

# appendix

■ **APPENDIX C:** Installing Office 2013 on a Mac

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# Installing Office 2013 on a Mac

## Appendix Overview

If you are an Apple (or Mac) user, you may experience some confusion when researching the different versions of Microsoft Office. It can be challenging to determine which operating system works with a particular Office version. Office products operate differently in the Macintosh environment. If you are a Mac user and there is Microsoft Office software already installed on your computer, it does not have the same look, feel, or capabilities as Windows-based Office software. These version differences can cause issues if you create a file using a Mac Office application and attempt to upload it to web-based software tools, such as SIMnet, that are designed to accept Windows-based Office files. Also, the appearance of Mac Office applications on your computer will not match this book's illustrations or instructions. In addition, Office software for a Mac does not currently have Access available.

In order to install and use a Windows-based Office application on a Mac, you must first install a Windows operating system on your computer. You can install a Windows operating system on your Mac on the same hard drive without losing your original Mac operating system or files. Having two operating systems on one hard drive is referred to as a *dual boot system*. A dual boot system allows you to choose which operating system you log on to when you turn on your computer (e.g. the Mac side or Windows side). In order to have a dual boot system, you must first **partition** (or split) your hard drive.

Once you install the Windows operating system on your Mac, you can then install a Windows-based Office software program (such as Office 2013) to the “Windows side” of your computer. This appendix teaches you how to *partition* your hard drive, install a Windows operating system, and install Microsoft Office on a Mac computer.

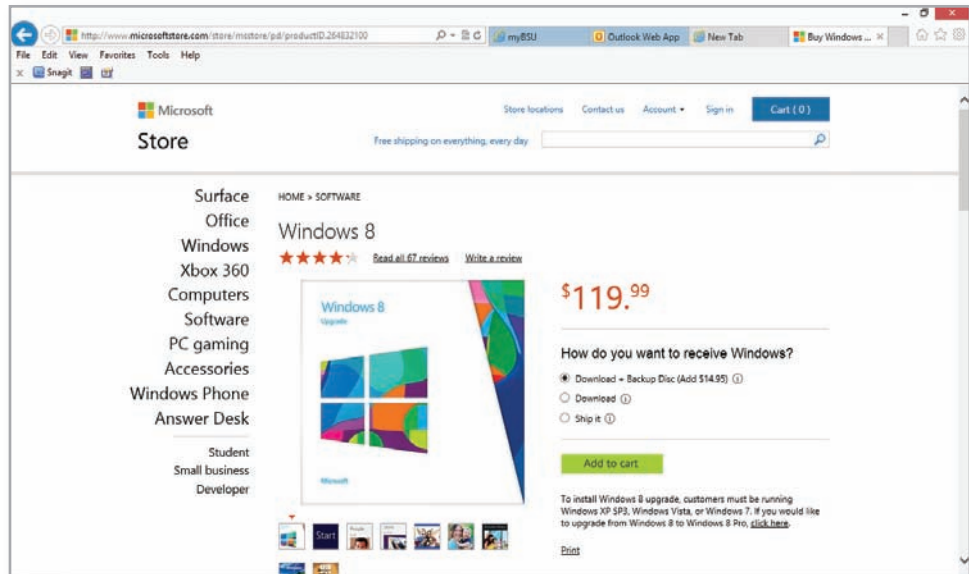
## Install Windows on a Mac

Installing Windows on your Mac gives you the convenience of having two machines in one. You can log on to your Mac operating system when using applications designed specifically for a Mac and log on to your Windows operating system when you need to access Windows-based programs like Office 2013. In this section, you learn how to partition your Mac hard drive and install a Windows operating system on that *partition*.

## Backup Files and Purchase Windows

There are two important steps that you must complete prior to installing Windows:

1. First, back up all of your files and write down all software license numbers (e.g., save them to an external hard drive, jump drive, *SkyDrive*, or cloud environment). Backing up your files is merely a precaution—you may not need to access those backups, but it is still important to complete this step.
2. Second, you must purchase a licensed, complete copy of a Windows 8 operating system. Do not purchase an upgrade copy. Although an upgrade version is cheaper, it only works if you already have previous versions of Windows installed on your computer. Many times you will be given the best academic pricing through the computer services department at your school. It is highly recommended that you purchase from your school or from the Microsoft Store (Figure C-1). You can also purchase a copy of Windows 8 from the following site: <http://www.microsoftstore.com>. Windows may be available at no charge



C-1 Microsoft Windows 8 full version purchase site

through Microsoft’s “DreamSpark” program (formally the Academic Alliance program) to which many schools belong.

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Alternatively, you can download an image of the purchased full Windows version software and use it as your installation disk. Be sure to use the `.iso` image option and verify that your Mac has an optical drive (CD or DVD).

Purchase the backup disk in addition to the download. This allows you to skip burning the image of the Windows 8 program to a disk before the installation process.

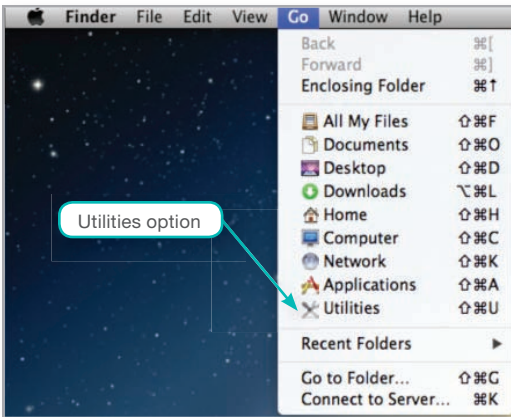
## Partition and Install Windows

You need to partition your Mac’s hard drive and format it so that it is ready for the Windows operating system installation. To do this, you need to have a minimum of two gigabytes of Random Access Memory (RAM) available and at least 20 gigabytes of hard drive space free on your Mac.

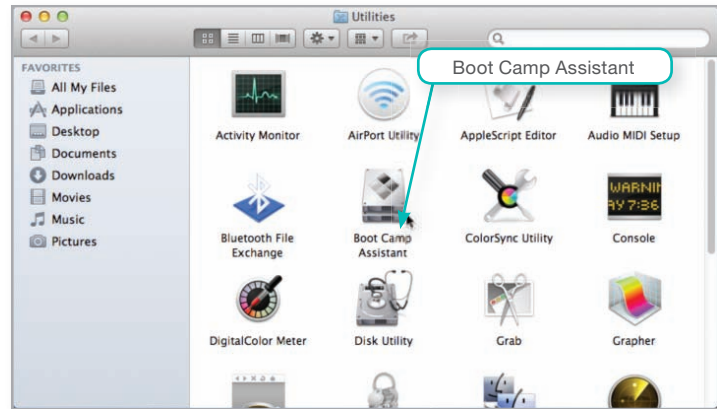
You can use a utility called *Boot Camp Assistant* to assist you with partitioning and preparing your hard drive for the additional operating system (Windows). Once you create and format the new partition, you are ready to install a Windows operating system. The instructions below walk you through the process using *Boot Camp Assistant* included with the Snow Leopard (OS X 10.6.8) operating system. If you are using a newer Mac operating system, instructions may vary slightly.

### HOW TO: Partition and Format Your Hard Drive

1. Click **Go** on the *Menu* bar, and select **Utilities** from the list (Figure C-2).
  - a. It is useful to have a USB drive on hand for the partition and format processes.
2. Double-click **Boot Camp Assistant** from the *Utilities* window (Figure C-3).
  - a. The *Boot Camp Assistant* window displays.

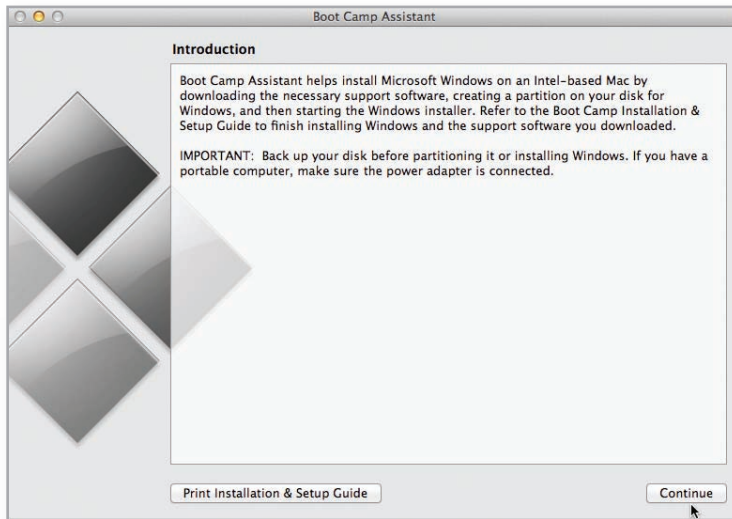


C-2 Utilities option from the Apple Go menu



C-3 Utilities window

b. Click the **Continue** button in the *Introduction* screen (Figure C-4).



C-4 Boot Camp Assistant Introduction window

- c. Select the **Download the Windows support Software for this Mac** radio button on the *Download Windows Support Software* screen.
 

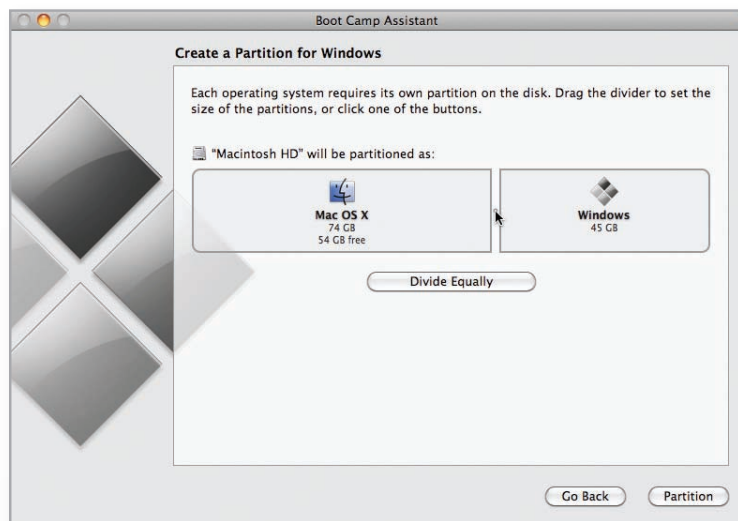
Hint: When running Mountain Lion as the OS on your Mac, this screen is called *Select Tasks*. There are no radio buttons; instead there are two checkboxes:

    - *Download the latest Windows support software from Apple*
    - *Install Windows 7 or later version*

Select both checkboxes (the default) and press **Continue**. This brings up a dialog box telling you to insert a USB drive to continue.
  - d. Select **Save a copy to an external device** in the *Save Windows Support Software* screen. Insert a USB storage drive at this time. Alternatively, you can skip steps c and d and use your Mac operating system installation disc or download the newest windows support software from Apple to install the drivers needed.
  - e. Select the **Continue** button (Figure C-5). This option installs the required Apple drivers that you need to use your keyboard and other devices after the Windows install is complete. A *Download Status* window displays.
  - f. Enter your administrator user name and password when prompted.
3. In the *Create a Partition for Windows* screen, drag the **Divider** to the left (toward the *Mac OS*) to allocate 30–50 percent of the drive to the *Windows* partition (at least 20 gigabytes) (Figure C-6). Make a note somewhere of the amount of hard drive space you allocated to the new Windows partition. This will assist you when choosing which partition to format for the new Windows operating system in step 5.
    - a. Click the **Partition** button. This option splits the hard drive into two partitions, one for Mac and one for Windows. A message entitled *Status: Partition disk* will appear to show the progress. Hint: If you're running Mountain Lion on your Mac, skip this step.



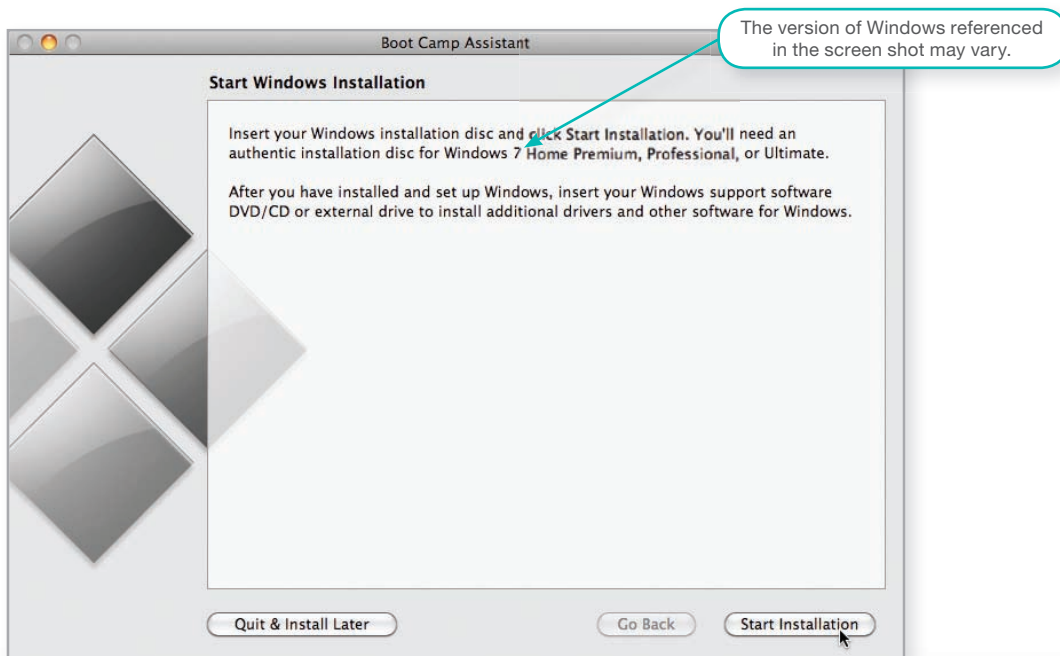
**C-5 Download Windows Support Software screen**



**C-6 Create a Partition for Windows screen**

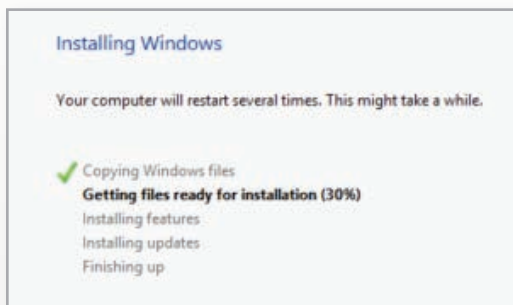
- b. If you are running Mountain Lion, insert the Windows 8 installation disk and click **Install**. The computer will restart. Proceed to step 5.
- c. If you are running an earlier version of a Mac operating system, continue to step 4.
4. At the *Start Windows Installation* screen, insert your Windows installation disk and click the **Start Installation** button (Figure C-7).
  - a. If you do not have your Windows installation disk, you can select the **Quit & Install Later** button.
  - b. The Windows installation process begins. Your computer will restart several times.
5. Install the Windows operating system and format the partition.
  - a. Leave the default selections (if English is your primary language) in the *Install Windows* window and click the **Next** button.
  - b. Click the **Install now** button from the *Install Windows* window. The *Setup is starting* message appears.
  - c. Check the **I accept the license terms** box in the *Please read the license terms* screen of the *Install Windows* window and click the **Next** button.
  - d. Select the **Custom (advanced)** option from the *Which type of installation do you want?* screen in the *Install Windows* window.

- e. Select the disk that has the same approximate size that you chose in step 3a in the *Where do you want to install Windows?* screen. This disk has “BOOTCAMP” listed after it as part of its name. Hint: You may see an error stating “Windows can’t be installed on <my bootcamp partition>”. Step 6 solves this issue by formatting the partition.
- f. Exercise caution as you move through these steps. Confirm the partition before going further. This process writes over the files in the selected partition; choosing the wrong one can overwrite files you want to keep.



**C-7 Start Windows Installation screen**

6. Click the **Drive options (advanced)** link in the *Where do you want to install Windows?* screen. This link reveals a format option.
  - a. Click the **Format** icon in the *Where do you want to install Windows?* screen.
  - b. Click **OK** on the *Install Windows* message window to start the formatting process.
  - c. Click the **Next** button in the *Where do you want to install Windows?* screen.
7. The *Installing Windows* screen appears (Figure C-8). Your machine may restart several times during this process.
  - a. Enter your desired Windows user name and your computer name in the *Personalize* window.



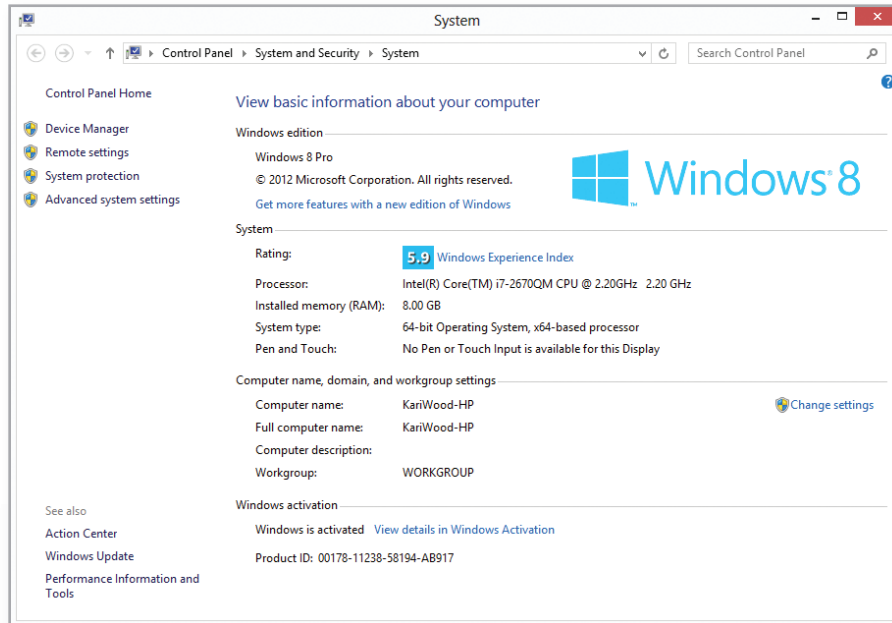
**C-8 Installing Windows screen**

- b. Enter the remaining settings as prompted. You will see *Wireless*, *Settings*, and *Sign in to your PC* screens during this process. Upon completion, the *Windows Start* page appears (Figure C-9).



**C-9 Windows Start page after completed installation**

- c. If you are asked to enter the product key, you can usually find the key on a yellow sticker on the DVD cover of the Windows software. If you have purchased an e-copy, it is in your emailed receipt.
  - d. You can choose to skip activating Windows at this time and activate Windows after the installation date online or by phone.
  - e. Hint: Have a USB Mouse available and connected in case you are unable to install your Windows support files from your Mac operating system installation DVD.
8. To activate Windows after installation, select the **Desktop** app tile on the *Start* page.
    - a. Click the **Settings** option from the navigation area in the bottom right corner of the screen, and then select the **Control Panel**.
    - b. Select **System and Security** and click the **System** link (Figure C-10).



**C-10** Windows activation link in the System window

- c. Scroll down to the *Windows activation* area and click the **Activate Windows now** link. This link only displays if you have not activated your Windows software. Hint: it is possible to activate Windows during the installation process.
  - d. Select the **Activate Windows online now** option in the *Windows Activation* window.
  - e. Type your product key and select **Next**. A message appears indicating that the key has been accepted and Windows has been successfully activated.
9. Boot up your Windows or Mac operating system.
    - a. Press the **power** button on your Mac twice; once to shut it down, and the second to start it up.
    - b. Upon startup, hold down the **option (alt)** key until you hear the sound of chimes. A screen appears that allows you to select an operating system.
    - c. Type your user name and password for the operating system you selected.
    - d. If you forget to hold down the option key, or do not hold it long enough, your system will bring you to the default operating system for your log on credentials.

### MORE INFO

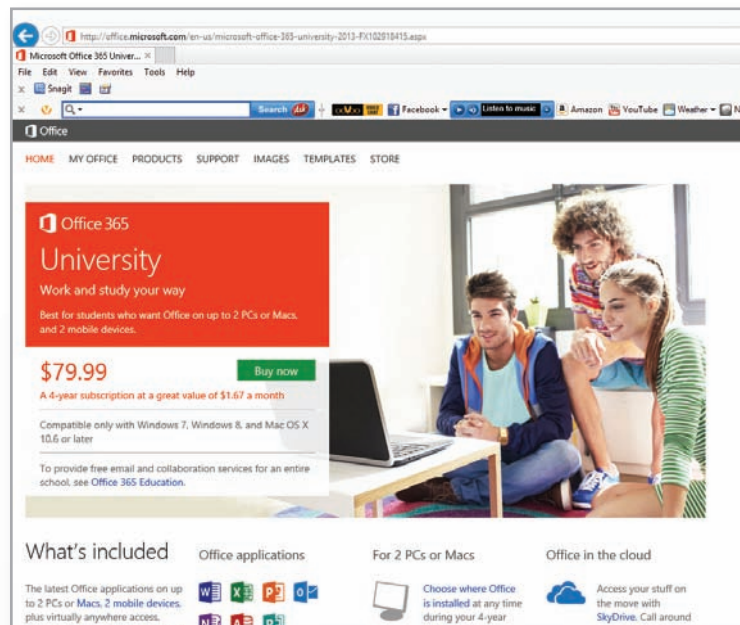
You can change your machine so that it defaults to the Mac operating system upon start up. Boot to the Mac partition and select the **Apple** on the *Menu* bar. Select the **Startup Disk** icon in the **System Preferences** area. Finally, select the **OS X** partition under the *Startup Disk* option.

## Install Office 2013 on the Windows Partition of a Mac

Installing Office software on the Windows partition of your Mac allows you access to Windows Office applications. In this section, you learn how to install Windows Office Applications on the Windows partition of your Mac hard drive.

### Installation of Windows Office Applications

To install Office 2013, you need to first purchase Office 2013. (See the comments earlier in this appendix about purchasing Windows 8; many times you will be given the best academic pricing through the computer services department.) You can also purchase Office 365 University (Office 2013) from: <http://office.microsoft.com/en-us/microsoft-office-365-university-2013-FX102918415.aspx> (Figure C-11). Be sure to choose the appropriate Windows version when you purchase. Once you have the installation DVD, follow the steps in the following How To section to install the latest version of Windows Office applications.



C-11 Office 365 University purchase site

### HOW TO: Install Microsoft Office

1. Boot up the Windows side of your Apple computer.
  - a. Note that you must complete the instructions in the *How To: Partition and Format Your Hard Drive* section in this appendix prior to installing your Office software.
  - b. Press the **power** button on your Mac computer.
  - c. Upon startup, hold down the **option (alt)** key until the chimes sound.
  - d. Select the **Windows** partition and log on.
2. Insert the Microsoft Office installation DVD.
  - a. The installation process begins automatically.
  - b. If the installation wizard does not appear, double-click on the **DVD** icon in the *Computer* window.
  - c. If you downloaded a copy of Office, double-click on the **Office setup file** to begin installation.
3. Follow the installation wizard steps.
4. Enter your product key when prompted.