

# 12 Most Common Deployment Issues for Office 2013 or 2016

For almost 20 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 2013 or 2016 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 older versions of Office files that will break when converted to the newer/latest versions of the Office file format.

### Solution:

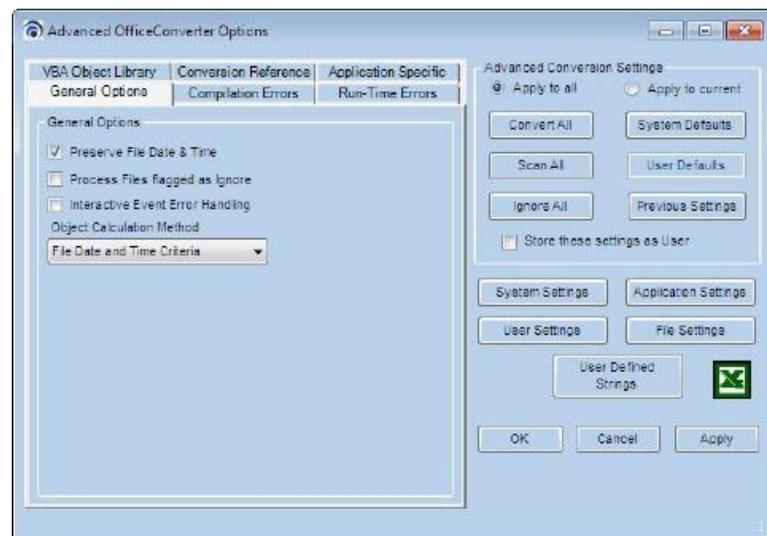
LinkLab can automatically find and repair broken links to Office files.

## 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 older versions of Office are no longer supported in the newer/latest versions of Office.

### Solution:

DiscoverIT locates files not supported by the newer/latest versions of Office allowing companies to convert them manually and avoid problems.

## 5- Changed Functionality

Some file sets rely on older versions of Office functionality now discontinued in the newer/latest versions of Office 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 migration projects risk compromising federally mandated security and compliance initiatives, placing organizations at risk of security breaches and compliance violations.

### Solution:

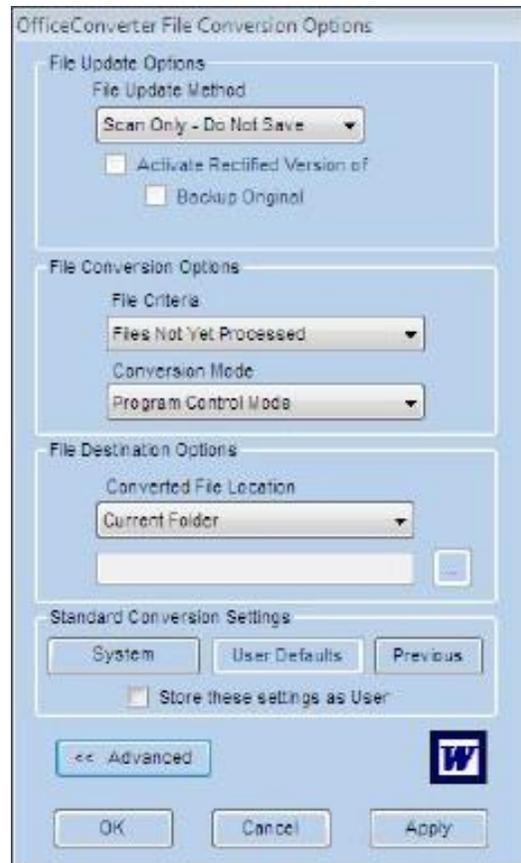
OfficeConverter can complete migration projects while protecting sensitive files and remaining in compliance with government regulations. Among its security capabilities, OfficeConverter can manage the chain of custody throughout a migration project and provide a complete code-change audit trail. A desktop 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 older versions of Office.

### 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.

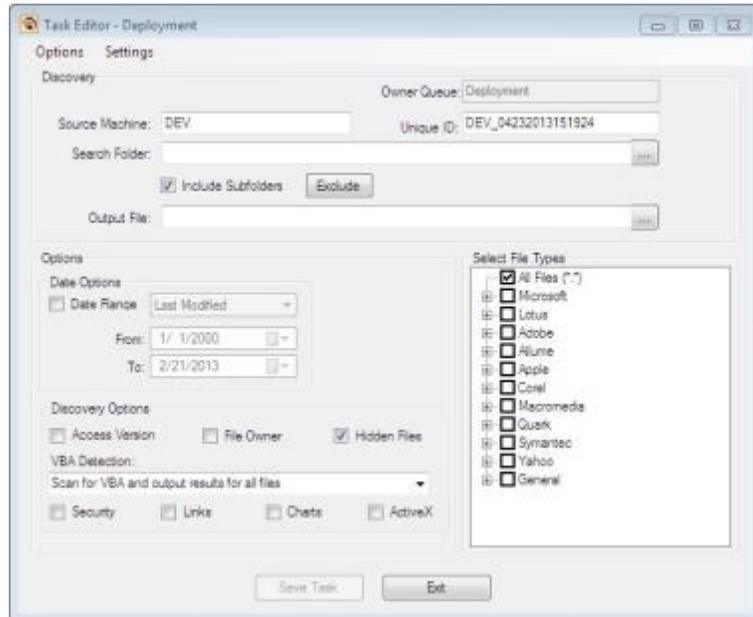


## 8 – Finding and Repairing Files at Risk

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

### Solution:

DiscoverIT has discovery and scanning functionality, and built-in 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 the newer/latest versions of Office 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 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.

Regardless of the 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 newer/latest versions of Office while having users run in compatibility mode.

### **Solution:**

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