations can deliver better results, faster. These innovations include:

- Simplified collaboration, with innovative security technologies and instant messaging (IM).
- Improved productivity through easy-to-create and easy-to-share documents.
- Tools to effectively manage an ever-increasing workload, such as e-mail.
- Better management of network bandwidth and storage by reducing file size.

**The Windows Vista operating system** is the largest Windows® release ever.

- Windows Vista is one of the largest development projects and largest investments that Microsoft has ever made—bringing significant benefits and improvements.
- It is fundamentally different from any earlier version of Windows, and this difference is already sparking innovation and opportunity across the entire computer industry.
- It has an elegant new user interface that enhances functionality.\*
- It hosts new features, like streamlined tasks and search-based navigation.

## Coming together to address your top challenges.

In today's challenging workplace, you need software solutions that address your top challenges. With Office Professional Plus 2007 and Windows Vista on each of your desktops, you can:

- **Simplify how people work together:** Teams are increasingly challenged to work across time, geography, and organizational boundaries, as well as with customers and partners. Windows Vista and Office Professional Plus 2007 make it easier for your people to communicate and work together in teams and with customers and partners—wherever they are in your organization.

The new collaboration features found within Office Professional Plus 2007 and Microsoft Windows SharePoint® Services significantly reduce the complexity team members face when working together on projects, by providing a self-service method for creating centralized document repositories, tracking versions, and managing feedback. Furthermore, there's a new Document Inspector feature in Office Professional Plus 2007 that makes it easier to remove comments, hidden text, and more, from documents and presentations, so files can be shared with confidence.

\* Windows Aero™ is available in Windows Vista Home Premium, Windows Vista Business, Windows Vista Enterprise, and Windows Vista Ultimate.



- **Help protect and manage content:** Organizations are generating more information that is increasingly valuable, but also increasingly hard to locate and use. With Windows Vista and Office Professional Plus 2007, people across your organization now have faster, easier access to the information, tools, and business insights they need.

Windows Vista has been designed to be the most secure and reliable operating system from Microsoft, ever. When it comes to data protection, powerful features include Windows BitLocker™ Drive Encryption. Reports show that 600,000 laptops are lost or stolen each year. Windows BitLocker Drive Encryption, available only in Windows Vista Enterprise, helps protect the contents of the hard drive—even if it falls into the wrong hands.

- **Find information and improve business insight :** Companies often struggle to simplify their everyday business processes and control their ever-increasing volume of content. With Windows Vista and Office Professional Plus 2007, you can streamline the everyday business processes and content compliance procedures that slow your people down.

Office Professional Plus 2007 was designed to streamline the way employees work in midsize businesses. With Microsoft Office Excel® 2007 and Microsoft Office Outlook® 2007 working together, employees can effectively handle and act on ever-increasing volumes of information, e-mail, and tasks through time-saving features. Also, Office Excel 2007 enables employees to make quicker and more informed business decisions with enhanced financial and sales reporting capabilities. It also includes bigger spreadsheets, enhanced conditionally formatting, and easier-to-use Microsoft PivotTable® dynamic views. Finally, advances in Microsoft Office InfoPath® 2007 enable people to deploy forms as e-mail messages, for completion without leaving the familiar Office Outlook 2007 environment.

- **Reduce IT costs and increase security:** Organizations need secure, cost-effective systems that are easy to deploy. As a result, Windows Vista and Office Professional Plus 2007 help reduce security risks and simplify desktop deployment and management—helping to reduce cost and complexity.

Windows Vista is designed to help lower the risk of data and network security outside of the corporate firewall—the advanced firewall shields against Web-based malware and phishing attacks. Also, with Windows Vista, you can restrict unhealthy PCs that lack security updates or virus signatures, helping to keep your healthy PCs up and running.

## Product highlight: Office Professional Plus 2007.

Office Professional Plus 2007 delivers powerful new capabilities, including self-service collaboration, seamless communication across geographies, improved workflows, more robust documents, and enhanced protection of your company's critical information. The new streamlined user interface (UI) makes more of the applications' advanced features available to more users so they can work with information more efficiently and effectively. Also, out-of-the-box integration with the Microsoft Office system of products and services creates new opportunities to collaborate within and across corporate boundaries, manage content more efficiently, and streamline everyday business processes.

### Innovations in Microsoft Office programs.

Office Professional Plus 2007 is the new release of the familiar and comprehensive set of desktop business productivity applications. It delivers an enhanced, but familiar, UI for its applications including Microsoft Office Word 2007, Excel 2007, Outlook 2007, PowerPoint® 2007, Publisher 2007, Access™ 2007, InfoPath® 2007, and Communicator 2007.\*\* In the following chart, you can see some of the new features introduced in those applications.

Office application	New features
Office Word 2007	Improved document compare, document building blocks to streamline content reuse, and more.
Office Excel 2007	Powerful new conditional formatting, easier-to-use PivotTable capability, new charting, and more.
Office Outlook 2007	Task management, task and calendar integration, and more.
Office PowerPoint 2007	New intelligent diagramming, new graphics, streamlined slide reuse, and more.
Office Publisher 2007	New business identity capability, professionally designed templates, and more.
Office Access 2007	Redesigned UI, what-you-see-is-what-you-get report design, out-of-the-box tracking-application templates, and more.
Office InfoPath 2007	New capabilities for electronic forms design and use.
Office Communicator 2007	Seamless communication potential with a unified communications client, including IM.

\*\*General availability for Office Communicator 2007 is targeted for October 2007.



In addition to the latest versions of Office Word 2007, Office Excel 2007, Office PowerPoint 2007, Office Outlook 2007, Office Access 2007, and Office Publisher 2007, Office Professional Plus 2007 additionally offers InfoPath 2007 and Office Communicator 2007:

**Office InfoPath 2007.** Office InfoPath 2007 is a Windows-based application for creating rich, dynamic forms that teams and organizations can use to gather, share, and reuse information—leading to improved collaboration and decision making throughout your organization.

**Office Communicator 2007.** Office Communicator 2007 improves user productivity by enabling seamless communication with others in different locations or time zones through a range of communication options, including IM. Also, Office Communicator 2007 puts your people in control of their communications by making it easier for them to communicate directly from within the rich, familiar, and intuitive interface of their Microsoft Office desktop, including Office Outlook 2007, Office Word 2007, Office Excel 2007, and PowerPoint 2007. IM and presence indicators will be made available by a complimentary service for Office Professional Plus 2007 customers.

### Key features and benefits.

There are several new features that set Office Professional Plus 2007 apart from previous Microsoft Office suites. These features can help drive your business success. With this product, you can enhance information workers' ability to work together across organization boundaries; empower your organization to better execute business processes and control content; extend the capabilities of your users to find, use, and manage information; and enable your information workers to work more efficiently and deliver better results, faster.

**Enhance information workers' ability to work together across organization boundaries.** Office Professional Plus 2007 makes sharing information and working together easier, safer, and more productive through tight integration with Microsoft collaboration infrastructure technologies that enable self-service workspace creation, instant messaging, and application sharing. Refer to the following scenario to see how this fictional company might be able to better connect people—inside and outside the organization—in order to drive success.

#### *Scenario.*

Insurance 4 Life, a 250-employee, multistate insurance company is struggling with the geographical distribution of a dispersed sales team. They must deal with the challenges of communication between satellite locations and the corporate office that reduce their effectiveness and ability to meet, communicate, and process documents, from draft through final approval, in a timely manner. By recently implementing **Office Communicator 2007**,\*\*\* found in Office Professional Plus 2007, they were able to improve user productivity and connectivity through seamless communications through a range of options including IM. This has allowed them to simplify collaboration, quickly and more securely. And by integrating with the Microsoft Office system, programs like Office Outlook 2007, Office Word 2007, Office Excel 2007, Office PowerPoint 2007, in conjunction with **Windows SharePoint Services**, gives their team a full set of collaboration tools, saving them time and money.

#### *Feature highlight.*

**Windows SharePoint Services.** With this service, you can get improved collaboration and productivity through easy-to-create shared documents. Out-of-the-box integration with the new Windows SharePoint Services creates a powerful self-service collaboration environment that supports workflow-enabled document review. It also enables the creation of slide libraries for sharing Office PowerPoint 2007 content and the transfer of document libraries offline into Office Outlook 2007 for synchronization with Windows SharePoint Services.

**Empower your organization to better execute business processes and control content.** Office Professional Plus 2007 helps enable organizations to lower the "cost" of executing business processes, including content production and management, through streamlined process automation using advanced electronic forms technologies. Refer to the following scenario to see how this fictional company might be able to organize files and storage in order to increase bandwidth for increased productivity.

#### *Scenario.*

DigiPrinters Ink, a 200-employee, digital and offset printing company—like many midsize businesses—continually stretches the capabilities of their servers, more specifically their storage space, due to working with and sharing large

\*\*\*General availability for Office Communicator 2007 is targeted for October 2007.



files both old and new, which ultimately results in server and employee downtime and increases storage costs through server and memory upgrades. By implementing the new Microsoft Office system and its **Microsoft Office Open XML formats**, which delivers compact, robust files that can be easily recovered, built-in compression and compatibility with Microsoft Office 2000 and later, DigiPrinters Ink can better manage bandwidth and storage space, while saving on storage and e-mail archival costs. These smaller, more robust files, with deeper integration of information systems and external data with any technology provider, also reduce complexity, enabling users to work more confidently with consistent and accurate information, increasing bandwidth all around.

#### **Feature highlight.**

**Office Open XML formats.** These formats enable smaller, more robust documents and deep integration with information systems and external data sources, reducing both cost and complexity and helping enable users to work confidently with consistent and accurate information. Features include:

- Compact, robust file formats based on XML technology
  - Compatibility with Microsoft Office 2000 and later
  - Built-in compression
  - Easily recoverable files
  - Special purpose formats for macro-enabled content
- Open, published file format specifications
  - Published, royalty-free file format specifications
  - Enables integration by any technology provider
- Easier integration with applications and systems
  - Segmented data storage improves recoverability
  - XML- and ZIP-based open standards
  - Custom schema support for easier integration with custom applications

**Extend the capabilities of your users to find, use, and manage information.** Office Professional Plus 2007 makes it easier for users to find, analyze, and use information through a broad array of advanced information search, management, and analysis technologies that extend from the inbox to the data center. Refer to the following scenario to see how this fictional company might be able to not only keep vital information at their fingertips, but also use it in a way to make more informed business decisions.

#### **Scenario.**

ABC Business Consulting, a 150-employee, strategic business development consulting firm has landed three new showcase clients and is enjoying all the benefits of a growing business. But with this success comes growing pains. They are also dealing with new customer-facing issues like their employees' inability to act on the increasing volumes of e-mail, tasks, and meeting requests that can reduce their organizational effectiveness and create a perception of poor service to these new customers. By providing their employees with the 2007 Microsoft Office system that includes new innovative **Office Outlook 2007** and **Office Excel 2007 Features**, ABC Business Consulting might better focus on the things that matter the most. With the new Office Outlook 2007, they can prioritize, control, and quickly search information, using the new Instant Search. And with the new To-Do Bar, they have a single view of tasks, appointments, and flagged e-mail. Using Office Excel 2007, they are better able to gain insight and provide quicker more informed business decisions with features like easier-to-use PivotTable view and Microsoft PivotChart® view tools, as well as powerfully enhanced conditional formatting. Both of these products have provided ABC Business Consulting employees with the tools to effectively manage increasing workloads.

#### **Feature highlight.**

**Office Outlook 2007.** Office Outlook 2007 helps keep the information you need at your fingertips by delivering really simple syndication (RSS) feeds directly to your inbox.

**Office Excel 2007.** Office Excel 2007 makes it easier to analyze data quickly with powerful new visualization tools, such as data bars, three-color gradients, and key performance indicator icons.



Enable your information workers to work more efficiently and deliver better results, faster. Office Professional Plus 2007, with a new streamlined user interface and powerful new capabilities, enables people to work with information more efficiently so they can deliver better results, faster. Refer to the following scenario to see how this fictional company might be able to better use their information to make a real impact with their customers.

### Scenario.

Select PR, Inc., a 200-employee, public relations agency, was having a difficult time finding the critical information they need and presenting them in a compelling way to their clients. With the new, better organized **user interface** found in Office Professional Plus 2007, Select PR, Inc., was able to discover the full potential of their software, and find and use their critical business information easier. And with the **updated graphic capabilities**, it was easy for their employees to create persuasive presentations that made a real impact with their clients.

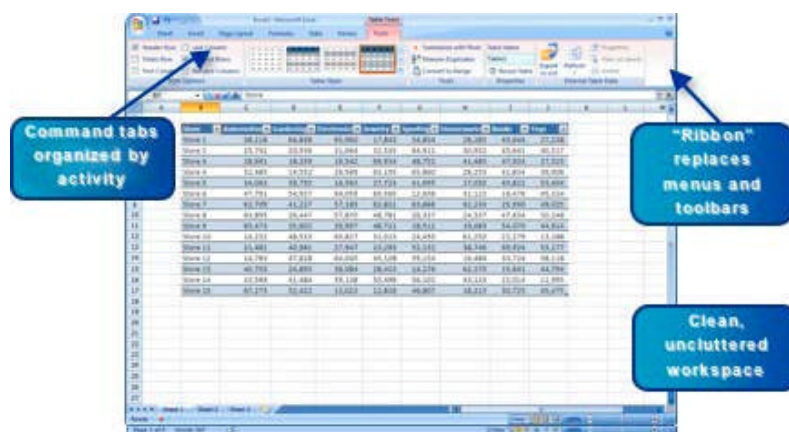
### Feature highlight.

**A new user interface.** This interface makes it easier for users to find and use the powerful features of Office Professional Plus 2007. A “ribbon” replaces the menus and toolbars (Fig. A), while the command tabs are now organized by user task.

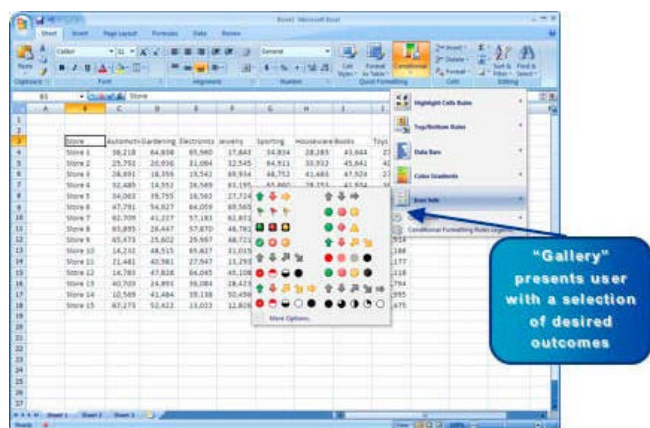
The galleries feature (Fig. B) in the user interface reduces the need to operate dialog boxes by simply presenting a selection of results.

In addition, the Live Preview feature allows your users to see the effect changes will have to a document before they implement them.

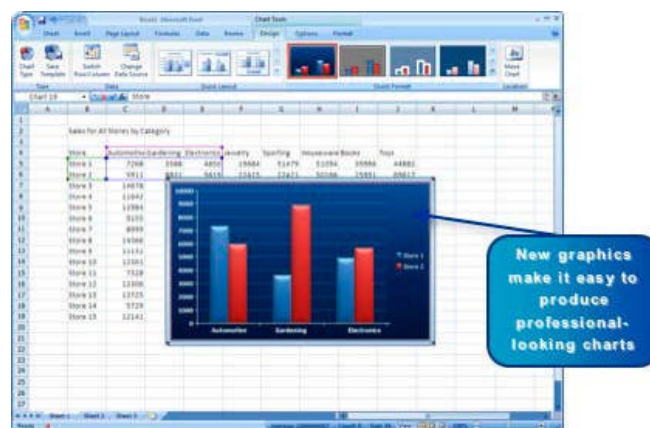
**Updated graphic capabilities.** Now it is easier to create high-impact and compelling documents, spreadsheets, and presentations. New 3-D effects, shadows, reflection, glow, and surface texture tools make it easy to add highly professional-looking charts and diagrams to your work. And with consistent implementation across Microsoft Office programs, users don’t have to spend their time reworking charts (Fig. C).



(Fig. A) The Office Professional Plus 2007 “ribbon”.



(Fig. B) Galleries feature.



(Fig. C) Updated graphic capabilities.



## Product highlight: Windows Vista.

Windows Vista software helps your people get the most out of their PCs with smarter information management tools, advanced mobility, and enhanced connectivity. Plus, with Windows Vista Enterprise, you can help reduce the cost and complexity of deploying and managing PCs, and help improve reliability and corporate compliance.

### The new look of Windows.

The most recognizable improvement in Windows Vista is the new Windows Aero user experience\*—its glass-like, transparent windows allow users to multitask, bringing focus to the current window while allowing easy access to the rest of the desktop. Live icons give users a preview of the document, and new ways to navigate the windows on the desktop help users find what they are looking for in less time.

\*Windows Aero is available in Windows Vista Home Premium, Windows Vista Business, Windows Vista Enterprise, and Windows Vista Ultimate.

### Key features and benefits.

New features found in Windows Vista make it the biggest release in years—features that are designed to enhance your user's desktop. With this new operating system, you can find and use vital business information, enable your mobile workforce, help improve security and compliance across your organization, and optimize your desktop infrastructure.

**Find and use vital business information.** The success of a business depends on the success of its people. Making your employees more productive and facilitating communication is the main reason you invest in information technology. Windows Vista is designed as a solution that enables your employees to easily find, share, and use information.

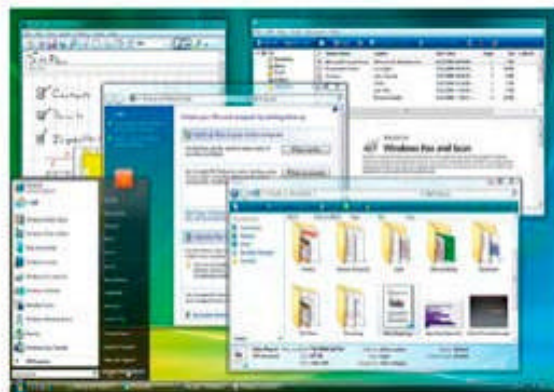
#### Feature highlight.

**Integrated desktop search.** The fast, integrated desktop search in Windows Vista makes it easier for users to find the information they need, even if it is on a shared drive or other network resource. Windows Vista Desktop Search is integrated throughout the operating system—in the start menu, control panel, and their document folders making it easy to find the information the users are looking for. Users can also tag a file with “metadata” to indicate that it belongs to a certain project or other category making it easier to search, filter, and organize their files.

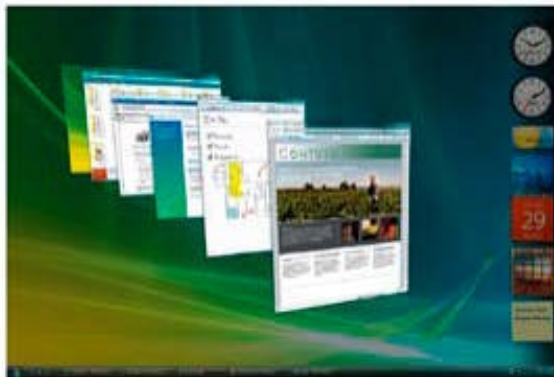
**Windows Flip and Windows Flip 3D.\*\*** Windows Vista provides two entirely new features to manage windows: Windows Flip and Windows Flip 3D. Flip allows you to flip through open windows (by using Alt+Tab), providing a live thumbnail of each window, rather than just a generic icon and file name. Live thumbnails make it easier to quickly identify the window you want, particularly when multiple windows of the same kind are open. With Windows Flip 3D, you can use the scroll wheel on your mouse to flip through open windows in a stack, and quickly locate and select the one you want to work with.

\*Windows Aero is available in Windows Vista Home Premium, Windows Vista Business, Windows Vista Enterprise, and Windows Vista Ultimate.

\*\*Windows Flip 3D navigation is available in Windows Vista Home Premium, Windows Vista Business, and Windows Vista Ultimate.



Windows Aero provides spectacular visual effects such as glass-like interface elements that you can see through.



Use Windows Flip 3D to navigate through open windows using the scroll wheel on your mouse.



**Enable your mobile workforce.** Laptop and Tablet PC<sup>\*\*</sup> users will get the most immediate benefits from Windows Vista. New tools in Windows Vista can help your organization realize the benefits of mobile computing—with less costs and more security—enabling your mobile workforce to be more productive and better connected.

**Feature highlight.**

**Mobility Center.** Windows Vista is built with mobility in mind, the new Windows Mobility Center puts all of the most commonly used controls all in one place—such as battery, brightness, and presentation settings. Improved power management lets your mobile workforce be productive longer and reduces boot-up times and resuming from stand-by.

**Windows Meeting Space.** This feature helps make face-to-face meetings more productive by enabling collaboration among small groups of Windows Vista users, even over an ad hoc wireless network. Connections of 2 to 10 people can be established quickly, easily, and securely.

**Help improve security and compliance across your organization.** In today's digital world, computers are becoming an increasingly attractive target for criminals hoping to steal information or do harm to your business. Financial losses due to lost or unauthorized access to data are on the rise. On top of that, new government regulations require high standards for security and data protection to avoid penalties. To help your company address the risk and expense associated with security and compliance, we are committed to providing multiple layers of protection in Windows Vista. Refer to the following case study to see how Dixon Wilson was able to enhance their security using Windows Vista.

**Case Study.**

Dixon Wilson is a leading accounting firm with offices in London and Paris. Its 145-member staff specializes in financial advice for individuals and families, and also provides audit, tax, and accounting services to privately-owned companies. Dixon Wilson participated in beta testing the Windows Vista operating system, seeking to enhance the security of its IT environment. Now Dixon Wilson mobile employees are using Windows BitLocker Drive Encryption (available in Windows Vista Ultimate and Enterprise editions) to protect sensitive client data in the event of a lost or stolen computer. In reference to the security Windows Vista helps deliver, Jonathan Benford, a partner at Dixon Wilson, said, "I carry a considerable amount of data on my laptop, so it's very reassuring that Windows Vista helps safeguard the hard drive."

**Feature highlight.**

**User Account Control.** To control access, you face a difficult tradeoff: Do you give users full administrator permission and accept the security and compliance risk? Or do you limit the privileges of the users and face lower application compatibility and user productivity? Windows Vista User Account Control capability helps make the choice easy by giving users the power to do more things on their own, with greater application compatibility than on previous versions of Windows, while reducing the attack surface area of your company PCs.

**Enhanced data protection with Windows BitLocker Drive Encryption.** This feature adds machine-level data protection. It provides full-volume encryption of the system volume, including Windows system files and the hibernation file, which helps protect data from being compromised on a lost, stolen, or recycled machine.

**Optimize your desktop infrastructure.** Windows Vista enables you to drive IT efficiencies by providing technology, tools, and best practices that will enable you to optimize your desktop infrastructure and help reduce IT costs. Refer to the following case study to see how Barker Implement was able to simplify their IT management in order to boost productivity.

**Case Study.**

Barker Implement, a growing farm equipment retailer in Iowa with 125 client computers, wanted to help its sales people quickly find all the information they needed to provide top-notch customer service. Rapidly growing and geographically dispersed, Barker also wanted to improve security for mobile computer users and ease the time and cost of adding and maintaining computers across five locations. As a result, Barker deployed Windows Vista on 12 computers. With the new operating system in place, Barker Implement expects Windows Vista to help their people find and use their information easier. And when employees are on service calls and need to connect to other networks, Barker Implement has confidence

<sup>\*\*</sup>Tablet PC support is available in Windows Vista Home Premium, Windows Vista Business, Windows Vista Enterprise, and Windows Vista Ultimate.



that Windows Vista can help identify and disable potential dangers when those employees reconnect to the Barker network. Also, with the remote support and disk-imaging capabilities of Windows Vista, the technology manager at Barker can better manage his far-flung network in the face of continued growth. He estimates saving two to three hours per new installation. In the end, Windows Vista helps Barker Implement improve their customer service and employee productivity.

**Feature highlight.**

**Windows Imaging Format.** Windows Vista is distributed in the new Windows Imaging Format (WIM), a hardware-agnostic image file format. This means that an organization needs only one image to address a range of hardware configurations. WIM also uses compression and single instancing, thus reducing file size significantly. Another advantage of the WIM file format is that it enables IT professionals to service the image offline, including adding and deleting optional components such as patches and drivers without booting up the desktop or creating a new image. This dramatically reduces the number of images your organization needs to maintain.

**Built-in diagnostics.** Reducing the cost of servicing the desktop was a key focus in the design and development of Windows Vista. The first step in reducing support costs is to reduce the number of support incidents. Windows Vista includes built-in diagnostics that can automatically detect and diagnose common support problems and then help users resolve the problems on their own. Problems that Windows Vista diagnostics address include failing disks, degraded performance, lack of network connectivity, and failure to shut down properly.

**Windows Vista versions.**

Two Windows Vista versions are ideal candidates for your desktops: Windows Vista Business and Windows Vista Enterprise. For an at-a-glance view at the different versions and their features, refer to the following chart.

	Windows Vista Business	Windows Vista Enterprise
Windows Aero interface		
Integrated desktop search		
Mobility Center and Windows Meeting Space		
User Account Control and Windows Defender		
Performance self-tuning and diagnostics		
Windows Imaging Format and System Image Manager		
Windows BitLocker Drive Encryption		
Multilingual User Interface (MUI)		
Support advanced application compatibility via rights to four virtual operating systems		
Subsystem for UNIX-based applications		

*Windows Vista Enterprise is available exclusively through a Microsoft Software Assurance contract.*

## Microsoft Volume Licensing.

Microsoft Volume Licensing programs offer companies of all sizes a great way to buy and manage multiple software licenses. They also provide potentially substantial savings, flexible acquisition, numerous payment options, and other benefits included in Microsoft Software Assurance (SA). SA offers training courses and deployment workshops, in some cases new version rights, the option to transfer your licenses to new PCs when retiring old hardware, the ability to spread payments annually, business-critical support, improved operating system deployment and manageability, greater cost savings compared to previous versions, and more technology protection.

With these SA benefits, you can ease deployment of Office Professional Plus 2007 and Windows Vista, budget more effectively to reduce costs, and potentially shorten business procurement timelines.

And if you have more than 250 PCs in your organization, you could save even more money and streamline operations further with an Enterprise Agreement (EA) from Microsoft. Contact us to discuss whether this option is right for your business.



## Microsoft Open License program.

For businesses like yours, we offer the Microsoft Open License program. With this program, you get:

- A cost-effective way to get licenses for your PC environment.
- Access to Office Professional Plus 2007 (only available through Volume Licensing).
- The ability to purchase the upgrade to Windows Vista at a discounted price.

The Open License program offers several licensing options. These include:

	Open License	Open Value
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Discounts off the retail price of software.</li> <li>• A one-time transaction, so that you can pay at the time you license software.</li> <li>• The rights to create a standard image and deploy it on licensed machines.</li> <li>• The ability to obtain licenses from multiple locations through a worldwide reseller channel pending regional restrictions.</li> <li>• The ability to track and manage licenses by using online tools.</li> <li>• Office Professional Plus 2007 is only available through Volume Licensing programs.</li> </ul>	<ul style="list-style-type: none"> <li>• SA offers exclusive benefits including user training tools, some deployment services, and expanded support offerings.</li> <li>• As your organization grows and you need to purchase new desktops, it's easy to integrate the licenses from the new desktops computers into your existing Open Value agreement through SA.</li> <li>• Open Value grants the rights to run the existing version or prior versions of the software so that you can stay current and upgrade when you want. With new version rights and flexible version management, you can focus more on implementing critical IT projects instead of on building a business case for the next upgrade. (Generally applicable during the contract term.)</li> <li>• If your organization needs longer-term visibility into IT budget planning, Open Value offers predictable annual payments to help you make better decisions about which IT projects to implement each year.</li> </ul>
<b>Software Assurance</b>	Optional purchase	Included

## Microsoft Software Assurance.

SA is a maintenance program that helps your organization get the most from Microsoft software through a broad range of benefits. It helps you increase worker productivity, accelerate organizational performance, and realize a return on your software investment faster.

SA helps you get the most out of the software that you license. In fact, if you choose to purchase a license for either Office Professional Plus 2007 or Windows Vista with SA via Open Value, you will have access to New Version rights, our Home Use Program,<sup>11</sup> and Microsoft E-Learning courseware for your employees for the term of the license. Plus, customers who acquire their licenses with SA also have the ability to renew their coverage in the future, further lowering their annual IT costs.

**Windows Vista Enterprise is an exclusive benefit of SA.** Windows Vista Enterprise is about maximizing your investments, helping protect your company data, and giving you powerful tools to lower the costs and complexity of managing your PCs. Enterprise Windows Vista contains all of the features available in Windows Vista Business, as well as the following exclusive features not available through an original equipment manufacturing (OEM) purchase or without SA.

- **Enhanced data protection with Windows BitLocker Drive Encryption.** This feature adds machine-level data protection. It provides full-volume encryption of the system volume, including Windows system files and the hibernation file, which helps protect data from being compromised on a lost, stolen, or recycled machine.
- **Multilingual User Interface.** This feature greatly reduces the number of disk images an organization needs to support by providing an image that can be deployed worldwide to all PC form factors (desktop, laptop, tablet PC) and is language neutral. Required languages can be added dynamically to support multiple languages.
- **Support for advanced application compatibility solutions with the rights to four virtual operating systems.** This feature allows users to conveniently run multiple operating systems on a single computer through virtual machines.
- **Subsystem of UNIX-based Applications (SUA).** SUA is a Windows component that provides platform services for UNIX-based applications. IT professionals can use the UNIX-based tools and utilities they are familiar with on the Windows platform.

<sup>11</sup>For Office Professional Plus 2007 only.



**Office Professional Plus 2007 available through Microsoft's Volume License programs, provides exclusive features and benefits not offered in Office Professional.** Designed for midsize businesses, Office Professional Plus 2007 offers you the latest versions of the familiar Microsoft Office system programs and additional exclusive programs, such as Office InfoPath 2007 and Office Communicator 2007. Also, when you purchase Office Professional Plus 2007 with Open License plus SA, you receive end user training via E-Learning and rights to new versions released during the SA coverage period. When you purchase Office Professional Plus via Open Value (SA included), you will get all of the same benefits as Open License plus SA including end-user training via E-Learning and rights to new versions released during the SA coverage period and you will qualify for spread payments and additional training/deployment credits that can be redeemed through our CTECT partners.

### Volume Licensing options at-a-glance.

Refer to the following charts when deciding the best licensing option for upgrading your desktops to Office Professional Plus 2007 and Windows Vista.

### Volume Licensing options and benefits for the 2007 Microsoft Office system.

	Office Professional Plus 2007	Payment terms	Future releases <sup>§</sup>	Home Use Program	End-user training via E-Learning	Training Vouchers for CPLS classes
<b>OEM</b>		Pay as you go				
<b>Open License</b>	Available	Pay as you go				
<b>Open License plus SA</b>	Available	Upfront payment two-year contract				
<b>Open Value</b>	Available	Annual payments over three years				

### Windows Client Volume Licensing options and SA benefits.

	Payment terms	PC coverage	Upgrade licenses	Future OS releases	Windows Vista Enterprise <sup>§§</sup>	Training and other benefits <sup>‡</sup>
<b>Open License</b>	Pay as you go	No set coverage				
<b>Open License plus SA</b>	Pay as you go	No set coverage				
<b>Open Value</b>	Annual payments over three years	Up to entire business				
<b>Software Assurance<sup>‡</sup></b>	Upfront or annual payments over three years	Specified volume over two to three years				

<sup>§</sup>Rights to new versions released during SA coverage period

<sup>§§</sup>Includes Windows Professional Edition and Virtual PC Express.

<sup>‡</sup>Includes CPLS Training Vouchers, E-Learning, Business Value Discovery Workshop, Architecture Design Session, Employee Purchase Program, and 24 hours a day, seven days a week problem resolution support.

<sup>‡</sup>Can be added to Open License Agreements within 90 days of PC purchase; already included in Open Value Agreements.



## Conclusion.

### Upgrade your desktop and upgrade your business.

Now is the perfect time to invest in your PCs, empowering your users to drive your business to succeed. The combination of Windows Vista and Office Professional Plus 2007 purchased via the Open Value program cost-effectively delivers the latest innovations in desktop technology for midsize businesses.

For further information, please visit the following Microsoft sites:

For Windows Vista, visit <http://www.microsoft.com/windowsvista/>

For Office Professional Plus 2007, visit <http://www.microsoft.com/office/preview/default.msp>

For Open Value Information, visit <http://www.microsoft.com/licensing/programs/open/default.msp>

## Appendix.

### Upgrade your desktops summary.

The following chart shows how Office Professional Plus 2007 and Windows Vista best address your top objectives.

	Office Professional Plus 2007	Windows Vista
<b>Simplify how people work together</b>	<ul style="list-style-type: none"> <li>• Improve productivity through easy-to-create, shared documents.</li> <li>• Simplify collaboration, instantly with innovative security technologies and IM—making it easy for people to communicate directly from within the rich, familiar, and intuitive interface of their Microsoft Office desktop.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase mobile-user productivity by making it easier to connect and synchronize remotely.</li> <li>• Increase team productivity by making it easier to share information and ideas without a network.</li> </ul>
<b>Help protect and manage content</b>	<ul style="list-style-type: none"> <li>• Help ensure protection of your company's critical information.</li> </ul>	<ul style="list-style-type: none"> <li>• Help prevent the loss of critical or sensitive company information from lost or stolen PCs.</li> </ul>
<b>Find information and improve business insight</b>	<ul style="list-style-type: none"> <li>• Provide employees with the tools to effectively manage an ever-increasing workload such as e-mail.</li> <li>• Reduce time and cost with easy-to-use electronic forms.</li> </ul>	<ul style="list-style-type: none"> <li>• Increase user productivity by simplifying the way people organize and search for files and information.</li> </ul>
<b>Help reduce security risks and deployment costs</b>	<ul style="list-style-type: none"> <li>• Better manage network bandwidth and storage by reducing file size.</li> <li>• Reduce IT time and money managing licenses.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimize security threats and system vulnerabilities.</li> <li>• Help reduce the time and cost of troubleshooting and resolving system issues.</li> <li>• Reduce the time to configure and deploy a new PC.</li> <li>• Reduce the complexity of image configuration and the number of system images managed.</li> </ul>



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 Microsoft  
Office Professional Plus 2007

 Windows Vista™