Office 2010/2013 File Migration Tools for Enterprise File Conversion

Introducing ConverterTechnology M3 Suite

Microsoft Office 2010™ and 2013™ presents new functionality and improved navigation that can significantly increase information worker productivity. However, migrating to Office 2010 or 2013 from older versions of Office is a complex and difficult undertaking, particularly for large enterprises. For IT executives and project staff who are about to deploy the latest Office release, planning and implementation must be managed so that Business Uptime, Information Availability, and Data Security are not compromised during the process.

ConverterTechnology M3 Suite is a proven solution to file compatibility-related Office 2010 or 2013 deployment hurdles. Knowledge transfer of methods and process that accompany the solution takes place through a variety of training programs have been built to serve both technical and non-technical audiences. Using the M3 Suite tools and methods, program managers can collect and organize information which delivers precise and immediately actionable decision support for migration planners. The quality of data about an enterprises' file landscape, and information on the nature of usage of files and their role in supporting business process can significantly affect the scope and logistics of a project. In turn, the project scope and logistics directly affect the risks, costs, timelines that the project entails. Much of the information M3 Suite derives from file analysis can be used for project scoping, in advance of automated scanning and converting files to make them compatible on the new Office platform.

What ConverterTechnology M3 Suite Does

The M3 Suite performs three essential tasks that will lead to a fast, efficient and well managed Office deployment and file migration:
* File Discovery
* Compatibility scans
* Bulk File Conversion and Code Repair

The Microsoft guidance focuses on issues and recommendations that relate to the infrastructure upgrade – the process of deploying the systems, networks, and software associated with a platform upgrade. ConverterTechnology focuses on planning and managing the movement and upgrade of files that support the use of infrastructure upgrades. These activities integrate with Microsoft's prescribed "best practice" can work with other methodologies used by enterprises and systems integrators to provide a framework and support for common phases of deployment methodology including:

1. Core Application Packaging,
2. Supplemental Application Packaging
3. User State Migration

The assurance of file compatibility and the migration process must be carefully managed to keep business critical applications running during and after the Office platform upgrade. Microsoft identifies potential issues that are important to a successful Office 2010 or 2013 desktop deployment from an application perspective. ConverterTechnology M3 Suite complements and extends that functionality by automating the file discovery and repair which need to work for applications to run. Visual Basic for Applications (VBA), project references, file links and other file components may become dysfunctional as a result of the Microsoft Office upgrade and deployment

teams must be proactive to understand the nature and number of factors affecting file compatibility. Equipped with this knowledge, the project team can develop a healthy plan to address the issues appropriately and with the right tools.

ConverterTechnology M3 Suite provides the functionality to support the Office 2010/2013 file migration effort and includes these software modules:

- **DiscoverIT** – defines the scope of a Microsoft Office upgrade by identifying the number of files that exist on a network, where files are stored, and helps determine whether data migration file conversion needs to apply to all files or just a subset.
- **ReportIT** - reporting tool that assists in making informed decisions about file discovery and potential files for conversion. Reports regarding the number, types, and condition of files provide precise information to make informed decisions for upgrade planning and execution.
- **OfficeConverter** – performs two essential tasks that lead to a fast, efficient, and well-managed Office deployment and migration. Report analysis identifies the amount of files needing repair and upgrade, and bulk file conversion and code repair to convert files for an upgrade and fix broken links.
- **Click2Fix** –web portal application designed to reduce the IT workload by enabling desktop users to select important files, upload them to IT, and track the remediation status through a single web site.
- **LinkLab** - LinkLab for Excel and Word is a solution at the desktop level that empowers end users to repair Microsoft Excel and Word file links that are broken

Compelling Return-On-Investment

Relative to manual file conversion alternatives, for enterprises with more than 2,000 Microsoft Office desktops, licensing ConverterTechnology M3 Suite to automate discovery, scanning, conversion and repair is easily justified and pays for itself in a matter of months. Ultimately ConverterTechnology M3 Suite delivers ROI multiple times greater than the software investment and the vastly reduced programming and system administrator time needed to complete a file migration project. As one project manager for a global enterprise client said, "ConverterTechnology M3 Suite quickly eliminates fear, uncertainty and doubt so a deployment project can move ahead with minimum disruption to critical business processes." For nine years, ConverterTechnology M3 Suite tools and the ConverterTechnology services and consulting team have consistently delivered on the promise to help speed up deployments saving time and money all along the way.

How to Get Started

For a small investment, ConverterTechnology offers a tried and true Office 2010 or 2013 Office Deployment Risk Assessment (ODRA) which can quickly help clients understand the degree to which their Microsoft Office files possess characteristics that would subject them to compatibility threats resulting from an Office upgrade. For a selected set of sample files, the project deliverable is an executive briefing that profiles the file landscape by file type, age and compatibility risk thereby facilitating a comparison of the manual file conversion costs to the software license fees for the OfficeConverter file migration software and appropriate training and product support. The assessment service can be acquired either directly from ConverterTechnology or through a network of ConverterTechnology preferred Office 2010 or 2013 deployment partners.