

# 12 Most Common Deployment Issues for Office 2010 or 2013

For more than 10 years, ConverterTechnology has worked with leading enterprises, helping them capitalize on the advantages of newer versions of Microsoft Office without the migration risks of data corruption, reduced employee productivity and critical business application downtime. ConverterTechnology's experience has enabled it to identify the 12 most common issues enterprises face when deploying Office 2010 or 2013 and outline how its OfficeConverter suite of products can address those issues, accelerating time to deployment for the customer.

## 1 - VBA Compatibility

Files can have a high concentration of critical and potentially critical Visual Basic for Applications (VBA) code errors.

### Solution:

OfficeConverter repairs these file errors and ensures that other code issues conform to "Best Practices" standards.

## 2 - Links Compatibility

Files can have links to Office 2003 files that will break when converted to the Office 2010 or 2013 file format.

### Solution:

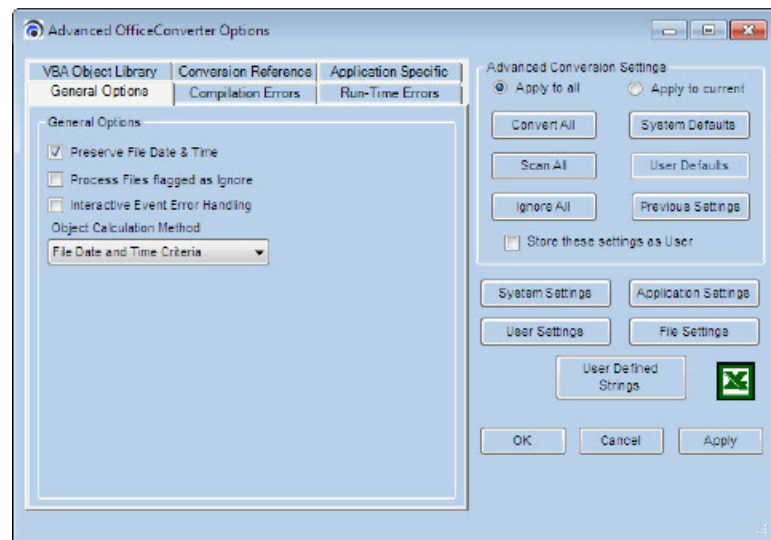
LinkLab can automatically find and repair broken links to Office files.

## 3 - Undocumented Compatibility Issues

Previously undocumented errors can arise during file remediation and file format conversion, extending resolution and completion times.

### Solution:

Unlike other approaches, OfficeConverter automatically remediates many undocumented errors to ensure they have no impact on project timelines.



## 4 - Unsupported File Types

Some Microsoft and other vendor file types previously supported in Office 2003 are no longer supported in Office 2010 or 2013.

### Solution:

DiscoverIT locates files not supported by Office 2010 or 2013 so companies can convert them manually to avoid problems.

## 5- Changed Functionality

Some file sets rely on Office 2003 functionality now discontinued in Office 2010 or 2013 and therefore require a systems redevelopment initiative to successfully migrate the files.

### Solution:

OfficeConverter identifies the use of discontinued functionality in file sets.

## 6 – File Security

Office 2010 or 2013 migration projects risk compromising federally mandated security and compliance initiatives, placing organizations at risk of security breaches and compliance violations.

### Solution:

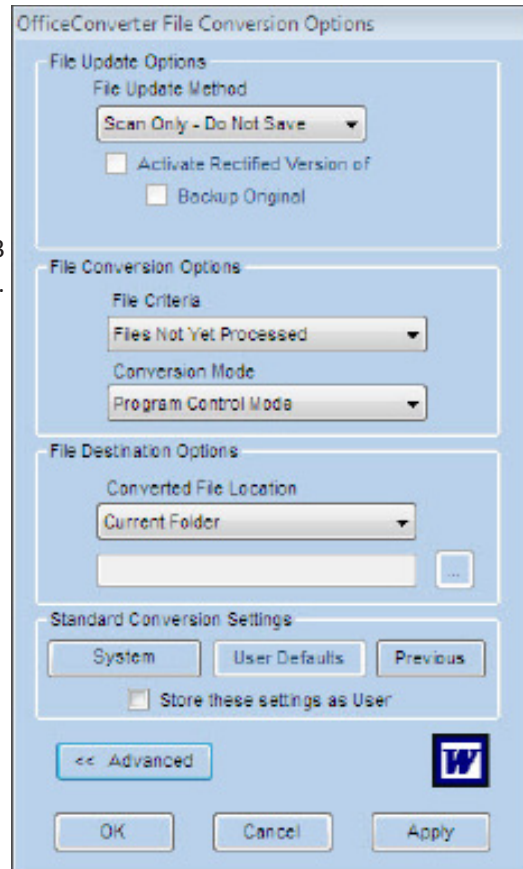
OfficeConverter can complete migration projects while protecting sensitive files and remaining in compliance with government regulations. Among its security capabilities, OfficeConverter can manage the chain of custody throughout a migration project and provide a complete code-change audit trail. A desktop version of OfficeConverter lets users safeguard sensitive data from project teams.

## 7 – Add-Ins

Add-ins developed in-house or by third parties can pose compatibility issues. Many add-ins provide critical functionality to Office applications that can break with Office 2010 or 2013.

### Solution:

OfficeConverter can detect both VBA project references and add-ins required for file compatibility to enable companies to determine whether they need to address it manually.

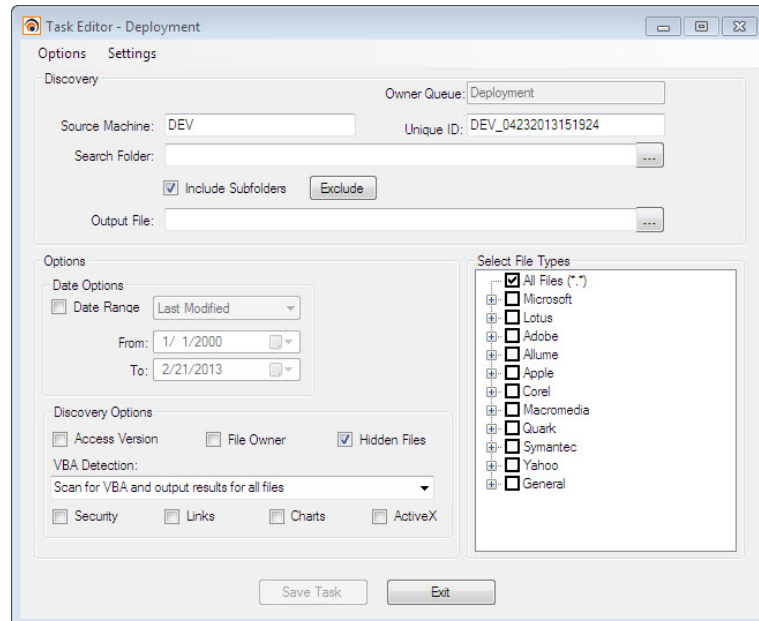


## 8 – Finding and Repairing Files at Risk

Organizations have thousands or millions of Microsoft Office files that need to be converted to Office 2010 or 2013, so identifying files that might be at risk is extremely time consuming and tedious.

### Solution:

DiscoverIT has discovery and scanning functionality, and builtin advanced filtering capabilities to examine large file volumes and observe thousands of characteristics to automatically identify files of business value that require special care during deployment.



## 9 – File Testing and User Acceptance Testing

Once files are identified, organizations need to test files for compatibility with Office 2010 or 2013 applications. Many organizations worry that the time to accurately test the files will be too long.

### Solution:

The OfficeConverter suite gives users the choice of whether to have both the original and the converted file available for analysis or just the converted file. OfficeConverter loads the converted files into a “landing zone” where users do not have to worry about which file requires user acceptance testing, streamlining the process.

## 10 – Disk Space

Many organizations fear they will not have enough disk space to adequately handle file conversions during Office 2010 or 2013 migrations. That’s because most approaches require users to copy all of the files to be converted, thereby doubling the necessary disk space. For example, a company with 80 GB of disk space in use and 140 GB of total space would not have enough space to handle the conversion.

### Solution:

OfficeConverter provides the flexibility to enable users to choose which files to copy and which to convert directly. Some of OfficeConverter’s key disk-saving features include saving files with original file names and activating rectified versions (not creating back-up), converting in-place and other methodologies.

## 11 – Deployment Timeline and End User Computing

CIOs and their staff are concerned about meeting the rollout timelines dictated by the organization.

### **Solution:**

While some organizations may use the “Big Bang” approach to convert all files over a short period of time, most will want to execute the conversion in phases. OfficeConverter lets CIOs and IT managers choose how they want to convert files based on a host of variables such as department, geographic location, business function, etc. Some organizations may allow users to convert only business-critical files first.

Which ever method they choose, ConverterTechnology’s Click2Fix™ web portal enables business users to select their important files or applications they are concerned about having problems, submit them to a help desk, track the status, and download their files once they have been analyzed and repaired.

## 12 – Co-Existence

Deploying Office 2010 or 2013 while having users run in compatibility mode.

### **Solution:**

The highest risk of business disruption due to Office 2010 or 2013 deployment is present when an enterprise is operating in a mixed environment where Office 2010 or 2013 users are sharing files with users of prior Office versions. Collapsing the Office 2010 or 2013 deployment timeline is the best way to minimize the time over which such disruption lasts.