



## For IT professionals: Technical reference for Microsoft Office 2010

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Microsoft Corporation

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### Abstract

This book contains technical reference information about Microsoft Office 2010. This includes information about Setup properties and tools, file formats, changes in application functionality, multilingual features, Office Migration Planning Manager settings, messaging file types, and security settings. The audience for this book includes IT generalists, IT operations, help desk and deployment staff, IT messaging administrators, consultants, and other IT professionals.

The content in this book is a copy of selected content in the [Office 2010 Resource Kit technical library](http://go.microsoft.com/fwlink/?LinkId=181453) (<http://go.microsoft.com/fwlink/?LinkId=181453>) as of the publication date. For the most current content, see the technical library on the Web.

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## Getting help

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Every effort has been made to ensure the accuracy of this book. This content is also available online in the Office System TechNet Library, so if you run into problems you can check for updates at:

*<http://technet.microsoft.com/office>*

If you do not find your answer in our online content, you can send an e-mail message to the Microsoft Office System and Servers content team at:

*[itspdocs@microsoft.com](mailto:itspdocs@microsoft.com)*

If your question is about Microsoft Office products, and not about the content of this book, please search the Microsoft Help and Support Center or the Microsoft Knowledge Base at:

*<http://support.microsoft.com>*

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# Technical reference for Office 2010

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Published: May 12, 2010

This section provides technical details related to Microsoft Office 2010 Setup properties and command-line options, XML file formats, the Office Customization Tool (OCT), and the Config.xml file. It also describes the languages available in Office 2010, and provides reference information for the Office Migration Planning Manager (OMPM), Microsoft Outlook 2010, and Microsoft SharePoint Workspace 2010.

In this section:

Article	Description
<a href="#">Setup reference for Office 2010</a>	Provides information about the Setup properties, commands, customization tool, and configuration file that administrators use to customize a Microsoft Office 2010 client installation.
<a href="#">File format reference for Office 2010</a>	Provides information about the file formats that are supported in Microsoft Office 2010, including the Open XML Formats.
<a href="#">International reference for Office 2010</a>	Provides information about companion proofing languages for each language in Microsoft Office 2010, the language tags and identifiers that might be needed to configure Setup, and the recommended base languages to install.
<a href="#">Office Migration Planning Manager reference for Office 2010</a>	Provides reference information about the Office Migration Planning Manager (OMPM) for Microsoft Office 2010.
<a href="#">Messaging reference for Outlook 2010</a>	Provides information about factors to consider when you configure and deploy Microsoft Outlook 2010 in an organization, including attachment file types that are restricted by Outlook 2010.
<a href="#">SharePoint Workspace 2010 reference</a>	Describes how to use the Office Customization Tool (OCT) and Group Policy to customize an installation of Microsoft SharePoint Workspace 2010.

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# Setup reference for Office 2010

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Published: May 12, 2010

This section provides information about the Setup properties, commands, customization tool, and configuration file that administrators use to customize a Microsoft Office 2010 client installation.

In this section:

Article	Description
<a href="#">Setup properties in Office 2010</a>	Describes the setup properties, options in the Office Customization Tool (OCT), and elements in the Config.xml file that can be used in the installation of Office 2010.
<a href="#">Setup command-line options for Office 2010</a>	Describes the command-line options that Setup recognizes in the installation of Office 2010.
<a href="#">Config.xml file in Office 2010</a>	Describes how to use the Config.xml file to customize an installation of Office 2010.
<a href="#">Office Customization Tool in Office 2010</a>	Describes how to use the Office Customization Tool (OCT) to customize an installation of Office 2010.
<a href="#">Config.xml file OptionState ID values for Office 2010</a>	Describes the IDs that are used for the OptionState element of the Office 2010 Config.xml file. The OptionState element specifies how specific product features are handled during installation.

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# Setup properties in Office 2010

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Published: May 12, 2010

In versions of Microsoft Office earlier than the 2007 Microsoft Office system, you used Windows Installer properties to customize and control the Office installation. The Setup process was redesigned in the 2007 Microsoft Office system release, and most of these functions were replaced by options in the Office Customization Tool (OCT) or elements in the Config.xml file. The following information also applies to Microsoft Office 2010.

In this article:

- [Property quick reference](#)
- [Available properties](#)
- [Replaced properties](#)
- [Blocked properties](#)
- [Office activation](#)

## Property quick reference

The following table summarizes the recognized Windows Installer properties that you might have used in versions of Office earlier than the 2007 Office system.

The table shows if the functionality of that property is blocked and replaced by options in the OCT or Config.xml, or if the property is available for use. More detail is provided in the following sections.

Property	Use in Office 2010
ADDDEFAULT	Replaced
ADDLOCAL	Replaced
ADDSOURCE	Replaced
ADVERTISE	Replaced
ALLUSERS	Blocked
ARPAUTHORIZEDCDFPREFIX	Replaced
ARPCOMMENTS	Replaced
ARPCONTACTS	Replaced
ARPHELPLINK	Replaced
ARPHELPTELEPHONE	Replaced

---

Property	Use in Office 2010
ARPINSTALLLOCATION	Replaced
ARPNOMODIFY	Replaced
ARPNOREMOVE	Replaced
ARPNOREPAIR	Replaced
ARPPRODUCTICON	Replaced
ARPREADME	Replaced
ARPSIZE	Replaced
ARPSYSTEMCOMPONENT	Replaced
ARPURLINFOABOUT	Replaced
ARPURLUPDATEINFO	Replaced
CCP_DRIVE	Replaced
COMPADDLOCAL	Replaced
COMPADDSOURCE	Replaced
COMPANYNAME	Replaced
DISABLEROLLBACK	Blocked
EXECUTEACTION	Blocked
EXECUTEMODE	Blocked
FILEADDDEFAULT	Replaced
FILEADDLOCAL	Replaced
FILEADDSOURCE	Replaced
HIDEUPDATEUI	Available
INSTALLLEVEL	Blocked
INSTALLLOCATION	Replaced
LIMITUI	Replaced
LOGACTION	Blocked
MEDIAPACKAGEPATH	Blocked
NOCOMPANYNAME	Replaced
NOUSERNAME	Replaced

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Property	Use in Office 2010
PIDKEY	Replaced
PRIMARYFOLDER	Available
PROMPTROLLBACKCOST	Blocked
REBOOTPROMPT	Blocked
REINSTALL	Blocked
REMOVE	Replaced
ROOTDRIVE	Available
SEQUENCE	Blocked
SETUP_REBOOT	Available
SOURCELIST	Replaced
TARGETDIR	Replaced
UNINSTALL	Blocked
USERNAME	Replaced

## Available properties

The following properties can be used when you install Office 2010 (and the 2007 Office system):

- **HIDEUPDATEUI** – If set to **True**, hides the **Check for Updates** button on the completion dialog box. This property is ignored if the completion dialog box is not displayed. The default value is **False**.
- **PRIMARYFOLDER** – Designates a primary folder for the installation.
- **ROOTDRIVE** – Specifies the default drive for the destination folder of the installation. The value for this property must end with '\'.
- **SETUP\_REBOOT** – Determines how Setup restarts the computer after installation. You must use all uppercase letters, **SETUP\_REBOOT**.
  - **AutoAlways** – Always initiate a restart. Do not prompt the user.
  - **Always** – Always prompt for a restart at the end of Setup.
  - **IfNeeded** – Prompt for a restart at the end of Setup, if Setup requires a restart. (Default)
  - **AutoIfNeeded** – Initiate a restart, if Setup requires a restart. Do not prompt the user.
  - **Never** – Never initiate or prompt for a restart.

You set these properties in the [Modify Setup properties](#) page of the OCT, or the [Setting element](#) in the Config.xml file.

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## Replaced properties

A number of Windows Installer properties are replaced by options in the OCT or in the Config.xml file. Some properties are not applicable in Office 2010 (or in the 2007 Office system) because of Setup design changes that were introduced in the 2007 version of the product. All of these properties are blocked by Setup. That is, if you specify any of these properties in the OCT **Modify Setup properties** page, or with the Config.xml **Setting** element, Setup will end the installation.

The following table lists blocked properties whose functions are replaced by options in the OCT or by elements in the Config.xml file.

Property	Replacement OCT option	Replacement Config.xml element
SOURCELIST (in LIS element)	<a href="#">Additional network sources</a>	SOURCELIST attribute in <a href="#">LIS element</a>
COMPANYNAME	<a href="#">Installation location and organization name</a>	<a href="#">COMPANYNAME element</a>
INSTALLLOCATION	<a href="#">Installation location and organization name</a>	<a href="#">INSTALLLOCATION element</a>
TARGETDIR	<a href="#">Installation location and organization name</a>	<a href="#">INSTALLLOCATION element</a>
LIMITUI	<a href="#">Licensing and user interface</a>	<a href="#">Display element</a>
PIDKEY	<a href="#">Licensing and user interface</a>	<a href="#">PIDKEY element</a>
ARPAUTHORIZEDCDFPREFIX	None	<a href="#">ARP element</a>
ARPCOMMENTS	None	<a href="#">ARP element</a>
ARPCONTACTS	None	<a href="#">ARP element</a>
ARPHELPLINK	None	<a href="#">ARP element</a>
ARPHELPTELEPHONE	None	<a href="#">ARP element</a>
ARPINSTALLLOCATION	None	<a href="#">ARP element</a>
ARPNOMODIFY	None	<a href="#">ARP element</a>
ARPNOREMOVE	None	<a href="#">ARP element</a>
ARPNOREPAIR	None	<a href="#">ARP element</a>
ARPPRODUCTICON	None	<a href="#">ARP element</a>
ARPREADME	None	<a href="#">ARP element</a>
ARPSIZE	None	<a href="#">ARP element</a>

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Property	Replacement OCT option	Replacement Config.xml element
ARPSYSTEMCOMPONENT	None	<a href="#">ARP element</a>
ARPUURLINFOABOUT	None	<a href="#">ARP element</a>
ARPUURLUPDATEINFO	None	<a href="#">ARP element</a>
NOCOMPANYNAME	None	None
NOUSERNAME	None	None
USERNAME	None	<a href="#">USERNAME element</a>
ADDDEFAULT	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
ADDLOCAL	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
ADDSOURCE	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
ADVERTISE	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
COMPADDLOCAL	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
COMPADDSOURCE	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
FILEADDDEFAULT	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
FILEADDLOCAL	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
FILEADDSOURCE	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>
REMOVE	<a href="#">Set feature installation states</a>	<a href="#">OptionState element</a>

The following properties are replaced by [Setup command-line options for Office 2010](#):

- **REINSTALL** – Use the Setup **/repair** command-line option.
- **UNINSTALL** – Use the Setup **/uninstall** command-line option.

## Blocked properties

The following properties are no longer applicable in Office 2010 (and in the 2007 Office system) and are blocked. That is, if you specify these properties in the OCT **Modify Setup properties** page, or with the Config.xml **Setting** element, Setup will end the installation.

- ALLUSERS (All installations of Office 2010 and the 2007 Office system are per-computer.)
- DISABLEROLLBACK
- EXECUTEACTION
- EXECUTEMODE

- 
- INSTALLLEVEL
  - LOGACTION
  - MEDIAPACKAGEPATH
  - PROMPTROLLBACKCOST
  - REBOOTPROMPT
  - SEQUENCE

## Office activation

The Microsoft policy for Office 2010 requires the activation of all editions of Office 2010, including those obtained through a Volume Licensing program. This requirement applies to Office 2010 running on both physical computers and virtual computers. Activation is not required for any Office 2010 server products, including Microsoft SharePoint Server 2010, Microsoft Project Server 2010, or for any version of Microsoft Exchange Server.

Office Activation Technologies provide the following methods for activating products licensed under Microsoft Volume Licensing programs:

- Key Management Service (KMS) – KMS uses a KMS host key to activate a KMS host computer and establish a local activation service in your environment. Office 2010 connects to the local KMS host for activation.
- Multiple Activation Key (MAK) – With a MAK, clients activate Office 2010 online by using the Microsoft hosted activation servers or by telephone.
- A combination of KMS and MAK.

For more information about the licensing options in Office 2010, including instructions for configuring the KMS host and port number, see the [Office Activation Technologies guide](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx) ([http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2\(Office.14\).aspx](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx)) and [KMS quick start guide](http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2(Office.14).aspx) ([http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2\(Office.14\).aspx](http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2(Office.14).aspx)).

For information about Office 2010 product activation via the Internet or phone for non-volume licensed versions of Office 2010 products, see “Activate Microsoft Office programs” on the [Office Online](http://go.microsoft.com/fwlink/?LinkId=164477) (<http://go.microsoft.com/fwlink/?LinkId=164477>) Web site.

## Concepts

[Office Customization Tool in Office 2010](#)

[Config.xml file in Office 2010](#)

[Setup command-line options for Office 2010](#)

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# Setup command-line options for Office 2010

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Published: May 12, 2010

The Setup.exe command line is used for very few operations in the Microsoft Office 2010 (as in the 2007 Microsoft Office system). Setup recognizes the command-line options described in this article.

In this article:

- [/admin](#)
- [/adminfile \[path\]](#)
- [/config \[path\]](#)
- [/modify \[ProductID\]](#)
- [/repair \[ProductID\]](#)
- [/uninstall \[ProductID\]](#)

## Note:

Although Setup recognizes only a few command-line options in Office 2010, you can still make all the same modifications to the Office installation. Instead of using the command line, you use the [Office Customization Tool in Office 2010](#) to set Setup properties and make other customizations. You can also edit the Config.xml file for the product that you are installing.

## /admin

Runs the Office Customization Tool to create a Setup customization file (.msp file).

### Example

```
\\server\share\Office14\setup.exe /admin
```

## /adminfile [path]

Applies the specified Setup customization file to the installation. You can specify a path of a specific customization file (.msp file) or to the folder where you store customization files.

## Note:

The **/adminfile** command-line option can be used only during initial installation of the product.

---

The recommended location for customization files is the Updates folder at the root of the network installation point. When you store a customization file in this folder, you do not need to specify the file on the command line. Setup automatically finds the customization file that matches the product that is being installed and applies the file during the installation. The Updates folder can only be used to deploy software updates during an initial installation of Office 2010.

If you store more than one customization file per product in the Updates folder, Setup applies all of the files to the installation. If you want to create unique configurations for different groups of users, you must store the customization files in a separate folder and specify the customization file that you want on the command line.

### Example

`\\server\share\Office14\setup.exe /adminfile \\server\share\MyUpdates\Engineering.msp`  
where **Office14** is the root of the network installation point.

## /config [path]

Specifies the Config.xml file that Setup uses during the installation. By default, the Config.xml file that is stored in the core product folder directs Setup to install that product. For example, the Config.xml file in the ProPlus.WW folder installs Microsoft Office Professional Plus 2010.

You can edit Config.xml to make additional customizations to the installation. This includes specifying one or more language versions to install. Use **/config** on the Setup command line to point to the location of the default Config.xml file for a product or to point to a custom Config.xml file.

### Example

`\\server\share\Office14\setup.exe /config  
\\server\share\Office14\ProPlus.WW\Config.xml`

where **Office14** is the root of the network installation point.

### Note:

You must use a fully qualified path. Setup does not recognize relative paths with **/config**.

## /modify [ProductID]

Used with a modified Config.xml file to run Setup in maintenance mode and make changes to an existing Office installation. For example, you can use the **/modify** option to add or remove features. Look up the value of [ProductID]

in the Setup.xml file for the product that you want to modify.

The Setup.xml file is located in the core product folder on the network installation point.

---

In Setup.xml, [ProductID]  
is equal to the value of the Id  
attribute of the Setup  
element. For example:

```
<Setup Id="ProPlus" Type="Product" ProductCode="{10140000-0011-0000-0000-0000000FF1CE}">
```

#### Example

```
\\server\share\Office14\setup.exe /modify ProPlus /config  
\\server\share\Office14\AddOutlookConfig.xml
```

where **Office14** is the root of the network installation point.

## /repair [ProductID]

Runs Setup to repair the specified product from the user's computer. Look up the value of [ProductID]

in the Setup.xml file for the product that you want to modify.

#### Example

```
\\server\share\Office14\setup.exe /repair ProPlus
```

where:

- **Office14** is the root of the network installation point.
- **ProPlus** is the [ProductID]  
([ProductID]  
is equal to the ID  
attribute of the Setup  
element listed in **\\server\share\Office14\ProPlus.WW\setup.xml**), where  
**ProPlus.WW** is the location of the Office Professional Plus 2010 installation files.

You can customize the **/repair** option by using it with **/config** and a modified Config.xml file. This is necessary if you want to run a "silent" repair. In enterprise deployments, we recommend that you run a silent repair to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction, including when files are being used.

---

### To run a silent repair

1. Using a text editor, edit the following element attributes in the `\\server\share\Office14\ProPlus.WW\SilentRepairConfig.xml` file:

```
<Configuration Product="ProPlus">
```

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

```
</Configuration>
```

2. At the command line, use the following syntax:

```
\\server\share\Office 14\setup.exe /repair ProPlus /config
```

```
\\server\share\Office 14\ProPlus.WW\SilentRepairConfig.xml
```

## /uninstall [ProductID]

Runs Setup to remove the specified product from the user's computer. Look up the value of [ProductID]

in the Setup.xml file for the product that you want to modify.

### Example

`\\server\share\Office14\setup.exe /uninstall ProPlus`

where:

- **Office14** is the root of the network installation point.
- **ProPlus** is the [ProductID]

([ProductID]

is equal to the ID

attribute of the Setup

element listed in `\\server\share\Office14\ProPlus.WW\setup.xml`), where **ProPlus.WW** is the location of the Office Professional Plus 2010 installation files.

You can customize the **/uninstall** option by using it with **/config** and a modified Config.xml file. This is necessary if you want to run a "silent" uninstall. In enterprise deployments, we recommend that you run a silent uninstall to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction, including when files are being used.

---

### To run a silent uninstall

1. Using a text editor, edit the following element attributes in the **\\server\share\Office14\ProPlus.WW\SilentUninstallConfig.xml** file:

```
<Configuration Product="ProPlus">
```

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

```
</Configuration>
```

2. At the command line, use the following syntax:

```
\\server\share\Office 14\setup.exe /uninstall ProPlus /config
```

```
\\server\share\Office 14\ProPlus.WW\SilentUninstallConfig.xml
```

#### **Note:**

In Office 2010 as in the 2007 Office system, you cannot use the Setup.exe command line to set Windows Installer properties, such as **PIDKEY** or **DISPLAY**. Setup does not pass these properties to Windows Installer. Instead, you make these customizations by using the Office Customization Tool or Config.xml. For a complete list of Setup properties, including blocked and unsupported properties, see [Setup properties in Office 2010](#).

## Concepts

[Office Customization Tool in Office 2010](#)

[Config.xml file in Office 2010](#)

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# Config.xml file in Office 2010

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Updated: January 20, 2011

Administrators use the Config.xml file to perform installation and maintenance tasks for Microsoft Office 2010.

The primary tool that administrators use to customize the installation of products in Office 2010 is the Office Customization Tool (OCT). The customization tools and methods in Office 2010 are the same as for the 2007 Microsoft Office system. For more information about how to use the OCT to create a Setup customization file and to learn about updates to the OCT in Office 2010, see [Office Customization Tool in Office 2010](#).

The Config.xml file is used to configure installation tasks and is used only when you run Setup. Config.xml is not installed or cached on users' computers. Administrators can edit the Config.xml file to customize the installation. By default, the Config.xml file that is stored in the core product folders (*core\_product\_folder\_name*.WW folder; for example, ProPlus.WW) directs Setup to install that product. For example, the Config.xml file in the ProPlus.WW folder installs Microsoft Office Professional Plus 2010.

You use the Config.xml file to perform the following installation tasks:

- Specify the path of the network installation point.
- Select which product to install.
- Customize Setup options, such as logging and the location of the Setup customization file and software updates.
- Set installation options, such as user and company name.
- Copy the Local Install Source (LIS) to the user's computer without installing Microsoft Office.
- Add or remove languages from the installation.

The Config.xml file can also be used for maintenance operations such as adding or removing features, repairs, and removing installations. To do this, administrators must run Setup.exe again from the original source.

## Important:

To edit Config.xml, use a text editor, such as Notepad. Do not use a general-purpose XML editor, such as Microsoft Word 2010.

In this article:

- [Config.xml element quick reference](#)
- [How Setup uses Config.xml](#)

- 
- [Config.xml file format](#)
  - [Config.xml element reference](#)
  - [Sample Config.xml file](#)

## Config.xml element quick reference

The following table lists the Config.xml elements. These elements can appear in any order, except for [Configuration element](#), which must be first, and elements such as [Command element](#), whose order in Config.xml affects how they are processed during installation.

Element	Description
<a href="#">Configuration element</a>	Top-level element
<a href="#">AddLanguage element</a>	Add a language to the installation
<a href="#">ARP element</a>	Values that control the text and behavior of the Programs and Features option, in Control Panel, to add or remove features for the product
<a href="#">Command element</a>	Run a command during installation
<a href="#">COMPANYNAME element</a>	The name of the organization or company of the user on whose computer the product is being installed
<a href="#">Display element</a>	The level of UI that Setup displays to the user
<a href="#">DistributionPoint element</a>	The fully qualified path of the network installation point from which the installation is to run
<a href="#">INSTALLLOCATION element</a>	The fully qualified path of the folder on the user's computer in which the product is installed
<a href="#">LIS element</a>	Options for how the Local Install Source (LIS) is cached on the user's computer
<a href="#">Logging element</a>	Options for the kind of logging that Setup performs
<a href="#">MinOSRequirement element</a>	The minimum supported operating system for this product
<a href="#">OptionState element</a>	Options to specify how individual product features are to be handled during installation
<a href="#">PIDKEY element</a>	The 25-character volume license key
<a href="#">RemoveLanguage element</a>	Remove a language from the installation
<a href="#">Setting element</a>	Values for Windows Installer properties

---

Element	Description
<a href="#">SetupUpdates element</a>	The search path for Setup to use to find Setup customization files
<a href="#">USERINITIALS element</a>	The initials of the user on whose computer the product is being installed
<a href="#">USERNAME element</a>	The name of the user on whose computer the product is being installed

## How Setup uses Config.xml

Setup looks for a copy of Config.xml in the same folder as Setup.exe. If a copy is not found there, Setup uses the Config.xml file that resides in the core product folder for the product that you are installing. (If multiple products are in the network installation point, Setup waits until you specify which product to install before it looks for the copy of Config.xml.) The copy of Config.xml that resides in the product folder identifies the product through the **Product** attribute of the [Configuration element](#).

You can also use the **/config** Setup command-line option to specify the location of the Config.xml file. For example:

```
\\serve\share\setup.exe /config \\serve\share\ProPlus.WW\config.xml
```

### Note:

If you also created a Setup customization (.msp) file by using the OCT, the customizations that you define in Config.xml take precedence over those in the customization file.

## Config.xml file format

XML elements in Config.xml begin with **<** and end with **/>**.

The basic element format is as follows:

```
<element [attribute="value"] [attribute="value"] ... />
```

For example:

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes" />
```

The following statements apply to format:

- Elements and attributes are case-sensitive.
- Attribute values must be enclosed in quotation marks (") and are not case-sensitive.

- 
- An element definition can span multiple lines. Spaces, carriage returns, line feeds, and tab characters are ignored in an element definition.

The following is an example of an element definition that spans multiple lines.

```
<Display
  Level="none"
  CompletionNotice="no"
  SuppressModal="yes"
  AcceptEula="yes"
/>
```

 **Tip:**

For long element definitions, put attributes on separate lines and use indentation to make the file easier to read.

The [Configuration element](#) is a special case and is required. All other elements are contained in the [Configuration element](#), and the element is closed with **</Configuration>**, as shown in the following example.

```
<Configuration Product="ProPlus">
  <Display Level="none" CompletionNotice="no" SuppressModal="yes"
    AcceptEula="Yes"/>
  <INSTALLLOCATION Value="%programfiles%\Microsoft Office" />
  <LIS SOURCELIST Value="\\server1\share\Office14;\\server2\share\Office14" />
</Configuration>
```

Comments can be added anywhere and are delimited by "<!--" and "-->".

For example:

```
<!-- Configure install options for Microsoft Office Professional Plus 2010 -->
<Configuration Product="ProPlus" >
  <Display
    <!-- Turn off all Setup UI and prevent prompting users-->
    Level="none"
    CompletionNotice="no"
    SuppressModal="yes"
    <!-- Accept the EULA for the user -->
    AcceptEula="Yes"
  />
</Configuration>
```

Each Office product folder contains a default Config.xml file, which consists of a [Configuration element](#) that has the **Product** attribute set to the appropriate value for the

---

product. A number of example elements enclosed in comments are included in the [Configuration element](#). To activate these elements, remove the beginning and closing comment marks and enter the appropriate attribute values.

As shown in the following example, you can activate the [PIDKEY element](#) by changing this line:

```
<!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no" AcceptEula="no"
/> -->
```

to this:

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="yes"
/>
```

The **Display** options in the previous example direct Setup to run a silent installation, to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction.

## Config.xml element reference

The following conventions are used in the descriptions in this reference.

<b>bold</b>	Element or attribute name
normal	Text to be entered exactly as shown
<i>italic</i>	Placeholder for a value to be added
X y	Choose among multiple values
[x]	Optional value

### Configuration element

Top-level element. This element is required, and all other elements must appear in this element.

#### Syntax

```
<Configuration [Product="productID"] >
```

...

```
</Configuration>
```

---

## Attributes

Attribute	Value	Description
Product	productID	The value of the ID attribute in the Setup element in the Setup.xml file for the product that is being installed.

## Remarks

The **Product** attribute identifies the product affected by this Config.xml file. The *productID* is defined in the Setup.xml file that is located in the core folder for the product, in the **ID** attribute of the **Setup** element.

The **Product** attribute is optional, unless you set the [Display element](#) **Level** attribute to "basic" or "none". In this case, the **Product** attribute is required. If the product specified by the **Product** attribute does not exist in the network installation point, Setup ends the installation.

## Example

The *productID* for Microsoft Office Professional Plus 2010 is located in **ProPlus.WW\Setup.xml** in the following line:

```
<Setup Id="ProPlus" Type="Product" ... >
```

You use this *productID* in Config.xml to specify Office Professional Plus 2010 by entering the following:

```
<Configuration Product="ProPlus">  
...  
</Configuration>
```

## AddLanguage element

Adds the specified language to the installation.

## Syntax

### <AddLanguage

**Id**="ll-cc" | "match"

[**ShellTransform**="Yes"]

/>

---

## Attributes

Attribute	Value	Description
Id	ll-cc	The language identifier.
	match	Matches the language <b>Id</b> of the user's Windows user locale.
ShellTransform	Yes	Specifies the language for the shell user interface. If more than one AddLanguage element is specified, one (and only one) language must specify the ShellTransform element.

## Remarks

The language must be available on the network installation point.

You can have multiple elements for **AddLanguage** and [RemoveLanguage element](#). If both the [RemoveLanguage element](#) and the **AddLanguage** element specify the same language, the **AddLanguage** element takes precedence and the language is installed.

### Note:

If more than one **AddLanguage** element is specified, one (and only one) language must specify the **ShellTransform** element or Setup ends the installation.

There are three language concepts that you should know about when you install the Office 2010:

- Setup user interface (UI): the language of the installation.
- Shell UI: the language of shortcuts, right-click context menus, and tooltips.
- Office UI: the language of the Office user interface and menus.

When there are multiple Office languages, these three values are determined as follows:

By default, the Setup UI depends on the set of available resources for installation and the ability to match the user locale. By default, the Setup UI matches the user locale. The Shell UI depends on the set of languages that is being installed and, by default, follows the Setup UI. The default Office UI language depends on the user locale and current user settings. The default is to use the Windows user locale set on each user's computer. This means that in the default case, the Setup UI, Shell UI, and Office UI will all be the same.

A *locale* in the Windows operating system is a set of user preference information related to the user's language, environment, and cultural conventions. This information is represented as a list of values that are used to determine the correct input language,

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keyboard layout, sorting order, and the formats that are used for numbers, dates, currencies, and time. The user locale is a per-user setting that determines the formats that are used, by default, to display dates, times, currency, and numbers, and the sorting order of text. A user locale is specified for each account that is created on a computer.

If an administrator specifies multiple languages for installation in the Config.xml file, the Shell UI language must be selected from the set of languages that are being installed. To do this, administrators specify the **ShellTransform** attribute of the **AddLanguage** element in the Config.xml file. **AddLanguage** specifies the language that Setup uses for the Shell UI. However, this will not necessarily affect the choice of Setup UI or Office UI when it is installed on the user's computer.

For example, if you have an Office image with English, French, German, and Spanish, to specify that Setup install full language support for all these languages and have the Shell UI follow the user's default regional options, you add the following elements in the Config.xml file.

```
<AddLanguage Id="match" ShellTransform="yes"/> <AddLanguage Id="en-us" />
<AddLanguage Id="fr-fr" /> <AddLanguage Id="de-de" /> <AddLanguage Id="es-es" />
```

In the previous example, Setup installs all the specified languages and the Shell UI matches the language of the user's locale. If more languages were available in the source image, the **match** value in the previous example might install an additional language if the **match** language does not resolve to one of the other four explicitly called-out languages. For instance, if Japanese was also included in the source, this example would install Japanese in addition to the other four languages when it is installed on a computer that has the user locale set to Japanese.

### Example

```
<AddLanguage Id="en-us" ShellTransform="Yes" />
```

### ARP element

Specifies values that control the text and behavior of **Programs and Features** in Control Panel for the product.

### Syntax

```
<ARP attribute="value" [attribute="value"] ... />
```

### Attributes

Attribute	Value	Description
ARPCOMMENTS	<i>text</i>	Additional text. Can be up to 255 characters, although all characters might not be displayed.
ARPCONTACT	<i>text</i>	List of technical support contacts.

---

Attribute	Value	Description
ARNOMODIFY	Yes	Prevents users from modifying the product installation by making the <b>Change</b> button unavailable.
	No (default)	Allows users to modify the product installation.
ARNOREMOVE	Yes	Making the <b>Remove</b> button unavailable Prevents users from removing the product by making the <b>Remove</b> button unavailable.
	No (default)	Allows users to remove the product.
ARPURLINFOABOUT	URL	URL for the product's home page.
ARPURLUPDATEINFO	URL	URL for information about product updates.
ARPHELPLINK	URL	URL of a Web site where users can receive technical support.
ARPHELPTELEPHONE	text	Telephone numbers for technical support.

### Command element

Specifies a command line to run. For more information, see [Remarks](#) later in this article.

### Tip:

The equivalent option in the OCT is [Add installations and run programs](#).

### Syntax

#### <Command

```

  Path="path"
  [QuietArg="arguments"]
  [Args="args"]
  [ChainPosition="Before" | "After"(default)]
  [Wait="mseconds"]
  [Execute="Install"(default) | "Uninstall"]
  [Platform="x86"(default) | "x64"]

```

/>

---

## Attributes

The following table describes the **Command** element attributes.

Attribute	Value	Description
<b>Path</b>	<i>path</i>	Fully qualified path of the executable file. If the path value contains a space, you must use double quotes as shown in the following example: <code>"\\server\share\Office 14\copylogs.bat"</code>
<b>QuietArg</b>	<i>string</i>	String of arguments to be appended to the command line if you configure a silent installation. For more information about when to use the <b>QuietArg</b> attribute, see the Remarks section that follows this table.
<b>Args</b>	<i>string</i>	String of arguments to be passed to the executable. For information about when to use the <b>Args</b> attribute for chained installations, see the Remarks section, following this table.  If the value of the <b>Args</b> element includes quotation marks, you can enclose the entire value in single (') quotes as shown in the following example: <code>Args="/param value"</code>
<b>ChainPosition</b>	<b>Before</b>	This command is executed before the primary product installation.
	<b>After</b> (default)	This command is executed after the primary product installation.
<b>Wait</b>	<i>mseconds</i>	When you install a product with the Display element <b>Level</b> attribute set to "full" or "basic," this is the number of milliseconds to wait after you run the program before you continue the installation. The default is 0 (zero), which indicates no waiting.
<b>Execute</b>	<b>Install</b> (default)	Setup executes this command when the primary product is installed.
	<b>Uninstall</b>	Setup executes this command when the primary product is uninstalled.
<b>Platform</b>	<b>x86</b> (default)	Specifies that this program requires the Intel x86 platform. This command runs only if the computer on which the installation is run matches this platform requirement.
	<b>x64</b>	Specifies that this program requires a 64-bit processor that supports the x64 extensions to the x86 architecture. This command runs only if the computer on which the installation is run matches this platform requirement.

---

## Remarks

The **Command** element in the Config.xml file and the **Add installations and run programs** option in the OCT (command-lines entered in the **Add Program Entry** and **Modify Program Entry** dialog boxes) are intended to be used only for initial product installations and uninstallations. The **Command** element commands are processed only during initial installations and uninstallations.

If **Command** element commands are used for customizations after the initial installation, they are ignored.

The command line can be specified to run an arbitrary command or to run a lightweight executable that you want to run when this product is installed.

The **Command** element in Config.xml and the **Add installations and run programs** option in the OCT do not provide the software deployment capabilities that an enterprise software deployment and management tool provides, such as the ability to track deployment progress and troubleshoot problems. Therefore, it is recommended that you limit the use of **Command** element in Config.xml and **Add installations and run programs** in the OCT to running only lightweight executables or arbitrary commands that will not make changes to the computer or that do not require user input.

For example, you can run a utility to copy logs or a command to launch a Welcome page at the end of installation.

## Important:

Chaining is not as reliable as installing each product separately. For example, if you chain two installations together and one of the products fails or encounters an unexpected error, the primary installation and the chained installation might not be completed successfully. Therefore, using the chaining approach is not recommended. The recommended method for installing multiple products together in enterprise environments is to use a deployment management program, such as Microsoft System Center Configuration Manager 2010 or Microsoft Systems Management Server (SMS) 2003, or a third party tool, instead of chaining.

The use of **Args** and **QuietArg** is as follows:

- The **Args** attribute is always appended to the command. This can include switches such as **/install** or **Company=MyCorporation**.
- The **QuietArg** attribute is also appended if setup is running silently (with **Display** set as **Display="none"**). In such cases, you can specify the **QuietArg** attribute with the **/quiet** switch, for example, you can use: **QuietArg="/quiet"**.

The following statements apply to the **Wait** attribute:

- Setting the **Wait** attribute to 0 milliseconds indicates no waiting after you run the program before you continue the installation; the command will execute and move on immediately.

---

Return codes are only respected if the **Wait** value is nonzero. If you specify 0, Setup will not wait to continue the installation after running the specified program; therefore, there is no return code to report in that case.

- Setting the **Wait** attribute to any positive nonzero value will wait exactly the number of milliseconds you specify. If the process ends earlier than the specified time, setup will continue. If the process has not ended when the specified time is up, setup will fail.
- Setting the **Wait** attribute to -1 indicates to wait indefinitely. This can be problematic because if the command process stops responding (hangs), setup will stop responding and will wait indefinitely for the command to run.

If there are two or more **Command** elements in the Config.xml file, they run in the order in which they are specified in Config.xml.

### Examples

```
<Command Path="\\server\share\myscript.exe" Args="/id "123 abc" QuietArg="/q"
Wait="30000" />
```

### COMPANYNAME element

The name of the organization or company of the user on whose computer the product is being installed.

#### Tip:

The equivalent option in the OCT is the **Organization name** setting in [Installation location and organization name](#).

### Syntax

```
<COMPANYNAME Value="companyname" />
```

### Attributes

Attribute	Value	Description
Value	companyname	The company or organization name.

### Example

```
<COMPANYNAME Value="Microsoft Corporation" />
```

### Display element

The level of UI that Setup displays to the user.

---

 **Tip:**

The equivalent option in the OCT is the **Display level** and license agreement settings in "[Licensing and user interface](#)" in [Office Customization Tool in Office 2010](#).

### Syntax

#### <Display

**Level**="None" | "Basic" | "Full"(default)

**CompletionNotice**="Yes" | "No"(default)

**SuppressModal**="Yes" | "No"(default)

**NoCancel**="Yes" | "No"(default)

**AcceptEula**="Yes" | "No"(default)

/>

### Attributes

Attribute	Value	Description
<b>Level</b>	<b>None</b>	No Setup UI is displayed. If you set <b>Display Level="none"</b> , Setup runs a silent (unattended) installation. See the <a href="#">Remarks</a> section for more information.
	<b>Basic</b>	Setup displays a Welcome screen, the product key (PIDKEY) page (if needed), the software license terms page (if needed), a progress bar, and the completion notice (if allowed).
	<b>Full</b> (default)	Setup displays all UI to the user.
<b>CompletionNotice</b>	<b>Yes</b>	Only applies if <b>Level</b> is set to "basic" or "none": Setup displays the completion notice.
	<b>No</b> (default)	Only applies if <b>Level</b> is set to "basic": Setup does not display the completion notice.
<b>SuppressModal</b>	<b>Yes</b>	Only applies if <b>Level</b> is set to "basic": Setup does not display error messages and other dialog boxes that might interrupt the installation.
	<b>No</b> (default)	Only applies if <b>Level</b> is set to "basic": Setup displays errors and other dialog boxes as needed.

Attribute	Value	Description
<b>NoCancel</b>	<b>Yes</b>	If <b>Level</b> is set to "full" or "basic", disable the cancel button (X in upper-right corner of the progress dialog box).
	<b>No</b> (default)	If <b>Level</b> is set to "full" or "basic", let the user cancel the installation from the progress bar.
<b>AcceptEULA</b>	<b>Yes</b>	The End-User License Agreement (EULA) is accepted on behalf of the user. Setup does not display the software license terms page.
	<b>No</b> (default)	If <b>Level</b> is not set to "none", Setup displays the software license terms page.

#### Remarks

If this element is not defined, the default settings are used. If an invalid value is specified, Setup ends the installation.

If the **Level** attribute is set to "basic" or "none" and you supply a product key by using the [PIDKEY element](#), Setup assumes that you also accept the license agreement on behalf of the user.

#### Note:

In enterprise deployments, we recommend that you set the **Display Level** value to "none" to direct Setup to run a silent installation, to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction, including when files are being used. Setting the **Display Level** value to "none" assumes that the **SuppressModal** and **CompletionNotice** attributes are silenced and that the Microsoft Software License Terms is accepted. Administrators must also make sure that no Office applications run during an installation of the Office 2010.

If you set the **Display Level** value to "basic" and **SuppressModal** to "yes", users might be prompted if any Office files are being used. Setting **Display Level** to "none" prevents prompting users in these cases. The **SuppressModal** attribute does not prevent *files in use* messages from being displayed. Only if **Display Level** is set to "none" are *files in use* messages prevented from being displayed.

The **Display** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, Setup uses the default display options.

---

### Example

```
<Display Level="none" CompletionNotice="no" SuppressModal="yes" AcceptEula="Yes" />
```

### DistributionPoint element

Specifies the fully qualified path of the network installation point from which the installation is to run.

### Syntax

```
<DistributionPoint Location="path" />
```

### Attributes

Attribute	Value	Description
Location	path	The fully qualified path of the network installation point from which the installation is to run.

### Remarks

If this is not specified, Setup assumes that the **Setup.exe** file is located at the root of the network installation point.

### Note:

The **DistributionPoint** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, it ignores this element because the network installation point has already been found.

### Example

```
<DistributionPoint Location="\\server1\office" />
```

### INSTALLLOCATION element

Specifies the fully qualified path of the folder on the user's computer where the product is installed.

### Tip:

The equivalent option in the OCT is the **Default installation path** setting in [Installation location and organization name](#).

---

### Syntax

<INSTALLLOCATION Value="*path*" />

### Attributes

Attribute	Value	Description
<b>Value</b>	path	The fully qualified path of the folder on the user's computer in which the product is installed.

### Remarks

You can use system environment variables in the path. If this element is not specified, Office is installed in **%ProgramFiles%\Microsoft Office**.

### Example

<INSTALLLOCATION Value="%ProgramFiles%\MyApps" />

### LIS element

Controls how the Local Installation Source (LIS) is cached on the user's computer and specifies the location of one or more network installation points that contain the installation files for the product.

### Syntax


<LIS

[CACHEACTION="CacheOnly" | "RemoveCacheOnly"]

[SOURCELIST="semicolon-delimited-path-list"]

/>

### Attributes

Attribute	Value	Description
<b>CACHEACTION</b>	<b>CacheOnly</b>	Setup copies the LIS to the user's computer, but does not install the product.  <b>Note:</b> Do not use <b>Command</b> elements in a Config.xml file that specifies the <b>CacheOnly</b> value because the specified commands will not run.

Attribute	Value	Description
	<b>RemoveCacheOnly</b>	If the cache is copied to the user's computer and Office is not installed, Setup removes the LIS from the user's computer but does not install or uninstall the product.
<b>SOURCELIST</b>	<i>semicolon-delimited-path-list</i>	A list, separated by semicolons, of one or more network installation points that contain the installation files for the product.  The equivalent option in the OCT is <a href="#">Additional network sources</a> .

### Remarks

By default, the LIS is created in the folder **MsoCache\All Users** at the root of the drive on which Office is installed. Setup customization files and software updates in the Updates folder in the network installation point are also copied.

If you specify [INSTALLLOCATION element](#), the drive designation in the path is used to determine on what drive the LIS is created. For example, if the [INSTALLLOCATION element](#) path is **E:\office\files**, the LIS is created on drive E. The sources listed by the SOURCELIST attribute are kept with the installed product and are used by Setup if the LIS on the user's computer is missing or corrupted.

### Example

```
<LIS CACHEACTION="CacheOnly" />
<LIS SOURCELIST="//server1\office;\server2\corpdata" />
```

### Logging element

Specifies the kind of logging that Setup performs.

### Syntax

#### <Logging

**Type**="Off" | "Standard"(default) | "Verbose"

**Path**="path"

**Template**="filename.txt"

/>

---

### Attributes

Attribute	Value	Description
<b>Type</b>	<b>Off</b>	Setup performs no logging.
	<b>Standard</b> (default)	Setup writes installation information to the log file.
	<b>Verbose</b>	Setup writes all installation information to the log file.
<b>Path</b>	<i>path</i>	The fully qualified path of the folder used for the log file. You can use environment variables. Default is <b>%temp%</b> .
<b>Template</b>	<i>filename.txt</i>	The name of the log file. If you insert the string * anywhere in the file name, a unique log file is created for each installation performed by setup.exe (see the explanation later in this article). If the * character is not included and the file name that is specified already exists, log information is appended to the existing file. The .txt file name extension must be included. The default template is SetupExe(*).log.

### Remarks

You can specify a \* anywhere in the **Template** value. Setup inserts a string in that location that has the following format.

**YYYYMMDDHHMMSSxxx**

where:

1. YYYY = Year
2. MM = Month
3. DD = Day
4. HH = Hour
5. MM = Minute
6. SS = Seconds
7. xxx = a unique string generated by Setup

### Note:

The **Logging** element is used by Setup only if Setup finds the Config.xml file in the same folder as setup.exe, or if you specify the Config.xml file by using the Setup **/config** command-line option. If Setup uses the Config.xml file in the product folder, Setup uses the default logging options.

---

### Example

```
<Logging Type="standard" Path="%temp%"  
  Template="MyLog(*).txt"  
>
```

With this example, Setup creates a log file every time that it installs the product. Setup uses unique file names such as the following.

```
%temp%\MyLog(20060428110717CFC).txt  
%temp%\MyLog(20060429113143C70).txt
```

### MinOSRequirement element

Specifies the minimum supported operating system for this product.

#### Syntax

**<MinOSRequirement**

**VersionNT**="version"

**WindowsBuild**="number"

**ServicePackLevel**="number"

**>**

#### Attributes

Attribute	Value	Description
<b>VersionNT</b>	version	Windows NT version.
<b>WindowsBuild</b>	number	Windows build number.
<b>ServicePackLevel</b>	number	Windows service pack (SP) number.

The following values can be used.

System	VersionNT	WindowsBuild	ServicePackLevel
Windows XP	501	2600	2 or greater
Windows Server 2003	502	3790	0 or greater

### Remarks

Setup does not continue with the installation if the user's computer has an operating system with a version earlier than what is specified here (or the Office default if this element is not specified). You cannot specify a version of Windows here that is earlier than the version required by Office 2010.

---

For information about system requirements, see [Getting started with Office 2010](http://technet.microsoft.com/library/9b4d1da4-c3d7-46ab-8b63-3efc38ca8057(Office.14).aspx) ([http://technet.microsoft.com/library/9b4d1da4-c3d7-46ab-8b63-3efc38ca8057\(Office.14\).aspx](http://technet.microsoft.com/library/9b4d1da4-c3d7-46ab-8b63-3efc38ca8057(Office.14).aspx)).

### OptionState element

Specifies how specific product features are handled during installation.

#### Important:

In most situations, we recommend that you use the OCT to change the installation state of features. The equivalent option in the OCT is [Set feature installation states](#).

### Syntax

#### <OptionState

**Id**="optionID"

**State**="Absent" | "Advertise" | "Local"

[**Children**="force"]

/>

### Attributes

Attribute	Value	Description
Id	optionID	An item that the user can choose to install.
State	Absent	The feature is not installed.
	Advertise	The feature is installed the first time that it is used.
	Local	The feature is installed on the user's computer.
Children	force	All child features of the feature are set to the specified state.

### Remarks

A feature is an item that the user can choose to install. The **Id** value for a feature is defined in the **Option** element of the Setup.xml file in the core product folder.

#### Note:

The following subcomponents of Microsoft Publisher 2010 are not visible in the Setup feature installation state tree in Office 2010.

- Commercial Printing and the Enhanced RGB to CMYK Conversion subcomponent
- Font Schemes

- 
- PaperDirect Previews
  - Publisher Templates and the Business Publications and Other Publications subcomponents

### Example

```
<OptionState Id="ExcelAddinFiles"  
  State="Absent"  
  Children="force"  
>
```

### PIDKEY element

The 25-character volume license key.

#### **Note:**

The equivalent option in the OCT is the **Product key** setting in “[Licensing and user interface](#)” in [Office Customization Tool in Office 2010](#). For more information about volume licensing in Office Professional 2010, see [Plan and deploy Office 2010 volume activation](#) ([http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2\(Office.14\).aspx](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx)) and [Activate Office 2010 KMS clients](#) ([http://technet.microsoft.com/library/1825df76-7e23-459b-a6c1-224dd6eab81e\(Office.14\).aspx](http://technet.microsoft.com/library/1825df76-7e23-459b-a6c1-224dd6eab81e(Office.14).aspx)).

A product key entry is not required for enterprise deployments that use Key Management Service (KMS) activation because all Volume License editions of Office 2010 have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products licensed under Microsoft Volume Licensing programs. KMS uses a KMS host key to activate a KMS host computer and establish a local activation service in your environment. Office 2010 connects to the local KMS host for activation. By default, the **Use KMS client key** option is selected in the OCT (in the **Licensing and user interface** section).

A Multiple Activation Key (MAK) key is another method that Office Activation Technologies provide for activating products licensed under Microsoft Volume Licensing programs. By using a MAK, clients activate Office 2010 online with Microsoft-hosted activation servers or by telephone. Administrators can use the Config.xml file to enter a MAK key. See the [Remarks](#) section for more information about how to add a MAK key.

#### **Important:**

This information applies to volume-licensed editions of Office 2010. It does not apply to Office Professional Plus for Office 365, which is subscription-based. The **PIDKEY** element must not be used to set product keys for Office Professional Plus for Office 365. For information about Office Professional Plus for Office 365, see [Office Professional Plus for Office 365](#) (<http://technet.microsoft.com/en-us/office/gg696034.aspx>)

---

### Syntax

<PIDKEY Value="25-character-key" />

### Attributes

Attribute	Value	Description
Value	25-character-key	The 25-character volume license key.

### Remarks

When the **PIDKEY** value is set, users are not required to enter a product key when they install Office.

To enter a MAK key in the Config.xml file, add the following line to the file.

<PIDKEY Value="AAAAABBBBBCCCCCDDDDDEEEEE" />

Where **AAAAABBBBBCCCCCDDDDDEEEEE** is the 25-character product key. For more information about licensing for Office 2010, see the [Office Activation Technologies guide](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx) ([http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2\(Office.14\).aspx](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx)).

### Example

<PIDKEY Value="1234512345123451234512345" />

### Note:

If the **Level** attribute of the [Display element](#) is set to "basic" or "none" and you supply a product key by using the **PIDKEY** element, Setup assumes that you also accept the license agreement on behalf of the user. In this case, regardless of how you set the **AcceptEULA** attribute of the [Display element](#), the user is not prompted for the license agreement either during installation or the first time that an Office application runs.

### RemoveLanguage element

Removes the specified language from the installation.

### Syntax

<RemoveLanguage Id="/>

---

### Attributes

Attribute	Value	Description
Id	ll-cc	The language identifier.

### Remarks

If the language is not installed on the user's computer, the **RemoveLanguage** element is ignored. You can have multiple elements for [AddLanguage element](#) and **RemoveLanguage**. If both **RemoveLanguage** and [AddLanguage element](#) elements specify the same language, the [AddLanguage element](#) element takes precedence and the language is installed.

### Example

```
<RemoveLanguage Id="en-us" />
```

### Setting element

Allows you to specify values for Windows Installer properties.

### Tip:

The equivalent option in the OCT is "[Modify Setup properties](#)" in [Office Customization Tool in Office 2010](#).

### Syntax

```
<Setting Id="name" Value="value" />
```

### Attributes

Attribute	Value	Description
Id	name	The name of the Windows Installer property.
Value	value	The value to assign to the property.

### Remarks

Not all Windows Installer properties can be specified in the **Setting** element. If a blocked property is specified, Setup ends the installation process. If a supported property is specified, Setup passes the property directly to Windows Installer. For a complete list of Windows Installer properties, which includes an explanation of supported and blocked properties, see [Setup properties in Office 2010](#).

---

The **Setting** element supports the following Key Management System (KMS) properties:

- **KMSSERVICENAME** — Specifies the KMS host name.
- **KMSSERVICEPORT** — Specifies the KMS host port.

For example, to use the KMS properties, use the following syntax:

```
<Setting Id="KMSSERVICENAME" Value="contoso.com" />
```

```
<Setting Id="KMSSERVICEPORT" Value="1234" />
```

where:

*contoso.com* is the name of the KMS host

*1234* is the port number value

 **Note:**

The recommended tool for specifying the **KMSSERVICENAME** and **KMSSERVICEPORT** values is the Office Software Protection Platform script (ospp.vbs). To set the KMS host name and port values by using ospp.vbs, run the following commands:

```
ospp.vbs /sethst:value
```

```
ospp.vbs /setprt:value
```

In the preceding example, the **sethst** *value* is the KMS host name, and the **setprt** *value* is the KMS host port.

You can set the KMS attributes in the Config.xml file as an alternative, such as in a scenario with a 32-bit Office 2010 installation on a computer running a 64-bit edition of Windows. For information about volume activation, see [Deploy volume activation of Office 2010](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx) ([http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060\(Office.14\).aspx](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx)), and for information about how ospp.vbs works, see [Tools to configure client computers in Office 2010](http://technet.microsoft.com/library/1825df76-7e23-459b-a6c1-224dd6eab81e(Office.14).aspx) ([http://technet.microsoft.com/library/1825df76-7e23-459b-a6c1-224dd6eab81e\(Office.14\).aspx](http://technet.microsoft.com/library/1825df76-7e23-459b-a6c1-224dd6eab81e(Office.14).aspx)).

The **Setting** element supports the **AUTO\_ACTIVATE** property for product key activation. This property specifies that product activation occur automatically during Office 2010 deployment and it uses the following syntax.

```
<Setting Id="AUTO_ACTIVATE" Value="1" />
```

 **Note:**

Not setting **AUTO\_ACTIVATE** is the same as setting **AUTO\_ACTIVATE** to a *value* of 0. The result is that product activation does not occur during Office 2010 deployment.

Note that you can also set the **AUTO\_ACTIVATE** property value by using the Office Customization Tool. To do this, follow these steps:

- 
1. In the OCT, select **Modify Setup properties** on the left pane, and then click **Add** in the right pane.
  2. In the **Add Property Value** dialog box, in the **Name** box, type **AUTO\_ACTIVATE**. Note that property names must be uppercase.
  3. In the **Value** box, type **1**, and then click **OK**.

The **Setting** element supports the **REMOVEPREVIOUS** property. This property removes the specified application from the installation and uses the following syntax.

```
<Setting Id="REMOVEPREVIOUS" Value="Option Id" />
```

where *Option Id* is the identifier value for the Office 2010 application. To specify multiple applications, use a comma-separated list to indicate the appropriate *Option Id* values.

 **Note:**

If you install Outlook, a previously installed version of Outlook is always removed, regardless of the user's preference.

If you specify **REMOVEPREVIOUS** with an *Option Id* value, only the specified applications are removed.

If you do not specify **REMOVEPREVIOUS**, any previously installed Office applications for which a replacement is being installed are removed. This is the default behavior.

If you specify **REMOVEPREVIOUS** with a blank value (**REMOVEPREVIOUS=""**), no applications are removed. The **Setting** element also supports the **SETUP\_REBOOT** property. **SETUP\_REBOOT** begins a restart after installation. It uses the following syntax. You must use all uppercase letters for the **SETUP\_REBOOT** property.

```
<Setting Id="SETUP_REBOOT" Value="value" />
```

where *value* can be one of the following:

- **AutoAlways** — Always begin a restart. Do not prompt the user.
- **Always** — Always prompt for a restart at the end of setup.
- **IfNeeded** — Prompt for a restart at the end of setup if setup requires a restart. (Default)
- **AutofIfNeeded** — Begin a restart if setup requires a restart. Do not prompt the user.
- **Never** — Never begin or prompt for a restart.

### Examples

```
<Setting Id="SETUP_REBOOT" Value="Never" />
```

```
<Setting Id="REMOVEPREVIOUS" Value="WORDFiles" />
```

---

### SetupUpdates element

Specifies a search path for Setup to use to find Setup customization files.

#### Syntax


##### <SetupUpdates

[CheckForSUpdates="Yes"(default) | "No"]

[SUpdateLocation="path-list"]

/>

#### Attributes

Attribute	Value	Description
CheckForSUpdates	Yes (default)	Setup uses the path list in <b>SUpdateLocation</b> to find Setup customization files.
	No	Setup does not search for Setup customization files by using the path list in <b>SUpdateLocation</b> .
SUpdateLocation	path-list	A list of fully qualified paths to folders, separated by semicolons.   <b>Note:</b> Environment variables cannot be used in the <b>SUpdateLocation</b> path. If an environment variable is used in the path, Setup ignores update files that are located in the specified path location.

#### Remarks

Setup looks in all the specified folders for Setup customization files that were created for the product that is being installed, and applies them in alphabetical order by file name. If a Setup customization file was specified in the Setup command line, that file is applied first, followed by any files that are found in the folder that is specified by this element.

#### Example

```
<SetupUpdates
```

```
  CheckForSUpdates="Yes"
```

```
  SUpdateLocation="\\server1\office\updates;\\server2\corpdata\updates"
```

```
/>
```

### USERINITIALS element

The initials of the user on whose computer the product is being installed.

---

### Syntax

<USERINITIALS Value="value" />

### Attributes

Attribute	Value	Description
<b>Value</b>	value	The user's initials

### Example

<USERINITIALS Value="JD" />

### USERNAME element

The name of the user on whose computer the product is being installed.

### Syntax

<USERNAME Value="value" />

### Attributes

Attribute	Value	Description
<b>Value</b>	value	The user's name.

### Remarks

The Office 2010 **Username** element data is populated as follows.

If the user who runs Office is the same user who installed Office, the **Username** and **Initials** supplied during setup are used. The user is *not* prompted when Office first starts. This case is most popular for home users who install Office themselves.

If the user who is running Office is *not* the same user who installed Office, Office prompts the user to confirm his or her **Username** and **Initials** when Office first starts. This case is most popular in a corporate environment, where an administrator installs Office for the user.

The value for the **Username** element shown to the user at first start time might be pre-populated with a default value from a previously installed version of Office or from the currently logged-on user. Note that the default value is not used unless it is confirmed by the user. If an earlier version of Office is installed on the computer, the registry key that was created by the earlier version of Office is used. For example, if the previous Office installation is Microsoft Office 2003, the registry key is provided at **HKEY\_CURRENT\_USER\Software\Microsoft\Office\11.0\Common\UserInfo**.

---

## Example

```
<USERNAME Value="John Doe" />
```

## Sample Config.xml file

The following example shows a Config.xml file for a typical installation. The example uses the Office Professional Plus 2010 version of the product.

```
<Configuration Product="ProPlus">

  <!-- <Display Level="full" CompletionNotice="yes" SuppressModal="no"
AcceptEula="no" /> -->

  <!-- <Logging Type="standard" Path="%temp%" Template="Microsoft Office
Professional Plus Setup(*).txt" /> -->

  <!-- <USERNAME Value="Customer" /> -->

  <!-- <COMPANYNAME Value="MyCompany" /> -->

  <!-- <INSTALLLOCATION Value="%programfiles%\Microsoft Office" /> -->

  <!-- <LIS CACHEACTION="CacheOnly" /> -->

  <!-- <DistributionPoint Location="//server/share/Office" /> -->

  <!-- <OptionState Id="OptionID" State="absent" Children="force" /> -->

  <!-- <Setting Id="SETUP_REBOOT" Value="IfNeeded" /> -->

  <!-- <Command Path="%WINDIR%\system32\msiexec.exe" Args="/i
\\server\share\my.msi" QuietArg="/q" ChainPosition="after" Execute="install" /> -->

</Configuration>
```

## Concepts

[Office Customization Tool in Office 2010](#)

[Setup properties in Office 2010](#)

[Setup command-line options for Office 2010](#)

## Other Resources

[Setup architecture overview for Office 2010](#)

([http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c\(Office.14\).aspx](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx))

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[Customization overview for Office 2010](http://technet.microsoft.com/library/72a93ebf-389a-491a-94c8-d7da02642139(Office.14).aspx) ([http://technet.microsoft.com/library/72a93ebf-389a-491a-94c8-d7da02642139\(Office.14\).aspx](http://technet.microsoft.com/library/72a93ebf-389a-491a-94c8-d7da02642139(Office.14).aspx))

[Create custom configurations of Office 2010](http://technet.microsoft.com/library/11c3ecc9-8e4d-4a8f-898b-d0cbfd808b82(Office.14).aspx)  
([http://technet.microsoft.com/library/11c3ecc9-8e4d-4a8f-898b-d0cbfd808b82\(Office.14\).aspx](http://technet.microsoft.com/library/11c3ecc9-8e4d-4a8f-898b-d0cbfd808b82(Office.14).aspx))

[64-bit editions of Office 2010](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx) ([http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1\(Office.14\).aspx](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx))

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# Office Customization Tool in Office 2010

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Updated: February 17, 2011

To customize an installation of Microsoft Office 2010, you can use the Office Customization Tool (OCT).

In this article:

- [Overview of the Office Customization Tool](#)
- [New Office Customization Tool features in Office 2010](#)
- [Architecture-specific versions of the Office Customization Tool](#)
- [Importing Office Customization Tool .msp customization files](#)
- [Configuring Setup, Features, Additional content, and Outlook settings](#)
  - [Setup](#)
  - [Features](#)
  - [Additional content](#)
  - [Outlook](#)
- [Downloading updated OCT files](#)

## Overview of the Office Customization Tool

The OCT is part of the Setup program and is the recommended tool for most customizations. You run the OCT by typing **setup.exe /admin** at the command line from the root of the network installation point that contains the Office 2010 source files. For example, use the following: `\\server\share\Office 14\setup.exe /admin`. The OCT is available only with volume licensed versions of Office 2010 and the 2007 Office system. To determine whether an Office 2010 installation is a volume licensed version, check the Office 2010 installation disk to see whether it contains a folder named Admin. If the Admin folder exists, the disk is a volume license edition. If the Admin folder does not exist, the disk is a retail edition. For information about the network installation point, see [Create a network installation point for Office 2010](#)

([http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5\(Office.14\).aspx](http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5(Office.14).aspx)).

When you run the OCT, you choose to create a new Setup customization (.msp) file or to open an existing .msp file. If you create a new file, the OCT displays a list of the products that are available on the network installation point. You must select a single product that you want to customize.

If you use the OCT to modify an existing .msp customization file, we recommend that you select the .msp file for the same product that you customize. For example, if you customize Microsoft Office Professional Plus 2010, select an Office Professional Plus 2010 customization .msp file.

---

 **Note:**

The Office 2010 release requires Windows Installer 4.0 on computers that are running the 64-bit version of the OCT or importing 64-bit customization .msp files. Windows Installer 3.1 does not recognize properties such as “ProgramFiles64Folder,” which are used by the 64-bit version of the OCT and the OCT Import feature. For information about Windows Installer, see [Windows Installer](http://go.microsoft.com/fwlink/?LinkID=111108) (<http://go.microsoft.com/fwlink/?LinkID=111108>).

By using the OCT, you customize Office and save your customizations in a Setup customization .msp file. You place the file in the Updates folder on the *network installation point*. When you install Office, Setup looks for a Setup customization file in the Updates folder and applies the customizations. The Updates folder can only be used to deploy software updates during an initial installation of Office 2010.

 **Important:**

If you plan to deploy multiple Setup customization files (.msp files), you can place only one customization .msp file for each Office 2010 product that you are installing in the Updates folder for an initial installation. You must deploy the rest of the customization .msp files for a product after the Office installation is completed. Only one Setup customization file per product in the Updates folder is supported. If you are deploying multiple Office 2010 products, such as Microsoft Office Professional Plus 2010 and Microsoft Visio Professional 2010, you can include one customization .msp file for Office Professional Plus 2010 and one customization .msp file for Visio Professional 2010 in the Updates folder. The customization .msp files that you place in the Updates folder will be deployed first. Therefore, they must include any Setup customizations that cannot be changed after the installation, for example, the installation location.

If you are deploying an initial installation of Office 2010 and you also want to deploy Office 2010 software updates, such as service packs and hotfixes, Setup can apply the product updates as part of the installation process. You can place the Office 2010 product updates in the Updates folder. In scenarios such as this where the Updates folder includes both one Setup customization .msp file and product updates, Setup applies only the Setup customization .msp file with the initial installation and the product updates are applied after the installation is complete.

As an alternative to placing the customization .msp file in the Updates folder, you can use the Setup command-line option **/adminfile** to specify the fully-qualified path of the location of the .msp file. For example, type: **setup.exe /adminfile \\server\share\mychanges\custom.msp**.

If you use a folder other than the Updates folder for your customization files, you can specify the folder's location in the Config.xml file by using the **SUpdateLocation** attribute of the **SetupUpdates** element. The Config.xml file is located in the core product folder (*core\_product\_folder\_name.WW* folder, for example, ProPlus.WW for Microsoft Office Professional Plus 2010) for the Office 2010 product that you install. For more information, see [Config.xml file in Office 2010](#).

---

You can also use a Setup customization file to change an existing installation. Because a Setup customization file is an expanded form of a Windows Installer .msp file, you apply the customization file to the user's computer exactly as you would a software update. The user's existing Office installation is updated with the customizations that you make. For example, if you change the installation states of some features to **Not Available** and apply the resulting customization file to an existing installation of Office, those features are removed from the user's computer.

Some options in the OCT are applicable only to a new installation of Office. These options are identified in the OCT and in the OCT Help. For example, you can use the **Default installation path** option (in the **Installation location and organization name** section) to specify the folder where Office is to be installed on the user's computer. However, if a customization file is applied to an existing installation, the **Default installation path** option is ignored (you must uninstall and reinstall Office to change the installation location).

Before you exit the OCT, click the **File** menu and then click **Save as** to save the Setup customization file.

Every time that you save a customization file in the OCT, the tool updates the customization file's sequencing number with the current computer date and time stamp and generates a new update globally unique identifier (GUID). The OCT .msp files are applied chronologically according to their time stamp.

To show the sequencing behavior, assume that you have created the following OCT .msp maintenance files:

1. An OCT .msp file that is named "uninstall-access.msp" in which you set **Microsoft Office Access** to **Not Available**. This file is saved first so that it has a lower sequencing number and an older date and time stamp. This .msp file is sequenced first and Access 2010 is set to Not Available on users' computers.
2. An OCT .msp file named "install-access.msp" in which you set **Microsoft Office Access** to **Run All from My Computer** (by selecting the product and setting the installation state in the **Set feature installation states** section). This file is saved last so that it has a higher sequencing number and a newer date and time stamp. This .msp file is sequenced later than the first OCT .msp file, "uninstall-access.msp". Therefore, the Access 2010 feature is set to **Run All from My Computer** on users' computers.

The OCT includes four major sections: **Setup**, **Features**, **Additional Content**, and **Outlook**. Each section contains several pages of options. When you change an option, the page name in the left pane of the OCT changes to bold type.

If you open an existing Setup customization file, the bold page names indicate where options are customized.

---

The following table lists options that are available in the OCT.

Section	Page
<a href="#">Setup</a>	
	<a href="#">Installation location and organization name</a>
	<a href="#">Additional network sources</a>
	<a href="#">Licensing and user interface</a>
	<a href="#">Remove previous installations</a>
	<a href="#">Add installations and run programs</a>
	<a href="#">Office security settings</a>
	<a href="#">Modify Setup properties</a>
<a href="#">Features</a>	
	<a href="#">Modify user settings</a>
	<a href="#">Set feature installation states</a>
<a href="#">Additional content</a>	
	<a href="#">Add files</a>
	<a href="#">Remove files</a>
	<a href="#">Add registry entries</a>
	<a href="#">Remove registry entries</a>
	<a href="#">Configure shortcuts</a>
<a href="#">Outlook</a>	
	<a href="#">Outlook Profile</a>
	<a href="#">Add Accounts</a>
	<a href="#">Export Settings</a>
	<a href="#">Specify Send/Receive Groups</a>

## New Office Customization Tool features in Office 2010

The Office 2010 release provides the following new features:

- Two architecture-specific versions of the OCT, one for 32-bit Office 2010 and one for 64-bit Office 2010. The 64-bit version of the OCT supports 64-bit client editions of

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Office 2010, and provides the same user interface, capabilities, and configurable settings as the 32-bit version. The OCT files are located in the Admin folder under the x86 (32-bit) and x64 (64-bit) folders, respectively.

For information about 64-bit Office 2010, see [Office 2010 64-bit editions](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx) ([http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1\(Office.14\).aspx](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx)).

- Import feature that allows administrators to import 32-bit OCT customization .msp files into the 64-bit version of the OCT and 64-bit .msp files into the 32-bit version of the OCT. This allows administrators of mixed environments (32-bit and 64-bit) to do the Setup customizations one time.
- Support for adding multiple Outlook e-mail accounts.

For more information about how to import .msp customization files, see [Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)).

## Architecture-specific versions of the Office Customization Tool

As mentioned earlier in this article, administrators run the following command-line option to start the OCT from the root of the network installation source: **setup.exe /admin**. You use the same command to run the 32-bit or 64-bit version of the OCT. Running **setup.exe /admin** on a 32-bit computer starts the 32-bit OCT, and running this command on a 64-bit computer starts the 64-bit OCT.

To run the 32-bit OCT, run the **setup.exe /admin** command line from the x86 (32-bit) folder as shown in the following example: `\\server\share\Office14\x86\setup.exe /admin`. To run the 64-bit OCT, run the **setup.exe /admin** command line from the x64 (64-bit) folder. Setup detects which products are available to create Setup customization updates and lists the results in the **Create a new Setup customization file for the following product** list. Because the 64-bit and 32-bit Office files are in different root directories, the 32-bit OCT lists all the 32-bit Office products in the product selection dialog box (**Create a new Setup customization file for the following product**), and the 64-bit OCT lists the 64-bit Office products.

Administrators use the 32-bit OCT to create, edit, and save OCT customization updates for the 32-bit Office products, and the 64-bit OCT to create, edit, and save OCT updates for the 64-bit Office products.

Office 2010 includes two architecture-specific folders: one for 32-bit and one for 64-bit, with a separate Config.xml file and Updates subfolder in the 32-bit and 64-bit folders.

---

 **Note:**

Office 2010 does not support side-by-side installations of 64-bit and 32-bit Office on the same computer, including across applications. For example, there is no support for side-by-side installations of the 2007 Office system 32-bit with Office 2010 64-bit, or for Microsoft SharePoint Workspace 2010 64-bit and Microsoft Excel 2010 32-bit. You cannot use the Office 2010 customization tools to configure side-by-side installations or customizations of 64-bit and 32-bit Office. For example, you cannot create a custom side-by-side installation with 64-bit Microsoft Office Professional 2010 and 32-bit Visio 2010 single image. For more information about 64-bit Office, see [Office 2010 64-bit editions](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx) ([http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1\(Office.14\).aspx](http://technet.microsoft.com/library/faab55b2-bb6c-4636-811e-24f6939548d1(Office.14).aspx)).

## Importing Office Customization Tool .msp customization files

The OCT provides support for importing Setup customization .msp files as follows:

- 32-bit Setup customization .msp files can be imported into 64-bit OCT and can then be used to customize 64-bit Office products.
- 64-bit Setup customization .msp files can be imported to 32-bit OCT and can then be used to customize 32-bit Office products.

A 32-bit Setup customization .msp file that is imported to 64-bit OCT is converted to 64-bit, and a 64-bit customization .msp file that is imported to 32-bit OCT is converted to 32-bit. To import a customization .msp file, in the Office Customization Tool, click the **File** menu and then click **Import**. In the **Open** dialog box, select the .msp file that you want to convert, and then click **Open** to start the conversion.

 **Note:**

Importing customization .msp files is intended for equivalent cross-architecture products only. You can import a 32-bit Microsoft Office Professional Plus 2010 customization .msp file into the 64-bit version of the OCT for a 64-bit Office Professional Plus 2010 .msp file. However, you cannot import a 32-bit Microsoft Word 2010 stand-alone customization .msp file into the 64-bit OCT for a 64-bit Office Professional Plus 2010 .msp file; doing so is prevented and an error message is displayed.

You cannot import 2007 Office system Setup customization .msp files into the Office 2010 OCT.

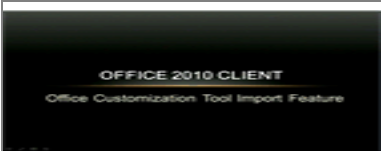


The Import feature can also be used when you have created an initial Setup customization .msp file for an Office 2010 product (for example, Microsoft Office Professional Plus 2010) and then later want to modify the installation to add language packs. In such cases, you first add the language packs to the network installation point that contains the Office product source files. Then you run the OCT from the root of the network installation point, create a new Setup customization file for the same product (in

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this example, Microsoft Office Professional Plus 2010), and then import the original customization .msp file that you created previously for Microsoft Office Professional Plus 2010. To import an .msp customization file, in the OCT, click the **File** menu, and then click **Import**. In the **Open** dialog box, select the previously created customization .msp file that you want to update. On the **File** menu, click **Save As**. Specify a unique name for the .msp file, and then click **Save**. Importing the previously created .msp file into the OCT will update the .msp file and include the added languages.

For more information about how to import .msp customization files, see [Import an Office 2010 Setup customization file](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx) ([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx)). For information about how to create a network installation point, see [Create a network installation point for Office 2010](http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5(Office.14).aspx) ([http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5\(Office.14\).aspx](http://technet.microsoft.com/library/72c9ae03-1342-4524-8242-1524fbd068a5(Office.14).aspx)).

Use the following links to view a video that demonstrates how to use the OCT Import feature:

 <p>Running time: 06:06</p>	 <p><a href="http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=9ca57c65-803d-444c-a27d-4348eb3affab&amp;from=mscomoffice">Watch the "Office 2010 client: Office Customization Tool import feature" video</a> (<a href="http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=9ca57c65-803d-444c-a27d-4348eb3affab&amp;from=mscomoffice">http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=9ca57c65-803d-444c-a27d-4348eb3affab&amp;from=mscomoffice</a>).</p>  <p>For an optimal viewing experience, <a href="http://content2.catalog.video.msn.com/e2/ds/bedf4f53-d1a4-4b1a-9596-2bd6c2061d7f.wmv">download the "Office 2010 client: Office Customization Tool import feature" video</a> (<a href="http://content2.catalog.video.msn.com/e2/ds/bedf4f53-d1a4-4b1a-9596-2bd6c2061d7f.wmv">http://content2.catalog.video.msn.com/e2/ds/bedf4f53-d1a4-4b1a-9596-2bd6c2061d7f.wmv</a>). Right-click the link, and then click <b>Save Target As</b> to download a copy. Clicking the link will open a .wmv file in the default video viewer for full-resolution viewing.</p>
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## Configuring Setup, Features, Additional content, and Outlook settings

The following sections provide information about the OCT areas that you can configure:

- [Setup](#)
- [Features](#)
- [Additional content](#)
- [Outlook](#)

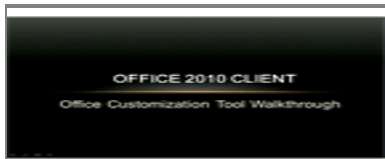


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 **Note:**

If the geographic location of the computer on which you are running the Office Customization Tool is set to a *European* location, and you are creating a new Setup customization .msp file or you open an existing customization .msp file for which no file format settings have been configured for Excel, PowerPoint, or Word, you might see a dialog box that prompts you to choose a default document format. Administrators can choose to keep the current settings for the Setup customization file, or choose Office Open XML formats which support all the features of Office 2010, or OpenDocument formats to use the ODF format.

To learn about the file formats, click **Learn more** in the dialog box to display the OCT online Help.

Use the following links to view a walkthrough of the OCT user interface:

 <p>Running time: 08:26</p>	 <p><a href="http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=8a877eed-d0f2-4f9a-95bd-0c29e2b708f0&amp;from=mscomoffice">Watch the "Office 2010 client: Office Customization Tool walkthrough" video</a> (<a href="http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=8a877eed-d0f2-4f9a-95bd-0c29e2b708f0&amp;from=mscomoffice">http://www.microsoft.com/resources/msdn/en-us/office/media/video/officetc.html?uuid=8a877eed-d0f2-4f9a-95bd-0c29e2b708f0&amp;from=mscomoffice</a>).</p>  <p>For an optimal viewing experience, <a href="http://content3.catalog.video.msn.com/e2/ds/a85d238d-41a6-4039-8ed0-8b5a817dab76.wmv">download the "Office 2010 client: Office Customization Tool walkthrough" video</a> (<a href="http://content3.catalog.video.msn.com/e2/ds/a85d238d-41a6-4039-8ed0-8b5a817dab76.wmv">http://content3.catalog.video.msn.com/e2/ds/a85d238d-41a6-4039-8ed0-8b5a817dab76.wmv</a>). Right-click the link, and then click <b>Save Target As</b> to download a copy. Clicking the link will open a .wmv file in the default video viewer for full-resolution viewing.</p>
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## Setup

Use the Setup section to specify the following:

- Default installation location
- Default organization name
- Additional network installation sources
- Product key
- End-user license agreement (EULA)
- Display level
- Previous versions of Office to remove
- Custom programs to run during installation

- 
- Security settings
  - Setup properties

### Installation location and organization name

Specify a default organization name and installation location for all users whose installation includes this Setup customization file:

- **Default installation path** – This option specifies where Setup installs Office on the user's computer. You can use the predefined folder keyword **[ProgramFilesFolder]** to specify a path to standard folders in Windows. The default path is **[ProgramFilesFolder]Microsoft Office**. This option is recognized only when you first install Office on a user's computer. You cannot change the installation path without uninstalling and reinstalling Office.
- **Organization name** – This name appears in the **About** text box (**Help** menu) and on the banner pages of Office applications. The name that you specify is used as the default company name for all users whose installation includes this customization file.

### Additional network sources

Specify additional servers that have a copy of the network installation point.

Setup looks for servers in this list, in the order specified, if it is installing a feature on demand or if it is repairing Office and the original network installation point is unavailable.

Click **Add** to add a source to the list. To edit a path, select a server from the list and then click **Modify**. To remove a server from this list, select the server and then click **Remove**. To change the order of the list, select a server and then click the **Move** arrows to move the server up or down in the list. To remove all servers from the list, select **Clear existing server list**.

#### **Note:**

The OCT verifies all server paths and connects to any available servers during the initial installation process to load balance the file copy process when it creates the Local Install Source (LIS). However, be aware that an unavailable source that is specified as an additional source does not cause the installation to fail.

### Add/Modify Network Server Entry dialog box

In the **Add Network Server Entry** dialog box or **Modify Network Server Entry** dialog box, enter the path of a server and then click **OK**.

You can use a UNC path or, if all users have access to the server that uses the same drive letter, you can use a drive letter in the path. The path can contain environment variables that are delimited by percent (%) if the variables are defined for all users.

For example:

z:\office

\\server1\share\office\_root

%USERNAME%\office\_root

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## Licensing and user interface

Use this section for the product key and to accept the Microsoft Software License Terms on behalf of each user who installs Office by using the Setup customization file.

Set the **Display level** of the user interface. These options are recognized by Setup only when you first install Office on a user's computer.

- **Use KMS client key** A product key entry is not required for enterprise deployments that use Key Management Service (KMS) activation because all Volume License editions of Office 2010 have a KMS client key pre-installed. KMS is one of the methods that are provided by Office Activation Technologies for activating products licensed under Microsoft Volume Licensing programs. Only a KMS host computer needs a KMS host key to be activated and to establish a local activation service in your environment. Office 2010 connects to the local KMS host for activation. By default, the **Use KMS client key** option is selected in **Enter a valid product key and licensing agreement for users**.

For more information about the licensing options for Office 2010, see the [Office Activation Technologies Guide](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx) ([http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2\(Office.14\).aspx](http://technet.microsoft.com/library/0735c1f5-f874-41f1-b9a9-dbea158524b2(Office.14).aspx)) and [KMS quick start guide](http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2(Office.14).aspx) ([http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2\(Office.14\).aspx](http://technet.microsoft.com/library/dbff777c-3a2d-4d8e-a7be-6c45900c73c2(Office.14).aspx)) included in the current release.

- **Enter another product key** You can enter a valid Multiple Activation Key (MAK) key in the OCT by using the **Enter another product key** option in **Enter a valid product key and licensing agreement for users** in the results pane. A MAK key is another method that Office Activation Technologies provide to activate products licensed under Microsoft Volume Licensing programs. By using a MAK key, clients activate Office 2010 online by using the Microsoft hosted activation servers or by telephone.

To use a MAK key, in the **Enter another product key** text box, enter the MAK key (25 numbers or characters) without spaces.

### Important:

This information applies to volume-licensed editions of Office 2010. It does not apply to Office Professional Plus for Office 365, which is subscription-based. The **Product key** text box must not be used to set product keys for Office Professional Plus for Office 365. For information about Office Professional Plus for Office 365, see [Office Professional Plus for Office 365](http://technet.microsoft.com/en-us/office/gg696034.aspx) (<http://technet.microsoft.com/en-us/office/gg696034.aspx>).

You can also use the **Enter another product key** option to enter a KMS key for Microsoft Visio Standard 2010 or Microsoft Visio Professional 2010. Visio 2010 is preinstalled with the Microsoft Visio Premium 2010 KMS client key by default. This enables all the Microsoft Visio Premium 2010 features. However, if you have a license agreement for either Microsoft Visio Standard 2010 or Microsoft Visio Professional 2010, you must install the appropriate KMS client key. The features that are available depend on the key that is installed.

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For more information, including a list of KMS keys for license agreements for Microsoft Visio Standard 2010 and Microsoft Visio Professional 2010, see [Deploy Visio 2010](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx#section7) ([http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060\(Office.14\).aspx#section7](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx#section7)) in [Deploy volume activation of Office 2010](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx) ([http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060\(Office.14\).aspx](http://technet.microsoft.com/library/b418501a-eb83-4991-8ea9-b18e7309e060(Office.14).aspx)).

 **Note:**

You can also activate Office 2010 at the time that you install a MAK key by setting the **AUTO\_ACTIVATE** property value. To do this, follow these steps:

- In the OCT, select **Modify Setup properties** on the left pane, and then click **Add** in the right pane.
- In the **Add Property Value** dialog box, in the **Name** box, type **AUTO\_ACTIVATE**. Note that property names must be uppercase.
- In the **Value** box, type **1**, and then click **OK**.

For information about configuring the **AUTO\_ACTIVATE** property by using the Config.xml file, see [Setting element](#) in [Config.xml file in Office 2010](#).

- **I accept the terms in the License Agreement** Select this check box to accept terms of your license agreement on behalf of the user.  
If **Display level** is set to **Basic** or **None** and you supply a product key, Setup assumes that you also accept the license terms on behalf of the user. In this case, even if you do not select the **I accept the terms in the License Agreement** check box, the user is not prompted to accept license terms either during installation or the first time that an Office application runs.
- **Display level** Select the user interface that you want displayed to users during installation. The options are as follows:
  - **Full - default** Setup runs interactively, displaying all the user interface options and messages.
  - **Basic** Setup displays the Welcome screen, prompts for the product key and license terms (if needed), and displays a progress bar and completion notice. No other options are presented to the user.
  - **None** Setup runs silently and displays no user interface.

 **Important:**

In enterprise deployments, we recommend that you set **Display level** to **None** to ensure that Setup runs silently, to prevent prompting users to enter information, and to prevent the installation from waiting for any user interaction, including when files are being used. Setting **Display level** to **None** assumes that the **Suppress modal** and **Completion notice** options are silenced and that the license terms are accepted. Administrators must also make sure that no Office applications run during an installation of Office 2010.

If you set **Display level** to **Basic** and select the **Suppress modal** option, users may be prompted if there are any Office files as they are being used. Setting **Display level** to **None** prevents prompting users in these cases. The **Suppress modal** option does not prevent files-in-use messages from being displayed; only **Display level** set to **None** prevents files-in-use messages from being displayed.

- **Completion notice** Select this check box if you want Setup to display a message to the user when installation is complete.
- **Suppress modal** Select this check box if you do not want Setup to display error messages and other dialog boxes that might interrupt the installation. If you set **Display level** to **Full**, error messages and other dialog boxes are displayed regardless of the state of this check box.
- **No cancel** Select this check box if you want to disable the cancel button (the **X** in upper-right corner). This setting only applies when **Display level** is set to **Full** or **Basic**.

 **Note:**

The Setup customization file (.msp) sets the licensing information only during the initial installation.

The previous options are identical to the settings in the Config.xml file that are shown in the following table.

OCT option	Config.xml setting
Product key	<b>PIDKEY</b> element
I accept the terms in the License Agreement	<b>AcceptEula</b> attribute of the <b>Display</b> element
Display level	<b>Level</b> attribute of the <b>Display</b> element
Completion notice	<b>CompletionNotice</b> attribute of the <b>Display</b> element
Suppress modal	<b>SuppressModal</b> attribute of the <b>Display</b> element

 **Note:**

If there are multiple products on the network installation point and you do not specify which product Setup is to install, Setup uses full display level when it prompts the user for a product, regardless of how you set **Display level** in the Setup customization file. You use the **/config** command-line option to specify which product to install. For more information, see [Deploy Office 2010 by using Setup from a network installation point](http://technet.microsoft.com/library/8e6eac3f-a30b-4afe-8eb7-1ab775a2c0fb(Office.14).aspx) ([http://technet.microsoft.com/library/8e6eac3f-a30b-4afe-8eb7-1ab775a2c0fb\(Office.14\).aspx](http://technet.microsoft.com/library/8e6eac3f-a30b-4afe-8eb7-1ab775a2c0fb(Office.14).aspx)).

### Remove previous installations

Specify previous versions of Microsoft Office applications to keep or remove. This option is only recognized by Setup when you first install Office on a user's computer.

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By default, Setup removes previous versions of Office applications. To keep an installed Office application, click **Remove previous installations** in the OCT, and in the results pane select **Remove the following earlier versions of Microsoft Office programs**, in the list select the Office application that you do not want to remove, click **Details**, and in the **Select Earlier Versions to Remove** dialog box, under **Choose which earlier versions you want Setup to remove**, clear the check box for the product you want to remove, and then click **OK**.

 **Note:**

Microsoft Outlook 2010 cannot coexist with previous versions of Outlook. If you choose to keep previous versions, do not install Outlook 2010.

### Add installations and run programs

Run additional executable programs before or after the Office installation is complete. Setup runs command lines in the order listed in the tool and does not finish the installation until all command lines are executed.

In the OCT, click **Add installations and run programs** and in the results pane click **Add** to add a program to the list. To change a program, select the program in the list and then click **Modify**. To remove a program, select the program and then click **Remove**. To change the order of programs in the list, select a program and then click the **Move** arrows to move the program up or down in the list.

 **Note:**

Do not add a program that requires the computer to be restarted, unless it is the last program in the list. If a custom program restarts the computer, the Office installation is complete, but custom programs that appear later in this list do not run.

Command-lines entered in the **Add Program Entry** and **Modify Program Entry** dialog boxes or by using the [Command element](#) in the Config.xml file are intended to be used only for initial product installations and uninstalls. The **Command** element commands are processed only during initial installations and uninstalls. If **Command** element commands are used for customizations after the initial installation, they are ignored.

### Add/Modify Program Entry dialog box

When you add or modify a program entry, you enter the following information in the **Add Program Entry** dialog box or **Modify Program Entry** dialog box, and then click **OK**.

- **Target** Enter the path and file name of the executable program.
- **Arguments** Enter a string of command-line options; for example, `/q /path c:\temp`.
- **Run this program after the Office product has been installed.** The program runs after the Office installation is complete. This is the recommended option. If the program does not close correctly or if the program restarts the computer, the Office installation is not affected. However, programs further down the list do not run.

- **Run this program before the Office product has been installed.** The program runs before the Office installation starts. If the program does not close correctly or if it restarts the computer, Office is not installed, and programs further down the list do not run.

In the **Add Program Entry** dialog box or **Modify Program Entry** dialog box, you can include any of the following standard Windows folders in the path of the executable file.

Folder	Description
[INSTALLLOCATION]	The folder in which Office is installed
[WindowsFolder]	<b>Windows</b> folder
[SystemFolder]	Windows <b>System32</b> folder
[ProgramFilesFolder]	Program Files folder
[CommonFilesFolder]	Program Files\Common Files folder
[DesktopFolder]	Windows <b>Desktop</b> folder
[StartMenuFolder]	Windows <b>Start</b> menu
[ProgramMenuFolder]	Windows <b>Start\Programs</b> menu

### Office security settings


Customize the security settings for Office applications.

#### Important:

Security settings specified in a Setup customization (.msp) file provide only initial default settings on users' computers. Users can change the settings after installation. To help lock down and enforce security settings, you must use Group Policy. For more information, refer to the recommendations in the [2007 Microsoft Office Security Compliance Management Toolkit](http://go.microsoft.com/fwlink/?LinkId=158689) (<http://go.microsoft.com/fwlink/?LinkId=158689>).

The following table lists the available options.

Setting	Description
<b>Trusted Publishers</b>	Manage the list that identifies trusted sources for digitally signed macros, add-ins, Microsoft ActiveX controls, and other executable code that is used by Office applications. Office applications share a certificate-based list of trusted sources with Internet Explorer. Click <b>Add</b> to add a digital certificate (CER file).

Setting	Description
<b>Trusted Locations</b>	<p>Manage the list that identifies locations from which any file can be opened without a check by the Trust Center security feature. Click <b>Add</b> to add a new location, enter the following information, and then click <b>OK</b>:</p> <ul style="list-style-type: none"> <li>• <b>Application</b> Select the Office application that uses this location. This is supported by Microsoft Access 2010, Microsoft Excel 2010, Microsoft PowerPoint 2010, Microsoft Visio 2010, and Microsoft Word 2010.</li> <li>• <b>Path</b> Enter the path of the trusted location. Enter a fully qualified path with drive letter or UNC path. The path can include environment variables.</li> <li>• <b>Subfolders of this location are also trusted</b> Select this check box to include subfolders as trusted locations.</li> <li>• <b>Description</b> Enter text to describe the purpose of the location. To remove a trusted location from this list, select the location and then click <b>Remove</b>.</li> </ul> <p> <b>Note:</b></p> <p>When you specify one or more trusted locations here, the Trusted Locations list previously defined on the user's computer is cleared and replaced by this list.</p>
<b>Remove all Trusted Locations written by OCT during installation</b>	<p>Clears the Trusted Locations list on the user's computer. Use this check box to clear the Trusted Locations list on the user's computer without adding new locations.</p>
<b>Default Security Settings</b>	<p>Set default security levels for add-ins, templates, and Office applications. You can set security options for the following Office applications:</p> <ul style="list-style-type: none"> <li>• Microsoft Office Access</li> <li>• Microsoft Office Excel</li> <li>• Microsoft Office Outlook</li> <li>• Microsoft Office PowerPoint</li> <li>• Microsoft Office Project</li> <li>• Microsoft Office Publisher</li> <li>• Microsoft Office Visio</li> <li>• Microsoft Office Word</li> </ul> <p>The following security options are available:</p> <ul style="list-style-type: none"> <li>• <b>Allow trusted locations options</b></li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• Allow trusted locations that are NOT on user's computer</li> <li>• Allow Trusted Locations on the User's machine only (application default)</li> <li>• Disable all trusted locations. Only files signed by trusted publishers will be trusted</li> <li>• <b>Application Add-ins warnings options</b> <ul style="list-style-type: none"> <li>• Disable all Application Extensions</li> <li>• Require that Application Extensions are signed by a trusted publisher</li> <li>• Require that Application Extensions are signed and silently disable unsigned Extensions</li> <li>• Enable all installed Application Add-ins (application default)</li> </ul> </li> <li>• <b>VBA macro warnings options</b> <ul style="list-style-type: none"> <li>• Disable all VBA macros</li> <li>• Disable Trust Bar warning for unsigned VBA macros (unsigned code will be disabled)</li> <li>• Disable all VBA macros with notification (application default)</li> <li>• No security checks for VBA macros (not recommended, code in all documents can run)</li> </ul> </li> <li>• <b>Add-ins and templates</b> (Microsoft Project 2010 only) <ul style="list-style-type: none"> <li>• Trust all installed add-ins and templates</li> <li>• Do not trust installed add-ins and templates</li> </ul> </li> <li>• <b>Security level</b> (Project 2010 only) <ul style="list-style-type: none"> <li>• Very High – Only macros installed in trusted locations will be able to run. All other signed and unsigned macros are automatically disabled</li> <li>• High – Only signed macros from trusted sources will be able to run; unsigned macros are disabled</li> <li>• Medium – The user can choose whether to run potentially unsafe macros</li> <li>• Low (not recommended) – Users are not protected from potentially unsafe macros</li> </ul> </li> </ul>
<b>Unsafe ActiveX Initialization</b>	Determine whether unsigned and, therefore, potentially unsafe, ActiveX controls can initialize using persisted data, that is, data that is saved from one instance of the control to the next. The possible values are as follows:

Setting	Description
	<ul style="list-style-type: none"> <li>• <b>&lt;do not configure&gt;</b> – Setup does not modify the setting specified on the user's computer. New applications are installed with the default setting, which is <b>Prompt user to use persisted data</b>.</li> <li>• <b>Prompt user to use control defaults</b> – The user is warned before an application begins ActiveX controls that might be unsafe. If the user trusts the source of the document, the control is initialized by using its default settings.</li> <li>• <b>Prompt user to use persisted data</b> – The user is warned before an application begins ActiveX controls that might be unsafe. If the user trusts the source of the document, the control is initialized by using persisted data.</li> <li>• <b>Do not prompt</b> – All unsigned ActiveX controls run without prompting the user. This setting provides the least protection and is not recommended.</li> <li>• <b>Do not prompt and disable all controls</b> – All unsigned ActiveX controls are disabled without prompting the user.</li> </ul>

### Modify Setup properties

Modify Setup properties that are applied during the Office installation. You can customize Setup properties only when you first install Office on a user's computer. Properties set in a customization file do not take effect if you apply the file to an existing installation.

To add a property, click **Add**. To modify a property that you have added, select the property and then click **Modify**. To remove a property that you have added, select the property and then click **Remove**.

For more information about properties and their values, see [Setup properties in Office 2010](#).

### Add/Modify Property Value dialog box

When you add or modify a Setup property, enter the information that is shown in the following table in the **Add/Modify Property Value** dialog box, and then click **OK**.

Setting	Description
<b>Name</b>	The property name. Property names must be all uppercase.
<b>Value</b>	The value of the property.

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## Features

Use the **Features** section to configure user settings and to customize which Office features are installed.

### Modify user settings

Set the default values of Office application settings for users who install Office with this customization file.

#### **Note:**

Using the OCT to configure user settings establishes the initial default values for the settings. Users can modify most of the settings after Office is installed. If you want to enforce user settings, use Group Policy.

You can use the OCT to provide default user settings for the following Office applications. Some applications also provide computer settings, including: Microsoft Excel 2010, Microsoft SharePoint Workspace 2010, Microsoft InfoPath 2010, Microsoft Office 2010 System, Microsoft Project 2010, Microsoft Word 2010, and Microsoft Visio 2010.

- Microsoft Access 2010
- Microsoft Excel 2010
- Microsoft SharePoint Workspace 2010
- Microsoft InfoPath 2010
- Microsoft Office 2010 System
- Microsoft OneNote 2010
- Microsoft Outlook 2010
- Microsoft PowerPoint 2010
- Microsoft Project 2010
- Microsoft Publisher 2010
- Microsoft SharePoint Designer 2010
- Microsoft Visio 2010
- Microsoft Word 2010

To configure an option, expand the tree on the left, and click the user-interface element. Configurable settings associated with that element appear on the right. Double-click a setting, and select one of the options shown in the following table.

Setting	Description
<b>Not Configured</b>	The setting remains as it is.
<b>Enabled</b>	The setting is modified based on your choices in the dialog box.
<b>Disabled</b>	The setting is disabled. Disabling an option may differ from not configuring the option. See the description of the specific option for more information.

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Click **Show all settings** to display all available user settings. Click **Show configured settings only** to display only those settings that you have configured.

Select the **Migrate user settings** check box to preserve users' custom settings from an earlier version of Office. If you change user settings and also select this check box, Setup first applies the modified settings and then migrates the user's existing custom settings, overwriting any conflicting settings.

 **Note:**

When you click **Enabled** to view the options for a setting and then click **OK**, **Previous Setting**, or **Next Setting**, the status changes to **Configured**, even if you do not change the setting. Inadvertently configuring the setting with an empty hyperlink, path, or file name can cause errors. If you clicked **Enabled** and want to ignore your changes or avoid configuring the setting, click **Cancel**. You can also return a setting to the **Not Configured** state by double-clicking the setting, selecting **Not Configured**, and clicking **OK**.

### Set feature installation states

Customize how Office features are installed on the user's computer. To change the installation state of a feature, click **Set feature installation states** in the OCT and in the results pane right-click the feature, and in the shortcut menu click the installation state. Some parent features consist of multiple child features. Click the plus sign (+) to the left of the parent feature to expand to view child features.

When you change the installation state of a feature, the name of the feature and the names of all its child features (if any) are displayed in bold font. This indicates that Setup will apply these changes to the installation. Features that are not displayed in bold font are installed by using the default installation state.

To remove a change, select the feature and select the **Reset** option or select the feature and click the **Reset Branch** button.

The following feature installation states are typically available to users during Setup. Not all installation states are available for every feature. For example, if a feature contains a component that cannot be advertised, **Installed on First Use** is not included in the list of available installation states for that feature.

State	Description
<b>Run from My Computer</b>	Setup copies files and writes registry entries and shortcuts associated with the feature to the user's hard disk. The application or feature runs locally.
<b>Run All from My Computer</b>	Same as <b>Run from My Computer</b> , except all child features that belong to the feature are also set to this state.

State	Description
<b>Installed on First Use</b>	Setup leaves components for the feature and its child features in the local installation source until the user attempts to use the feature for the first time, at which time the components are installed. This is also known as an advertised feature.
<b>Not Available</b>	The components for the feature and the child features that belong to this feature are not installed on the computer.

 **Note:**

The following subcomponents of Microsoft Publisher 2010 are not visible in the Setup feature installation state tree in the Office 2010 release:

- Commercial Printing and the Enhanced RGB to CMYK Conversion subcomponent
- Font Schemes
- PaperDirect Previews
- Publisher Templates and the Business Publications and Other Publications subcomponents

The following options are also available for each feature.

Option	Description
<b>Hidden</b>	Setup does not display the feature in the feature tree during installation if Setup runs interactively. The symbol <b>[H]</b> is prepended to the feature name to indicate the feature is hidden.
<b>Locked</b>	The installation state that you choose for this feature cannot be changed by the user during installation or in maintenance mode after Office is installed. The symbol <b>[L]</b> is prepended to the feature name to indicate the feature is locked.
<b>Reset</b>	The feature is returned to its default installation state. This is the same as selecting the feature and clicking the <b>Reset Branch</b> button.

If you explicitly set a feature to its default state, the symbol **[F]** is prepended to the feature name to indicate that the feature will be forced into this state. This is useful if you are creating a Setup customization file to modify an existing Office installation. If you do not change the installation state of a feature, Setup does not change the feature on the user's computer. If you specify a change, including setting the feature to its default state, Setup ensures that the feature is set to that state on the user's computer.

When you change the installation state of a feature, Setup might change the installation state of a parent or child feature to match the installation state. For example, if you set a parent feature to **Installed on First Use**, but set a child feature to **Run from My Computer**, Setup also changes the state of the parent feature to **Run from My Computer**.

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Setup does not display hidden features in the feature tree when users run Setup interactively. The feature is installed according to its defined installation state. Child features that belong to the hidden feature are also hidden.

 **Tip:**

The best use of the **Hide** setting is to simplify the feature tree for users. For example, you might hide the Office Tools branch of the feature tree so that users do not have to decide which tools that they need. Only the tools that you select are installed.

 **Note:**

If you set the **Hidden** option for a feature by using the OCT or the Config.xml file during an initial installation of Office 2010, you cannot unhide that feature in the feature tree by using another Config.xml file or applying a second customization .msp file after the initial installation. This means that the feature is not displayed in the feature tree during installation. The feature remains hidden. The feature will not be displayed in **Add or Remove Programs (Change or Remove Programs)** in Control Panel under the **Add or Remove Features** option for Microsoft Office 2010 (or under the **Programs and Features** option in Windows Vista). However, you can unlock the feature to install and run locally later by using an .msp customization file or a Config.xml file.

If you set the **Locked** option for a feature by using the OCT or the Config.xml during initial installation, that feature can be unlocked and installed locally by using an .msp customization file or a Config.xml file.

For example, you can customize the Config.xml file to modify the **OptionState** element and add the following line to install the feature (Access in this example) on the user's computer and to set child features of the feature to the specified state.

```
<OptionState Id="ACCESSFiles" State="Local" Children="force" />
```

You can also use the OCT to create an .msp customization file to unlock the feature by setting the feature installation state to **Run All from My Computer** in the **Set feature installation states** screen.

For information about the **OptionState** element, see [Config.xml file in Office 2010](#).

If you set a feature to **Not Available** and hide the feature in the feature tree, users can still change the setting and install the feature by installing the parent feature or by running Setup in maintenance mode. For example, if you set the **Name Smart Tag Plugin** feature to **Not Available** and **Hidden**, users can still install the feature by setting the parent **Smart Tags Plugins** feature to **Run All from My Computer**.

If you want to help prevent users from installing hidden features, select the **Not Available**, **Hidden**, and **Locked** installation states. In this case, the feature or application is not installed and is not available in maintenance mode. Users cannot install the feature by changing the state of the parent feature. The only way to reverse the **Not Available**, **Hidden**, and **Locked** installation state selection after Office is installed is to use the OCT to create a Setup customization file that is configured to change the installation state of the feature. Then you apply the customization file to the user's computer.

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## Additional content

Use this section to add or remove custom files, registry entries, and shortcuts during the installation.

### Add files

Add files to users' computers when Office is installed.

To create a list of files to add to the user's computer during installation, click **Add**, select the file that you want to add to the list, and click **Add** again. To change the destination path of a file, select the file in the **Add custom files** list and click **Modify**. To remove a file from the list, select the file and click **Remove**. You can use the **SHIFT** and **CTRL** keys to select multiple files at the same time.

When you add files to an Office installation, note the following:

- Files are copied into the Setup customization file when you save the customization file and exit the OCT. Large files increase the size of the customization file and the time that is required to create the file.
- If you revise a file that is currently included in the customization file, you must open the customization file by using the OCT, remove the file from the **Add files** list, add the revised version, and save the customization file.
- If the user removes, repairs, or reinstalls Office, the custom files are removed or reinstalled together with Office. Setup does not reinstall a custom file if the file has changed since installation.

### File Destination Path dialog box

In the **Destination path on the user's computer** dialog box, enter the folder where you want to install the file on users' computers, and click **OK**.

You can select multiple files at the same time by using the **SHIFT** and **CTRL** keys. These files will be associated with the same destination folder. You can use the special folder names that are shown in the following table in the destination path.

Folder	Description
[INSTALLLOCATION]	The folder in which Office is installed
[ROOTDRIVE]	The local disk drive with the most free space
[ProgramFilesFolder]	Program <b>Files</b> folder
[CommonFilesFolder]	Program Files\Common Files folder
[WindowsFolder]	<b>Windows</b> folder
[SystemFolder]	Windows <b>System32</b> folder
[PersonalFolder]	The user's <b>My Documents</b> folder

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Folder	Description
[AppDataFolder]	The user's <b>Application Data</b> folder
[NetHoodFolder]	The user's <b>My Network Places</b> folder

### Remove files

Remove files from users' computers when Office is installed.

To create a list of files to remove from the user's computer during installation, click **Add**.

To modify the path or name of a file, select the file in the **Remove files** list and click **Modify**. To remove a file from the list, select the file and click **Remove**. You can use the SHIFT key and CTRL key to select multiple files at the same time.

### Note:

Files listed in the **Remove files** list are removed from the user's computer before files listed in the **Add files** list are installed. Therefore, you can delete existing files on a user's computer and replace them with new versions. If the destination file on a user's computer is renamed or modified, an added file that has the same name does not replace it.

### File Path dialog box

In the **File path** dialog box, enter the path and file name of the file that you want to add to the list of files to remove from the user's computer, and click **OK**.

The path must begin with a drive letter, a UNC path, or one of the special folders shown in the following table.

Folder	Description
[INSTALLLOCATION]	The folder in which Office is installed
[ROOTDRIVE]	The local disk drive with the most free space
[ProgramFilesFolder]	Program Files folder
[CommonFilesFolder]	Program Files\Common Files folder
[WindowsFolder]	<b>Windows</b> folder
[SystemFolder]	Windows <b>System32</b> folder
[PersonalFolder]	The user's <b>My Documents</b> folder
[AppDataFolder]	The user's <b>Application Data</b> folder
[NetHoodFolder]	The user's <b>My Network Places</b> folder

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## Add registry entries

Add or modify registry entries on users' computers when Office is installed.

To create a list of registry entries to add to users' computers, click **Add**. To change an entry in the list, select the **entry** and click **Modify**. To remove an entry from the list, select the entry and click **Remove**.

Click **Import** to add a set of entries from a registry file (.reg file). If an entry in the .reg file duplicates an entry in the list, the OCT prompts you to choose whether to overwrite existing registry entries with entries in the .reg file.

### Important:

Registry entries customized in this section might override settings customized elsewhere in the OCT. Use this section to customize options that cannot be set directly in the Office user interface and that are not configurable by using other methods in the OCT.

You should not use the **Add registry entries** section of the OCT to add *registry-based policy keys* (Group Policy-based registry keys). Configuring and distributing those settings in a customization update (.msp file) to users is not supported, and the settings might not be applied correctly. Registry-based policy settings are settings that are stored in any of the four registry locations for Group Policy settings:

For user policy settings:

- HKCU\Software\Policies
- HKCU\Software\Microsoft\Windows\CurrentVersion\Policies

For computer policy settings:

- HKLM\Software\Policies
- HKLM\Software\Microsoft\Windows\CurrentVersion\Policies

The supported way to manage registry-based policy keys is to use Group Policy to apply the registry policy settings. Using Group Policy lets you centrally manage client registry keys; use Group Policy to define configurations once and then rely on the operating system to enforce that state. Administrative Templates files are UNICODE text files that Group Policy uses to describe where registry-based policy settings are stored in the registry. All registry-based policy settings appear and are configured in Group Policy Object Editor under the Administrative Templates nodes.

## Add/Modify Registry Entry dialog box

In the **Add/Modify Registry Entry** dialog box, enter the information that is shown in the following table for each registry entry, and then click **OK**.

Setting	Description
Root	Select the branch that contains the entries that you want to add or modify. Settings are applied once per user ( <b>HKEY_CURRENT_USER</b> ) or once per computer ( <b>HKEY_LOCAL_MACHINE</b> ). You cannot add registry entries to the root of <b>HKEY_USERS</b> or <b>HKEY_LOCAL_MACHINE</b> .

Setting	Description
<b>Data type</b>	Select a data type for the registry value.
<b>Key</b>	Enter the name of the subkey where the entry is stored. For example, <b>Software\Microsoft\Office\14.0\Common</b> .
<b>Create empty key</b>	Select this check box if the registry entry does not contain a value name or value data. Some settings are determined by the presence or absence of the registry entry.
<b>Value name</b>	Enter a name for the new registry entry. If you include Value data but leave this field blank, the value is assigned the name <b>&lt;Default&gt;</b> . A key can have only one <b>&lt;Default&gt;</b> value name.
<b>Value data</b>	Enter the data (value) to store in the new registry entry. The data must match the data type.

### Remove registry entries

Remove registry entries from users' computers when Office is installed.

To create a list of registry entries to remove from users' computers, click **Add**. To change an entry in the list, select the entry and click **Modify**. To remove an entry from the list, select the entry and click **Remove**.

To create a list of registry entries to remove from users' computers, click **Add** and enter the following information for each registry entry.

#### **Note:**

If the user removes, repairs, or reinstalls Office, the custom registry entries are removed or reinstalled with Office.

### Delete/Modify Registry Entry dialog box

In the **Delete/Modify Registry Entry** dialog box, enter the information that is shown in the following table for each registry entry, and then click **OK**.

Entry	Description
<b>Root</b>	Select the branch that contains the entries that you want to remove.
<b>Key</b>	Enter the full name of the subkey where the entry is stored. For example, <b>Software\Microsoft\Office\14.0\Common</b> .
<b>Value name</b>	Enter the name of the registry entry that you want to remove. Leave this field blank to remove the entire subkey, including all its value entries.

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## Configure shortcuts

Add shortcuts to files installed with Office 2010 or files that were already on the user's computer. You can configure shortcuts only when you first install Office on a user's computer. This option is ignored if you apply the Setup customization file to an existing installation.

Click **Add** to add a new shortcut. To modify a shortcut in the list, select the shortcut and click **Modify**. To remove a shortcut from the list, select the shortcut and click **Remove**.

Shortcuts with **Yes** in the **Installed** column are configured during installation. Shortcuts with **No** in this column are configured if the corresponding product is later installed.

### Note:

If you add a shortcut to a custom application or file, that shortcut is not updated or removed if the user modifies, repairs, reinstalls, or removes Office.

## Add/Modify Shortcut Entry dialog box

In the **Add/Modify Shortcut Entry** dialog box, enter the information that is shown in the following table for the shortcut that you create or modify, and then click **OK**.

Setting	Description
<b>Target</b>	Specify the application associated with the shortcut by selecting a predefined application keyword or by entering the name and path of the file to which the shortcut will point. If you select an application keyword, the OCT automatically enters information in the remaining boxes. The names in the list correspond to features that you select on the <b>Set feature installation states</b> page of the OCT, plus any custom files that you add to the installation on the <b>Add files</b> page. If you enter a name and path and the name or path contains a space, you must enclose the entire string in double quotation marks (""). You can add command-line options for the application by using the <b>Arguments</b> field.
<b>Location</b>	<p>Specify the folder in which the shortcut is created by selecting a predefined folder keyword or by entering the name and path of the location of the shortcut. You can specify a subfolder by appending a backslash (\) followed by the subfolder name. For example, to install the <b>Microsoft Word 2010</b> shortcut in the <b>Microsoft Office</b> subfolder in the <b>Programs</b> folder in the <b>Start</b> menu, select <b>[ProgramMenuFolder]</b> and append the subfolder name as follows: <b>[ProgramMenuFolder]Microsoft Office</b>.</p> <p>You can use the following special folders for <b>Location</b>:</p> <ul style="list-style-type: none"><li>• <b>[StartMenuFolder]</b>: Windows Start menu.</li><li>• <b>[ProgramMenuFolder]</b>: Windows Start\Programs menu.</li><li>• <b>[StartupFolder]</b>: Startup folder in the Windows Start\Programs menu.</li><li>• <b>[DesktopFolder]</b>: Windows Desktop folder.</li></ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• <b>[INSTALLLOCATION]</b>: The folder in which Office is installed.</li> <li>• <b>[FavoritesFolder]</b>: The user's Favorites folder.</li> <li>• <b>[AppDataFolder]</b>: The user's Application Data folder.</li> <li>• <b>[NetHoodFolder]</b>: The user's My Network Places folder.</li> </ul>
<b>Name</b>	Enter any string to specify a name for the shortcut.
<b>Start in</b>	Enter a path to specify the default starting folder for the application. If you leave this box blank, the default folder is set to the folder where the destination file resides. If the path is not valid on a user's computer, the user sees an error message when the user tries to use the shortcut.
<b>Arguments</b>	Enter optional arguments to pass to the application on the command line.
<b>Shortcut key</b>	<p>Enter an optional keyboard shortcut for the application or file. The syntax for the shortcut key is as follows:</p> <p><b>[modifier+]<b>VK_key</b></b></p> <p>where <i>modifier</i> is <b>SHIFT</b>, <b>CTRL</b>, <b>ALT</b>, or <b>EXT</b>, and <b>VK_key</b> is a virtual key name (virtual key names, and hexadecimal key codes and descriptions are provided in the following table). The modifier is optional. You may specify more than one, in any order, separated by plus signs (+). If you use a modifier, it must precede the virtual key name. You must enter one virtual key name. Do not use spaces anywhere in the key definition.</p> <p>For example,</p> <p><b>CTRL+VK_F12</b></p> <p><b>CTRL+SHIFT+VK_A</b></p> <p><b>ALT+CTRL+VK_SNAPSHOT</b></p> <p>Some key combinations, such as <b>CTRL+ALT+VK_DELETE</b>, might be used by the system or other processes. These combinations must not be used to open the application on the user's computer.</p>
<b>Run</b>	Select the kind of window in which the application or file is to start ( <b>Normal window</b> , <b>Minimized</b> , or <b>Maximized</b> ).
<b>Change Icon</b>	Select a different icon for the shortcut.

The following table lists virtual key names and their corresponding hexadecimal key codes.

Virtual Key Name	Key Code (Hex)	Description
VK_0 – VK_9	30-39	Keys 0-9
VK_A – VK_Z	41-5A	Keys A-Z

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Virtual Key Name	Key Code (Hex)	Description
VK_NUMPAD0 – VK_NUMPAD9	60-69	Keys 0-9 on the numeric keypad
VK_F1 ... VK_F24	70-87	Function keys F1-F24
VK_LBUTTON	01	Left mouse button
VK_RBUTTON	02	Right mouse button
VK_CANCEL	03	Control-break processing
VK_MBUTTON	04	Middle mouse button (three-button mouse)
VK_BACK	08	BACKSPACE key
VK_CLEAR	0C	CLEAR key
VK_RETURN	0D	ENTER key
VK_PAUSE	13	PAUSE key
VK_CAPITAL	14	CAPS LOCK key
VK_PRIOR	21	PAGE UP key
VK_NEXT	22	PAGE DOWN key
VK_END	23	END key
VK_HOME	24	HOME key
VK_LEFT	25	LEFT ARROW key
VK_UP	26	UP ARROW key
VK_RIGHT	27	RIGHT ARROW key
VK_DOWN	28	DOWN ARROW key
VK_SELECT	29	SELECT key
VK_EXECUTE	2B	EXECUTE key
VK_SNAPSHOT	2C	PRINT SCREEN key
VK_INSERT	2D	INS key
VK_DELETE	2E	DEL key
VK_HELP	2F	HELP key
VK_MULTIPLY	6A	Multiply key
VK_ADD	6B	Add key

Virtual Key Name	Key Code (Hex)	Description
VK_SEPARATOR	6C	Separator key
VK_SUBTRACT	6D	Subtract key
VK_DECIMAL	6E	Decimal key
VK_DIVIDE	6F	Divide key
VK_NUMLOCK	90	NUM LOCK key
VK_SCROLL	91	SCROLL LOCK key

## Outlook

Use the **Outlook** section of the OCT to customize the default Microsoft Outlook 2010 profile and to set Outlook 2010 and Microsoft Exchange Server 2010 options.

### Outlook Profile

Customize a user's default Outlook profile, which is the set of values in the Windows registry that defines user-specific information. An Outlook profile can contain multiple e-mail accounts. Users can have multiple Outlook profiles. However, you can configure only one profile in the Setup customization file. The settings in the following table enable you to customize a user's Outlook profile.

Setting	Description
<b>Use existing profile</b>	Use the profile already configured on the user's computer, or if no profile exists, prompt the user to create a profile the first time Outlook starts.
<b>Modify profile</b>	<p>Select one of two options:</p> <ul style="list-style-type: none"> <li>• <b>Define changes to make to the existing default profile. If a default profile does not exist, Outlook creates a new one using your customizations.</b> Modify the default profile on the user's computer.</li> <li>• <b>Define changes to the profile named</b> Specify the name of the profile to which your changes apply.</li> </ul> <p>If no default profile exists or there is no profile by the name that you specify with the second option, Outlook creates a profile based on the options that you choose in the other Outlook sections of the OCT. Outlook uses the default profile name or uses the profile name that you specify.</p>
<b>New profile</b>	Create a new profile on the user's computer and make it the default profile. Existing profiles are not removed and remain available to users. You must enter a name in the <b>Profile name</b> text box. To find the name of an existing profile, go to <b>Mail</b> in the <b>Control Panel</b> and click <b>Show Profiles</b> .

Setting	Description
	Outlook creates the profile based on the options that you choose in the other Outlook sections of the OCT.
<b>Apply PRF</b>	Import an Outlook profile file (.prf) to define a new default profile or to update an existing profile. Selecting this option does not update the OCT with the settings in the .prf file. Enter a name and path for the profile in the <b>Apply the following profile (PRF file)</b> text box. If you created a .prf file for an earlier version of Outlook, you can import it to Outlook 2010 if the profile defines only MAPI services.

### Add Accounts

Include new Outlook e-mail accounts in the user's profile.

Select the **Do not customize Outlook profile and account information** option if you do not want to add accounts to a new or modified Outlook profile.

Select the **Customize additional Outlook profile and account information** option to specify new account information in a new or modified Outlook profile.

Click **Add** to add a new account to the list. To modify an account in the list, select the account and then click **Modify**. To remove an account from the list, select the account and then click **Remove**.

You can also specify the following:

- **Deliver new mail to the following location** When you configure an Exchange Server computer or add an Outlook data file (.pst), select this option to specify a delivery location for new e-mail messages. The default location is the Exchange Server computer, if one is configured; otherwise, the location defaults to the .pst file on the user's computer.
- **Default e-mail account** Select the account that is the default e-mail account for users.

### Add Account and Account Settings dialog box

If you are adding a new account, select the kind of account to add and then click **Next**.

In the <account type> **Settings** dialog box, set the options that are appropriate for the kind of account that you are adding or modifying, such as account name, user name, mail server, and e-mail address. Click **More Settings** for additional configuration options. If you are adding or modifying an Exchange account, see [Exchange settings](#) in the next section. Click **Finish** when you are finished.

To ensure that e-mail services do not overlap, Outlook might not enable you to add more than one new account for the same kind of service. For example, Outlook verifies that all POP accounts have unique names. The following table shows how Outlook determines whether a new account of the same type as an existing account can be added to the Setup customization file.

Account type	More than one of this type allowed?	Data used to determine whether conflict exists
POP3	Yes	Account name
IMAP	Yes	Account name
Outlook Data File (.pst)	Yes	File name and path of .pst file
Outlook Address Book	No	Existence of account
LDAP	Yes	Account name
Exchange	Yes	Account name

### Exchange settings

Configure users' Microsoft Exchange settings in a new or modified Outlook profile. The following table lists the possible settings.

Setting	Description
<b>Account name</b>	Specify a name for the Account type.
<b>User name</b>	Identify the user by using a specific value or replaceable parameter. If you specify the default %USERNAME%, Outlook uses the user's exact logon name, instead of prompting the user with possible variations when Outlook starts.
<b>Exchange Server</b>	Enter the name of an Exchange server that is likely to be available when users start Outlook. When a user starts Outlook for the first time, Outlook replaces this value with the user's correct Exchange server. Provide only a literal server name in this text box; for example, Exch-2-Srvr. Do not include backslashes (\\) or similar syntax.
<b>Overwrite existing Exchange accounts</b>	Select this option to replace an existing Exchange Server account in the user's profile with this account.

### More Exchange Server Settings

Click the **More Settings** button in the **Exchange Settings** dialog box to configure Exchange Server offline use options and the Outlook Anywhere feature.

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## Exchange

Use the following options to configure user's Outlook profiles for offline use and Outlook Anywhere.

Option	Description
Enable offline use	<ul style="list-style-type: none"><li>• <b>Path and filename of the Outlook data file (.ost)</b> Specify the name and where the offline Outlook data file should be stored.</li><li>• <b>Directory path to store Offline Address Book files</b> Specify the path where the offline Address Book files should be stored.</li></ul>
Configure Outlook Anywhere	<p><b>Connect to Exchange Mailbox using HTTP</b> Select this option to enable Outlook Anywhere.</p> <p>If you have enabled Outlook Anywhere, you can configure the following options:</p> <ul style="list-style-type: none"><li>• <b>Use this URL to connect to the proxy server for Exchange</b> Server name URL for the Outlook Anywhere proxy serverDo not enter http://or https:// as part of the name. The appropriate entry (http:// or https://) is included automatically in the box after you enter the name, based on the authentication settings you choose.</li><li>• <b>Connect using SSL only</b> Select this option to connect by using Secured Sockets Layer only. If you want to support both server authentication and client authentication, select:<ul style="list-style-type: none"><li>• Mutually authenticate the session when connecting with SSL If this is enabled, enter the Principal name for proxy server.</li></ul></li><li>• <b>On fast network, connect using HTTP first, then connect using TCP/IP</b> On a fast network, connect by using Outlook Anywhere (HTTP) first instead of the default LAN (TCP/IP).</li><li>• <b>On slow network, connect using HTTP first, then connect using TCP/IP</b> On a slow network, connect by using Outlook Anywhere (HTTP) first instead of the default LAN (TCP/IP).</li><li>• Use this authentication when connecting to the proxy server for Exchange The default method is Password Authentication (NTLM).</li></ul>

---

## Cached Mode

Use the following options to configure users' Outlook profiles to use a local copy of the Exchange mailbox.

Option	Description
<b>Do not configure Cached Exchange Mode</b>	By default, Exchange mailboxes can be accessed from the Exchange Server computer, instead of being cached on users' computers in an offline Outlook Data File (.ost).
<b>Configure Cached Exchange Mode</b>	<p>Create an .ost file or use an existing .ost file. Users work with a local copy of their Exchange mailbox. If you select <b>Use Cached Exchange Mode</b>, you can configure Cached Exchange Mode for users by using the following options:</p> <ul style="list-style-type: none"><li>• <b>Download only headers</b> Download copies of headers only from users' Exchange mailboxes.</li><li>• <b>Download headers followed by the full item</b> Download copies of headers from users' Exchange mailboxes and download copies of messages.</li><li>• <b>Download full items</b> Download copies of full messages (headers and message bodies) from users' Exchange mailboxes.</li><li>• <b>On slow connections, download only headers</b> When a slow network connection is detected, download copies of headers only from users' Exchange mailboxes.</li><li>• <b>Download shared non-mail folders</b> Download shared non-mail folders from other users' mailboxes.</li><li>• <b>Download Public Folder Favorites</b> Download the list of Public Folder Favorites.</li></ul>

## Export Settings

Export settings to a Outlook profile file (.prf).

Click the **Export Profile Settings** button to save the Outlook profile settings that you have defined in a .prf file.

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 **Tip:**

An efficient way to create an Outlook .prf file is to use the OCT to make selections and then export them to a .prf file, even if you are not using a Setup customization file when you deploy Office. You can edit the .prf file to make additional customizations that are not exposed in the OCT. For example, you can add an e-mail provider that is not listed in the OCT.

### **Specify Send/Receive Groups**

Define Send/Receive groups for Exchange accounts and folders, and specify the tasks that are performed on each group during a Send/Receive in Outlook. A Send/Receive group contains a collection of Outlook accounts and folders.

You can specify different options for Send/Receive groups when Outlook is online and offline, as shown in the following table.

Option	Description
<b>Do not configure Send/Receive settings</b>	Do not configure settings for Send/Receive groups. Outlook is configured to use only the All Accounts group and its default settings. (If users have created additional groups, those groups migrate when users upgrade to Outlook 2010.)
<b>Configure Send/Receive settings</b>	Configure settings for Send/Receive groups (Exchange accounts and folders only). <ul style="list-style-type: none"><li>• Click <b>New</b> to create a new group of accounts and folders.</li><li>• Click <b>Modify</b> to specify or redefine options for a Send/Receive group.</li><li>• Click <b>Rename</b> to change the name of an existing Send/Receive group.</li><li>• Click <b>Remove</b> to remove an existing Send/Receive group.</li></ul>

### **New Exchange Group dialog box**

Enter the name of the Exchange send/receive group that you are creating in the **New Group Name** box and then click **OK**.

### **Modify Group dialog box**

When you modify a group, select from the following options in the **Modify Group** dialog box and then click **OK**.

---

Select the options shown in the following table under **Select options for this Send/Receive group**.

Option	Description
<b>Send mail items</b>	Send mail items from the Outbox when you execute a Send/Receive for this group.
<b>Receive mail items</b>	Receive mail items when you execute a Send/Receive for this group.
<b>Make folder home pages available offline</b>	Refresh the content in folder home pages when you execute a Send/Receive for this group.
<b>Synchronize forms</b>	Synchronize forms when you execute a Send/Receive for this group.

Under **Change folder options for this Send/Receive group**, select a folder and provide the information that is shown in the following table.

Option	Description
<b>Include this folder in Send/Receive</b>	<p>Add this folder to the set of folders that are updated during a Send/Receive for this Send/Receive group, and select from the following options:</p> <ul style="list-style-type: none"><li>• <b>Download headers only</b> Download only headers for this folder when you update by executing a Send/Receive for this Send/Receive group.</li><li>• <b>Download complete item including attachments</b> Download complete e-mail messages (or other items) for this folder when you update by executing a Send/Receive for this Send/Receive group.</li><li>• <b>Download only headers for items larger than</b> When items are larger than the specified size, download only the header for the item. This setting applies to only this folder when you update by executing a Send/Receive for this Send/Receive group.</li></ul>

#### **Rename Exchange Group dialog box**

Enter the new name of the Exchange send/receive group in the **New Group Name** box and then click **OK**.

---

### Send/Receive settings for the selected group

Specify settings for the Send/Receive group selected in the list. The name of the selected group appears in the option label. You can specify different settings for when Outlook is online or offline.

- When Outlook is Online
  - **Include this group in Send/Receive** Execute a Send/Receive action on this group when the user clicks **Send/Receive**.
  - **Schedule an automatic Send/Receive every n minutes** Choose the interval between each Send/Receive action.
  - **Perform an automatic Send/Receive when exiting** Automatically execute a Send/Receive action for this group when the user exits Outlook.
- When Outlook is Offline
  - **Include this group in Send/Receive** Execute a Send/Receive action on this group when the user clicks **Send/Receive**.
  - **Schedule an automatic Send/Receive every n minutes** Choose the interval between each Send/Receive action.
- Exchange Address Book
  - **Download offline address book** Download the offline address book (OAB) when the user clicks **Send/Receive**.
  - Click **Address Book Settings** to open the **Modify Address Book Settings** dialog box. You can select **Download changes since last Send/Receive** to download only updates to the address book since the last download. To download the full address book with each **Send/Receive**, clear the **Download changes since last Send/Receive** check box.

### Modify Address Book Settings dialog box

Configure the default way in which Outlook updates the offline address book (OAB). Select from the following options:

- **Download changes since last Send/Receive** Outlook downloads only the changes that were made to the address book since the last Send/Receive. This generally takes less time to download than downloading the complete address book.
- **Full Details** When the address book is downloaded, Outlook copies all of the details for each entry.
- **No Details** When the address book is downloaded, Outlook copies only essential information, such as the name and e-mail address for each entry. This takes less time to download, but address details are not included in the offline address book. This is a legacy option supported by Outlook Address book (OAB) versions 2.0 and 3.0. If Outlook connects to a server that supports OAB 4.0 or a later version, the full details are downloaded even if this option is selected.

---

## Downloading updated OCT files

You can download the latest version of the OCT and .opax settings files from the Microsoft Download Center: [Office 2010 Administrative Template files \(ADM, ADMX/ADML\) and Office Customization Tool](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>). The download package includes an \Admin folder that contains the OCT and OCT files (.opax and .opal files). For the latest information about OCT files, check the [Available updates for Office 2010](http://technet.microsoft.com/library/a5b32d26-7c5b-484c-b592-e31fbe1f2bf6(Office.14).aspx) ([http://technet.microsoft.com/library/a5b32d26-7c5b-484c-b592-e31fbe1f2bf6\(Office.14\).aspx](http://technet.microsoft.com/library/a5b32d26-7c5b-484c-b592-e31fbe1f2bf6(Office.14).aspx)) section, which is updated when OCT updates are available.

## Concepts

[Config.xml file in Office 2010](#)

[Setup properties in Office 2010](#)

## Other Resources

[Setup architecture overview for Office 2010](#)

([http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c\(Office.14\).aspx](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx))

[Import an Office 2010 Setup customization file](#)

([http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da\(Office.14\).aspx](http://technet.microsoft.com/library/6bd88342-4f3a-4535-a570-475d251ef9da(Office.14).aspx))

[Overview of customization for Office 2010](#) ([http://technet.microsoft.com/library/72a93ebf-389a-491a-94c8-d7da02642139\(Office.14\).aspx](http://technet.microsoft.com/library/72a93ebf-389a-491a-94c8-d7da02642139(Office.14).aspx))

[Customize the installation for Office 2010](#) ([http://technet.microsoft.com/library/64c1901c-2b15-46fd-adc6-4df6c1b4c347\(Office.14\).aspx](http://technet.microsoft.com/library/64c1901c-2b15-46fd-adc6-4df6c1b4c347(Office.14).aspx))

[Customize setup for Office 2010](#) ([http://technet.microsoft.com/library/267f8f4c-2609-4d75-ba65-f45ac680222e\(Office.14\).aspx](http://technet.microsoft.com/library/267f8f4c-2609-4d75-ba65-f45ac680222e(Office.14).aspx))

[Create custom configurations of Office 2010](#)

([http://technet.microsoft.com/library/11c3ecc9-8e4d-4a8f-898b-d0cbfd808b82\(Office.14\).aspx](http://technet.microsoft.com/library/11c3ecc9-8e4d-4a8f-898b-d0cbfd808b82(Office.14).aspx))

[Customize language setup and settings for Office 2010](#)

([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx))

[Configure Outlook 2010](#) ([http://technet.microsoft.com/library/64b99cc7-0243-4cce-b4ec-1e65b6127281\(Office.14\).aspx](http://technet.microsoft.com/library/64b99cc7-0243-4cce-b4ec-1e65b6127281(Office.14).aspx))

[Change users' configurations after installing Office 2010](#)

([http://technet.microsoft.com/library/a99b682c-b3b7-448e-8280-0ce2e9a94229\(Office.14\).aspx](http://technet.microsoft.com/library/a99b682c-b3b7-448e-8280-0ce2e9a94229(Office.14).aspx))

[View XML content from Office Customization Tool customization files](#)

([http://technet.microsoft.com/library/4e9de577-5953-4aaf-8af0-a7e910716a66\(Office.14\).aspx](http://technet.microsoft.com/library/4e9de577-5953-4aaf-8af0-a7e910716a66(Office.14).aspx))

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[Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx))

[Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)

([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx))

[Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2(Office.14).aspx) ([http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2\(Office.14\).aspx](http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2(Office.14).aspx))

[Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool download](http://go.microsoft.com/fwlink/?LinkId=189316) (<http://go.microsoft.com/fwlink/?LinkId=189316>)

[Video: Office 2010 client: Office Customization Tool walkthrough](http://go.microsoft.com/fwlink/?LinkId=203127) (<http://go.microsoft.com/fwlink/?LinkId=203127>)

[Video: Office 2010 client: Office Customization Tool import feature](http://go.microsoft.com/fwlink/?LinkId=203128) (<http://go.microsoft.com/fwlink/?LinkId=203128>)

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# Config.xml file OptionState ID values for Office 2010

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Published: August 5, 2010

The **OptionState** element of the Config.xml file provides options for specifying how individual product features are handled during installation. The value for the **Id** attribute of the **OptionState** element is located in the Setup.xml file in the product folder of the product that you are installing.

For example, if you are installing Microsoft Office Professional Plus 2010, the file is **ProPlus.WW\setup.xml**.

For information about **OptionState** element and Config.xml, see [OptionState element in Config.xml file in Office 2010](#). The article includes an example of a Config.xml file for a typical installation, see [Sample Config.xml file](#).

In this article:

- [OptionState Id values](#)
- [Config.xml file OptionState element](#)
  - [OptionState element syntax](#)
  - [Modifying the OptionState element in Config.xml](#)

## OptionState Id values

The following table provides the Id values for the applications that are installed with Microsoft Office 2010.

OptionStateId	Application and subfeature
ACCESSFiles	Microsoft Access databases
Access_PIA	Primary interoperability assembly that allows Microsoft Access programmability with Microsoft .NET Framework
AccessAddinPWFiles	A wizard that creates a Windows Installer Package (MSI) to install your database and any supporting files and optionally includes the Microsoft Access Runtime, or prompts the user to download the Microsoft Access Runtime
AccessBarcodeControl	Barcode Control
AccessBDCFiles	Components that allow Microsoft Access to consume data through the SharePoint Business Connectivity Services (BCS) entity model

OptionStateId	Application and subfeature
AccessHelpFiles	Help for Microsoft Access
AccessLobiDependencies	Additional components that are required to enable BCS connectivity
AccessWizards	Database experts that ask questions about a commonly used item that you want to create, and then build the item for you
DeveloperWizards	Database experts that ask questions about a more advanced item that you want to create, and then build the item for you
AccessTemplatesIntl	Templates are complete Microsoft Access database applications used to track, store, and report business and personal data. You can store the data within .accdb files or in lists on a Microsoft Windows SharePoint Services Web site
<b>EXCELFiles</b>	Microsoft Excel
Excel_PIA	Primary interoperability assembly that allows Microsoft Excel programmability with .NET Framework
ExcelAddinFiles	Microsoft Excel problem-solving tools and utilities
ExcelAddInEuroToolFiles	Microsoft Excel Eurotool Add-in
ExcelHelpFiles	Help for Microsoft Excel
ExcelSampleFiles	Easy-to-use examples for Microsoft Excel
ExcelTemplatesFiles	Microsoft Excel Spreadsheet Templates for expense reports, invoices, timecards, purchase orders, and loan amortization
ExcelXMLEditVerb64	When users install a 32-bit version of Office 2010 on a 64-bit computer, registry file extensions are installed so that the 32-bit version of Office handles the XML file extension
<b>GrooveFiles</b>	Microsoft Groove Server 2010
<b>OneNoteFiles</b>	Microsoft OneNote
OneNoteHandwritingFonts	Typefaces that enable you to type with text that resembles handwriting
OneNoteHelpFiles	Help for Microsoft OneNote
OneNotePIA	Primary interoperability assembly that allows Microsoft OneNote programmability with .NET Framework
OneNoteToAddIns	OneNote integration functionality with other applications
OneNoteMobileSyncDesktop	OneNote Mobile desktop synchronization component that lets you synchronize OneNote Mobile on your device to the desktop

OptionStateId	Application and subfeature
<b>OUTLOOKFiles</b>	Microsoft Outlook
Outlook_PIA	Primary interoperability assembly that allows Microsoft Outlook programmability with .NET Framework
OutlookHelpFiles	Help for Microsoft Outlook
OutlookImportExportFiles	Import from and export to popular e-mail programs, personal information managers, and standard file formats
OutlookMAPI2	Contains language-neutral Messaging Application Programming Interface (MAPI) core components that are required by Microsoft Outlook
Outlook64Files	Binary files in a 32-bit Outlook 2010 installation on a 64-bit Windows operating system
OutlookSearchPHAndPluginReg	Used for Microsoft Outlook Search functionality, which is a core part of Microsoft Outlook
OutlookSearchShellReg	Used for Microsoft Outlook Search functionality, which is a core part of Microsoft Outlook
Outlook64SearchShellReg	Used for Microsoft Outlook Search functionality, which is a core part of Microsoft Outlook
OutlookStationeryFiles	Microsoft Outlook Stationery
OutlookVBScript	Debugging tool for Visual Basic Scripting Edition. Used to automate Outlook custom forms
OutlookTemplateFiles	Microsoft Outlook Template Files
OutlookMessaging	Microsoft Outlook Messaging Components
OutlookAddIns	Microsoft Outlook Add-Ins
OutlookOms	Microsoft Outlook Mobile Service
PPTFiles	Microsoft PowerPoint
OrgChartFiles	Program that can be used to revise a Microsoft Organization Chart OLE object that is created with previous versions of this program
PowerPoint_PIA	Primary interoperability assembly that allows Microsoft PowerPoint programmability with .NET Framework
PPTPresentationTemplates	Templates and designs that help you create presentations
PPTHelpFiles	Help for Microsoft PowerPoint

<b>OptionStateId</b>	<b>Application and subfeature</b>
PPTSoundFiles	Sounds used for Microsoft PowerPoint preset animation effects
PPTXmlEditVerb64	When users install a 32-bit version of Office 2010 on a 64-bit computer, registry file extensions are installed so that the 32-bit version of Office handles the XML file extension
<b>PubPrimary</b>	Microsoft Publisher
PubComPrinting	Tools for printing color publications at commercial printing services
Publisher_PIA	Primary interoperability assembly that allows Microsoft Publisher programmability with .NET Framework
PublisherHelpFiles	Help for Microsoft Publisher
<b>WORDFiles</b>	Microsoft Word
Word_PIA	Primary interoperability assembly that allows Word 2010 programmability with .NET Framework
WordBibliographyFiles	Files that you can use with the Word Bibliography feature
WORDBordersFiles	Provides page borders that can be used to enhance documents
WordCalligly	Word Calligraphy Add-in
WordEnvelopWizard	Word Envelope Wizard Add-in
WordGenko	Word Genko Add-in
WORDHelpFiles	Help for Word
WordQuickFormatsFiles	Word Quick Formats theme files
WORDDocumentTemplates	Word wizards and templates
WordXmlEditVerb64	When users install a 32-bit version of Office 2010 on a 64-bit computer, registry file extensions are installed so that the 32-bit version of Office handles the XML file extension
<b>XDOCSFiles</b>	Microsoft InfoPath
XDocs_PIA	Primary interoperability assembly that allows for Microsoft InfoPath programmability with .NET Framework
XDOCSHelpFiles	Help for Microsoft InfoPath
<b>SHAREDFiles</b>	Shared files for use with Microsoft Office
AceRepl	Installs the Microsoft Access Database Replication Conflict Manager, which you can use to resolve conflicts between

OptionStateId	Application and subfeature
	replicated databases
CAGFiles	Collection of popular clip art that can be used to enhance Microsoft Office documents
IMEMain_1028	Microsoft Office IME (Chinese Traditional)
IMEMain_1041	Microsoft Office IME (Japanese)
IMEMain_1042	Microsoft Office IME (Korean)
IMEMain_2052	Microsoft Office Pinyin IME
ConvertersFiltersFile	File converters and graphics filters
InternationalSupportFiles	Files for international support
OArt_DocTheme	Set of coordinated design elements that include colors, fonts, fills, and effects that can be used within Microsoft Office documents
OfficeDigitalSFiles	Digital certificate for signing a Visual Basic for Applications project. Allows you to avoid unnecessary security warnings
OffproFonts	Fonts for International languages
ProofingTools	Tools for proofreading Office documents
PubFontsSys	Extra fonts for more design flexibility
TCDRegistration	ActiveX control that allows Microsoft Office clip art and templates to be downloaded from Office.com and to be opened automatically in the associated programs
THEMESFiles	Set of coordinated design elements that include body and heading styles, background images, bullets, and horizontal lines
VBAFiles	Components to support creating, editing and executing VBA macros in Office applications
<b>TOOLSFiles</b>	Applications and support files for use with Microsoft Office
DocServicesFiles	Document Update Utility that keeps documents on your computer up-to-date with copies of those documents in document workspaces
EquationEditorFiles	Inserts mathematical symbols and equations into documents
Forms_PIA	Primary interoperability assembly that enables Microsoft Forms 2.0 programmability with .NET Framework
GRAPHFiles	Creates charts from Microsoft Word, Microsoft PowerPoint, and Access data

<b>OptionStateId</b>	<b>Application and subfeature</b>
HTMLSourceEditing	HTML source editor for HTML authoring of Office documents
MSOfficeDocumentImaging	Enables you to easily scan, perform optical character recognition (OCR), search through, extract text from, and view image documents
MSTagPluginsFiles	Provides intelligent recognition of data types within Microsoft Excel and Word, and useful actions for working with the data types
OISFiles	Microsoft Office Picture Manager is installed with the selected options
OSESupp	Document publishing tools and collaboration tools for use with SharePoint Products and Technologies or Microsoft FrontPage Server Extensions, and an Office List component for use with SharePoint Products and Technologies
QueryFiles	Provides direct database connectivity to analyze data in Microsoft Excel
SetLanguageFiles	Sets language options for all Office programs
SmartTag_PIA	Primary interoperability assembly that enables smart tag programmability with .NET Framework
WebDriveFiles	Enables you to use web Folders on Office-compatible Internet service providers

The following table provides **OptionState** Id values for Microsoft Project 2010.

<b>OptionStateId</b>	<b>Application and sub-feature</b>
<b>PROJECTFiles</b>	Project is installed with only the selected options.
Project_PIA	Primary interoperability assembly that enables Project programmability with .NET Framework
ProjectHelpFiles	Project end-user documentation and language reference that include Microsoft Visual Basic, ActiveX Data Objects (ADO), and Data Access Objects (DAO)
ProjectStdHelpFiles	Project end-user documentation and language reference that include Microsoft Visual Basic, ActiveX Data Objects (ADO), and Data Access Objects (DAO)
ProjectTemplates	Collection of templates that includes Project templates to create new projects and Microsoft Excel templates to use with the Visual Reports feature

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OptionStateId	Application and sub-feature
ProjectWebProj	Resource substitution wizard is used to automatically staff enterprise projects according to outline codes associated with the task's project, outline codes that are associated with resources, and the availability of those resources

The following table provides **OptionState** Id values for Microsoft SharePoint Designer.

OptionStateId	Application and sub-feature
WAC_SPD	Microsoft SharePoint Designer
WAC_HelpFiles_SPD	Help for SharePoint Designer
WAC_ThemesTypical_SPD	Coordinated design elements that include body and heading styles, background images, bullets, and horizontal lines
WAC_ThemesAdditional_SPD	Additional coordinated design elements that include body and heading styles, background images, bullets, and horizontal lines
WAC_PIA_SPD	Primary interoperability assembly that enables SharePoint Designer programmability with .NET Framework

The following table provides **OptionState** Id values for Microsoft Visio 2010.

OptionStateId	Application and sub-feature
VISIOFiles	Microsoft Visio
Visio_PIA	Primary interoperability assembly that enables Microsoft Visio programmability with .NET Framework
VisioHelpFiles	Help for Microsoft Visio
VisioPreviewerFiles	Viewer for Microsoft Visio drawings. Also used for previewing Visio drawings in Microsoft Outlook

## Config.xml file OptionState element

Administrators can modify the Config.xml file to configure attributes for the **OptionState** element to specify the following installation behaviors:

- The feature or subfeature is not installed.
- The feature or subfeature is installed the first time that it is used by the user.
- The feature or subfeature is installed locally on the user's computer.
- Subfeatures of the feature are set to the specified state.

---

### OptionState element syntax

The **OptionState** element uses the following syntax. The attribute and element names are case-sensitive.

```
<OptionState
  Id="optionID"
  State="Absent" | "Advertise" | "Local"
  [Children="force"]
/>
```

where:

*optionID* is the identifier for a feature or sub-feature that is to be installed.

**Absent** specifies that the feature or sub-feature is not installed.

**Advertise** specifies that the feature or sub-feature is installed on first use.

**Local** installs the feature or sub-feature on the user's computer.

**Force** sets all features or sub-features to their specified states.

If you set the installation state of an application in Office 2010 to "Absent," the shortcut for that application is not created on the user's computer when Office is assigned. For example, the following element definition in Config.xml prevents the shortcut for Microsoft Access 2010 from being created and Microsoft Access 2010 is not installed on the user's computer:

```
<OptionState Id="ACCESSFiles" State="Absent" />
```

### Modifying the OptionState element in Config.xml

Administrators can edit the Config.xml file to customize the installation. By default, the Config.xml file that is stored in the core product folders (*core\_product\_folder\_name*.WW folder such as ProPlus.WW) directs Setup to install that product. For example, the Config.xml file in the ProPlus.WW folder installs Microsoft Office Professional Plus 2010.

#### To modify the OptionState element

1. Open the Config.xml file in a text editor tool such as Notepad.
2. Locate the line in Config.xml that contains the **OptionState** element, as shown in the following example:  

```
<!-- <OptionState Id="OptionID" State="absent" Children="force" /> -->
```
3. Modify the **OptionState** element entry by specifying the options that you want to use. For example, use the following syntax if you do not want Microsoft Publisher 2010 to be installed:  

```
<OptionState Id="PubPrimary" State="Absent" />
```
4. Repeat the previous step to specify **OptionState** options for other features and subfeatures that you want to change.
5. Save the Config.xml file.

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## Concepts

[Config.xml file in Office 2010](#)

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## File format reference for Office 2010

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This section provides information about the file formats and file name extensions that are supported in Microsoft Office 2010, including the Open XML Formats.

In this section:

Article	Description
<a href="#">Overview of the XML file formats in Office 2010</a>	Describes the benefits and structure of the Open XML Formats used in Microsoft Office 2010 to simplify the exchange of data between Office applications and enterprise business systems.
<a href="#">XML file name extensions in Office 2010</a>	Describes the Open XML file formats and the file name extensions that are used by Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010.
<a href="#">File formats supported in Office 2010</a>	Describes the file formats that are supported in Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010. Also provides information about other kinds of supported and unsupported file formats.
<a href="#">Group Policy and Office Customization Tool settings in Office 2010 for OpenDocument and Office Open XML formats</a>	Describes the Group Policy settings and the Office Customization Tool (OCT) settings that address OpenDocument Format and Open XML Formats in Microsoft Office 2010.
<a href="#">Migrating to Microsoft Excel 2010 (white paper)</a>	Provides information about migrating to Microsoft Excel 2010. Includes descriptions of functional differences and how the differences might affect workbooks; solutions for some of the common issues that might occur during migration; and resources to help diagnose additional migration issues.

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# Overview of the XML file formats in Office 2010

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Published: May 20, 2010

Microsoft Office 2010 and the 2007 Microsoft Office system support robust XML file formats that simplify the exchange of data between Office applications and enterprise business systems. Based on open standards, these XML file formats enable the rapid creation of documents from different data sources and speed up document assembly, data mining, and content reuse.

The 2007 Office system supports the ECMA-376 Office Open XML Formats standard, which was later submitted to ISO/IEC and was published in late 2008 as the ISO/IEC 29500 Office Open XML Formats standard. Office 2010 provides read support for ECMA-376, read/write support for ISO/IEC 29500 Transitional, and read support for ISO/IEC 29500 Strict.

Documentation for the ISO/IEC 29500 Office Open XML Formats is available from ISO/IEC, and documentation for ECMA-376 is available from Ecma International. For detailed information about how these formats are supported in Office 2010 and the 2007 Office system, see [Microsoft Office File Format Documents](http://go.microsoft.com/fwlink/?LinkId=191143) (<http://go.microsoft.com/fwlink/?LinkId=191143>) on MSDN.

In this article:

- [Benefits of the Open XML Formats](#)
- [Structure of the Open XML Formats](#)

## Benefits of the Open XML Formats

The Open XML Formats provide several benefits for developers, IT professionals, and users. These benefits include the following:

- **Compact file format** Documents are automatically compressed, up to 75 percent smaller.
- **Improved damaged file recovery** Modular data storage enables files to open even if a component within the file, such as a chart or table, is damaged.
- **Safer documents** Embedded code, such as OLE objects or Microsoft Visual Basic for Applications (VBA) code, is stored in a separate section within the file so that it can easily be identified for special processing. IT administrators can block the documents that contain unwanted macros or controls. This helps make documents safer for users when they are opened.
- **Easier integration** Developers have direct access to specific contents within the file, such as charts, comments, and document metadata.
- **Transparency and improved information security** Documents can be shared confidentially because personally identifiable information and business-sensitive

- 
- information, such as user names, comments, tracked changes, and file paths, can easily be identified and removed.
  - **Compatibility** By installing the Microsoft Office Compatibility Pack, users of Microsoft Office 2000, Microsoft Office XP, and Microsoft Office 2003 editions can open, edit, and save documents in one of the new XML formats.

## Structure of the Open XML Formats

The basic structure of the Open XML Formats consists of the following five elements, which are described in more detail in the sections that follow.

- **Start part** The highest order part in the hierarchy.
- **XML parts** Files or folders consisting of XML that comprise the content of the file.
- **Non-XML parts** Parts that are not XML and generally are either images or OLE objects.
- **Relationship part** A type of part that generally points to other parts to define the relational hierarchy of the part structure.
- **ZIP package** Bundles parts into a single file.

### Start part

The start part, an XML part that is a relationship part and could be considered the highest order part, determines the file type. For example, if the name of the core container is WordDoc, the file name extension is .docx.

### XML parts

When an Office XML formatted file is saved in Office 2010 or the 2007 Office system, the file is divided into a set of logical parts that describes the entire file. For Microsoft Word, dividing the file into these parts enables the file to be easily queried or modified outside of the original Office application.

For example, it is easier for a developer to remove document properties from a file because the properties are placed in a single part, and the part can be deleted from within the document container by deleting the part. With WordprocessingML (provided as an optional XML file format in Office 2003), removing comments involved parsing the entire file to find and remove the XML representing the contents of the comment. With the new file format, feature-related data is divided into parts. Comments, links, headers, footers, and other data are in separate parts that can be removed. You do not need to parse the entire Word document.

### Non-XML parts

Non-XML parts are generally images and OLE objects. Any file type that uses binary content or does not use XML is identified as non-XML. A non-XML part is usually a file attached to or embedded within a document. The Word XML format schema

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documentation explains the literal relationship and schema hierarchy used by Word for files of this type.

### Relationship part

A relationship part is an XML part that points to other parts and defines the relational hierarchy of the parts. Most high-level XML parts are relationship parts. XML parts that contain data and do not point to other parts are also known as primitives, and usually have a content type of application/xml.

### ZIP package

Using a ZIP package provides the following benefits in all applications:

- **Open standard** The ZIP compression algorithm is a well-defined open standard.
- **Reduced file size** Files are generally smaller than an equivalent binary file. On average, Word Open XML files are 75 percent smaller than their binary counterparts, depending on the number of images.
- **Increased robustness** Files are more robust and less sensitive to potential errors in the file. Previous files required the file to be completely intact to function correctly.

Although use of a ZIP package means the file is binary, the WinFX application programming interface (API) set provides native support for the package format in the System.IO.Packaging name space. This enables developers to create tools that process the format and work directly against the logical model (the parts) without having to consider expansion or compression of the package.

### Other Resources

[Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint File Formats](http://go.microsoft.com/fwlink/?LinkId=191166)  
(<http://go.microsoft.com/fwlink/?LinkId=191166>)

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## XML file name extensions in Office 2010

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The following tables list the Open XML file formats and their extensions that are used by Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010. For a list of all file formats and extensions that are supported by Word, Excel, and PowerPoint, see [File formats supported in Office 2010](#).

Word 2010 or Word 2007 file type	Extension	Description
Word Document	.docx	The default Word file format. Cannot store VBA macro code.
Word Macro-Enabled Document	.docm	Uses the same basic XML format as the Word document format, but can store VBA macro code. This file type is created when VBA macro code is present in the file.
Word Template	.dotx	The default format for a Word template. Created when document styles and formatting are saved. Cannot store VBA macro code.
Word Macro-Enabled Template	.dotm	Stores macro code for use with other Word documents. Does not always contain macro code, but is configured to support the storage of macro code. Word documents created from a macro-enabled template do not inherit the VBAProject part of the template. By default, documents are saved as .docx files even when they are created from a Word macro-enabled template.

Excel 2010 or Office Excel 2007 file type	Extension	Description
Excel Workbook	.xlsx	The default Excel file format. Cannot store VBA macro code or Microsoft Excel 4.0 macro sheets (.xlm files in Excel 4.0).

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Excel 2010 or Office Excel 2007 file type	Extension	Description
Excel Macro-Enabled Workbook	.xlsm	Uses the same basic XML format as the Excel Workbook, but can store VBA macro code. Users saving an Excel workbook that has VBA code or Excel 4.0 macro sheets (.xlm files in Excel 4.0) are prompted to use this file format.
Excel Template	.xltx	The default file format for an Excel template. Cannot store VBA macro code or Excel 4.0 macro sheets (.xlm files in Excel 4.0).
Excel Macro-Enabled Template	.xltm	Can contain a VBAProject part or Excel 4.0 macro sheets (.xlm files in Excel 4.0). Workbooks created from this template inherit the VBAProject part or Excel 4.0 macro sheets that exist in the template.
Excel Add-In	.xlam	A supplemental program that runs additional code. Excel add-ins use the Open XML file format to store data, and they support using VBA projects and Excel 4.0 macro sheets.

PowerPoint 2010 or PowerPoint 2007 file type	Extension	Description
PowerPoint Presentation	.pptx	The default PowerPoint XML format. Cannot contain a VBAProject part (the part that stores VBA macro code) or Action settings.
PowerPoint Macro-Enabled Presentation	.pptm	The same basic XML format as the PowerPoint XML presentation format, but can store VBA macro code. Users saving a PowerPoint XML presentation file that contains VBA macro code are prompted to use this file type.
PowerPoint Template	.potx	An XML-based PowerPoint template. Created when a presentation does not have a VBAProject part and does not use Action settings.

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PowerPoint 2010 or PowerPoint 2007 file type	Extension	Description
PowerPoint Macro-Enabled Template	.potm	Users saving a PowerPoint XML template that contains VBA macro code are prompted to use this file type. Presentations created from this template do not inherit the VBAProject part or Action settings.
PowerPoint Add-In	.ppam	PowerPoint presentation designed to be executed as a supplemental program. All PowerPoint add-ins are macro-enabled.
PowerPoint Show	.ppsx	An XML-based PowerPoint auto-running slide show. Cannot contain a VBAProject part.
PowerPoint Macro-Enabled Show	.ppsm	An XML-based PowerPoint slide show file that contains a VBAProject part. Created when the auto-running slide show includes VBA macro code.

## Concepts

[Overview of the XML file formats in Office 2010](#)

[File formats supported in Office 2010](#)

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# File formats supported in Office 2010

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Published: June 10, 2010

This article discusses the file formats that are supported in Microsoft Word 2010, Microsoft Excel 2010, and Microsoft PowerPoint 2010. This article also provides information about other kinds of supported and unsupported file formats.

In this article:

- [File formats that are supported in Word 2010](#)
- [File formats that are supported in Excel 2010](#)
- [File formats that are supported in PowerPoint 2010](#)
- [Additional file format information](#)

## File formats that are supported in Word 2010

The following table describes the file formats that are supported in Word 2010, alphabetized by extension.

Extension	Name of file format	Description
.doc	Word 97–2003 Document	The binary file format for Word 97–2003.
.docm	Word Macro-Enabled Document	The XML-based and macro-enabled file format for Word 2010 and Office Word 2007. Stores Visual Basic for Applications (VBA) macro code.
.docx	Word Document	The default XML-based file format for Word 2010 and Office Word 2007.
.dot	Word 97–2003 Template	Template for Word 97–2003 files.
.dotm	Word Macro-Enabled Template	Template for creating new Word 2010 and Office Word 2007 files that contain macros. If you want to include UI customizations or macros in the template, use this file format.
.dotx	Word Template	Template for creating new Word 2010 and Office Word 2007 files that do not contain macros.
.htm, .html	Web Page	A Web page that is saved as a folder that contains an .htm file and all supporting files, such as images, sound files, cascading style sheets, scripts, and more. Good for posting on a site or editing with Microsoft Office FrontPage or another HTML editor.

Extension	Name of file format	Description
.htm, .html	Web Page, Filtered	Saving in the Web Page, Filtered file format removes Microsoft Office-specific tags. If you save in filtered HTML and then re-open the file in an Office application, text and general appearance will be preserved. However, some features might work differently.
.mht; .mhtml	Single File Web Page	A Web page as a single file that includes an .htm file and all supporting files, such as images, sound files, cascading style sheets, scripts, and more.
.odt	OpenDocument Text	A file format for saving Word 2010 files so that they can be opened in document applications that use the OpenDocument format. You can also open documents in the .ods format in Word 2010. Formatting might be lost when users save and open .ods files.
.pdf	PDF	Portable Document Format (PDF), a PostScript-based electronic file format developed by Adobe Systems that preserves document formatting and enables file sharing. Files using the PDF file format can be saved but not opened by using Word 2010.
.rtf	Rich Text Format	RTF controls the representation and formatting of a document, both on the screen and in print. When they use the .rtf file format, documents created under different operating systems and with different software applications can be transferred between those operating systems and applications.
.txt	Plain Text	When you save a Word 2010 document as a .txt file, you lose all formatting.
.wps	Works 6-9 Document	This is the default file format of Microsoft Works, versions 6.0 through 9.0.
.xml	Word 2003 XML Document	The XML format supported in Office Word 2003.
.xml	Word XML Document	The XML file format supported in Word 2010 and Office Word 2007 (Open XML).
.xps	XPS Document	XML Paper Specification, a file format that preserves document formatting and enables file sharing. When the XPS file is viewed

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Extension	Name of file format	Description
		<p>online or printed, it keeps exactly the format that you intended, and the data in the file cannot be easily changed.</p> <p>Files using the XPS Document file format can be saved but not opened by using Word 2010.</p>

## File formats that are supported in Excel 2010

The following tables describe the file formats that are supported in Excel 2010.

Extension	Name of file format	Description
.csv	CSV (Comma delimited)	Saves a workbook as a comma-delimited text file for use on another Windows operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.csv	CSV (Macintosh)	Saves a workbook as a comma-delimited text file for use on the Macintosh operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.csv	CSV (MS-DOS)	Saves a workbook as a comma-delimited text file for use on the MS-DOS operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.dbf	DBF 3, DBF 4	dBase III and IV. Users can open these files formats in Excel. However, users cannot save an Excel file to dBase format.
.dif	DIF (Data Interchange Format)	Saves only the active sheet.
.htm, .html	Web Page	A Web page that is saved as a folder that contains an .htm file and all supporting files, such as images, sound files, scripts, and more.
.mht, .mhtml	Single File Web Page	A Web page that is saved as a single file that includes an .htm file and all supporting files, such as images, sound files, scripts, and more.
.ods	OpenDocument Spreadsheet	A file format for saving Excel 2010 files so that they can be opened in spreadsheet applications that use the OpenDocument Spreadsheet format, such as Google Docs and OpenOffice.org Calc. You can also open

Extension	Name of file format	Description
		spreadsheets in the .ods format in Excel 2010. Formatting might be lost when you save and opening .ods files.
.pdf	PDF	Portable Document Format, a format that preserves document formatting and enables file sharing. When the PDF format file is viewed online or printed, it keeps the format that you intended. Data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.
.prn	Formatted Text (Space delimited)	Lotus space-delimited format. Saves only the active sheet.
.slk	SYLK (Symbolic Link Format)	Saves only the active sheet.
.txt	Text (Tab delimited)	Saves a workbook as a tab-delimited text file for use on another Windows operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Text (Macintosh)	Saves a workbook as a tab-delimited text file for use on the Macintosh operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Text (MS-DOS)	Saves a workbook as a tab-delimited text file for use on the MS-DOS operating system, and ensures that tab characters, line breaks, and other characters are interpreted correctly. Saves only the active sheet.
.txt	Unicode Text	Saves a workbook as Unicode text, a character encoding standard that was developed by the Unicode Consortium. Saves only the active sheet.
.xla	Excel 97–2003 Add-In	The Excel 97–2003 Add-In, a supplemental program that runs additional code and supports VBA projects.
.xlam	Excel Add-In	The XML-based and macro-enabled Add-In format for Excel 2010 and Office Excel 2007. An Add-In is a supplemental program that runs additional code. Supports VBA projects and Excel 4.0 macro sheets (.xlm).
.xls	Excel 97–Excel 2003 Workbook	The Excel 97–Excel 2003 Binary file format.
.xls	Microsoft Excel 5.0/95 Workbook	The Excel 5.0/95 Binary file format.

Extension	Name of file format	Description
.xlsb	Excel Binary Workbook	The binary file format for Excel 2010 and Office Excel 2007. This is a fast load-and-save file format for users who need the fastest way possible to load a data file. Supports VBA projects, Excel 4.0 macro sheets, and all the new features that are used in Excel 2007 and Excel 2010. However, this is not an XML file format and is therefore not optimal for accessing and manipulating content without using Excel 2010 or Excel 2007 and the object model.
.xlsm	Excel Macro-Enabled Workbook	The XML-based and macro-enabled file format for Excel 2010 and Office Excel 2007. Stores VBA macro code or Excel 4.0 macro sheets (.xlm).
.xlsx	Excel Workbook	The default XML-based file format for Excel 2010 and Office Excel 2007. Cannot store VBA macro code or Microsoft Excel 4.0 macro sheets (.xlm).
.xlt	Excel 97 - Excel 2003 Template	The Excel 97 - Excel 2003 Binary file format for an Excel template.
.xltn	Excel Macro-Enabled Template	The macro-enabled file format for an Excel template for Excel 2010 and Office Excel 2007. Stores VBA macro code or Excel 4.0 macro sheets (.xlm).
.xltx	Excel Template	The default file format for an Excel template for Excel 2010 and Office Excel 2007. Cannot store VBA macro code or Excel 4.0 macro sheets (.xlm).
.xlw	Excel 4.0 Workbook	An Excel 4.0 file format that saves only worksheets, chart sheets, and macro sheets. You can open a workbook in this file format in Excel 2010. However, you cannot save an Excel file to this file format.
.xml	XML Spreadsheet 2003	XML Spreadsheet 2003 file format.
.xml	XML Data	XML Data format.
.xps	XPS Document	XML Paper Specification, a file format that preserves document formatting and enables file sharing. When the XPS file is viewed online or printed, it maintains exactly the format that you intended, and the data in the file cannot be easily changed.

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 **Note:**

Excel 2010 does not support the following:

- Excel Chart (Excel 2.0, 3.0, and 2.x file formats) (.xlc)
- Lotus 1-2-3 file formats (all versions) (.wk1, .wk2, .wk3, .wk4, .wks)
- Microsoft Works (all versions) (.wks)
- DBASE II file format (.dbf)
- Quattro Pro for MS-DOS file format (.wq1)
- Quattro Pro 5.0 and 7.0 for Windows (.wb1, .wb3)

## File formats that are supported in PowerPoint 2010

The following tables describe the file formats that are supported in PowerPoint 2010.

Extension	Name of file format	Description
.bmp	Device Independent Bitmap	A slide that is saved as a graphic for use on Web pages.
.emf	Enhanced Windows Metafile	A slide that is saved as a 32-bit graphic (for use with Microsoft Windows 95 and later versions).
.gif	GIF Graphics Interchange Format	A slide that is saved as a graphic for use on Web pages.
.jpg	JPEG File Interchange Format	A slide that is saved as a graphic for use on Web pages.
.odp	OpenDocument Presentation	A format that can be opened in presentation applications that use the OpenDocument Presentation format, such as Google Docs and OpenOffice.org Impress. You can also open presentations in the .odp format in PowerPoint 2010. Some information might be lost when you save and open .odp files.
.pdf	PDF	Portable Document Format, a PostScript-based electronic file format developed by Adobe Systems that preserves document formatting and enables file sharing.
.png	PNG Portable Network Graphics Format	A slide that is saved as a graphic for use on Web pages.
.pot	PowerPoint 97–2003 Template	A template for PowerPoint 97 to Office PowerPoint 2003 presentations.

Extension	Name of file format	Description
.potm	PowerPoint Macro-Enabled Template	A template for PowerPoint 2010 and Office PowerPoint 2007 presentations that contain macros.
.potx	PowerPoint Template	A template for creating new PowerPoint 2010 and Office PowerPoint 2007 presentations.
.ppa	PowerPoint 97-2003 Add-In	A PowerPoint 97 to Office PowerPoint 2003 add-in.
.ppam	PowerPoint Add-In	An add-in that stores custom commands, Visual Basic for Applications (VBA) code, and specialized features.
.pps	PowerPoint 97–2003 show	A presentation that always opens in Slide Show view instead of in Normal view.
.ppsm	PowerPoint Macro-Enabled Show	A slide show that includes macros.
.ppsx	PowerPoint Show	A presentation that always opens in Slide Show view instead of in Normal view.
.ppt	PowerPoint 97–2003 Presentation	The default PowerPoint 97 to Office PowerPoint 2003 format.
.pptm	PowerPoint Macro-Enabled Presentation	A presentation that contains Visual Basic for Applications (VBA) code.
.pptx	PowerPoint Presentation	The default PowerPoint 2010 and Office PowerPoint 2007 XML-based file format.
.pptx	PowerPoint Picture Presentation	A PowerPoint 2010 or 2007 presentation where each slide is converted into a picture. Saving a file as a PowerPoint Picture presentation will reduce the file size. However, some information will be lost.
.rtf	Outline/RTF	A presentation outline that is saved as a text-only document that provides smaller file sizes and the ability to share macro-free files with other users who might not have the same version of PowerPoint or the operating system that you have. Any text in the notes pane is not saved with this file format.
.thmx	Office Theme	A style sheet that includes definitions of a color theme, font theme, and effect theme.
.tif	TIFF Tag Image File Format	A slide that is saved as a graphic for use on Web pages.

Extension	Name of file format	Description
.wmf	Windows Metafile	A slide that is saved as a 16-bit graphic (for use with Microsoft Windows 3.x and later versions).
.wmv	Windows Media Video	A presentation that is saved as a video. PowerPoint 2010 presentations can be saved at High Quality (1024 x 768, 30 frames per second); Medium Quality (640 x 480, 24 frames per sec); and Low Quality (320 X 240, 15 frames per second). The WMV file format plays on many media players, such as Windows Media Player.
.xml	PowerPoint XML Presentation	The XML format that is supported in PowerPoint 2010 and Office PowerPoint 2007.
.xps	XPS Document	XML Paper Specification (XPS), an electronic paper format for exchanging documents in their final form.

 **Note:**

PowerPoint 2010 does not support the following:


- Opening or saving to PowerPoint 95 (or earlier) file formats
- Pack and Go Wizard (.ppz) files.
- Web Page (.htm, .html) files

## Additional file format information


This section provides additional file formats and whether they are supported in the applications in Office 2010.

### Microsoft Office Clipboard file formats

You can paste data from the Microsoft Office Clipboard into Word 2010, Excel 2010, and PowerPoint 2010 if the Office Clipboard data is in one of the formats shown in the following table.

File format	Extension	Description
Picture	.wmf or .emf	<p>Pictures in Windows Metafile Format (WMF) or Windows Enhanced Metafile Format (EMF).</p> <p> <b>Note:</b></p> <p>If you copy a Windows metafile picture from another program, Excel pastes the picture as an enhanced metafile.</p>

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File format	Extension	Description
Bitmap	.bmp	Pictures stored in Bitmap format (BMP).
Microsoft Excel file formats	.xls	Binary file formats for Excel versions 5.0/95, Excel 97-2003, and Excel 2010.
SYLK	.slk	Symbolic Link Format.
DIF	.dif	Data Interchange Format.
Text (tab-delimited)	.txt	Tab-separated text format.
CSV (Comma-delimited)	.csv	Comma-separated values format.
Formatted text (Space-delimited)	.rtf	Rich Text Format (RTF). Only from Excel.
Embedded object	.gif, .jpg, .doc, .xls, or .bmp	Microsoft Excel objects, objects from properly registered programs that support OLE 2.0 (OwnerLink), and Picture or another presentation format.
Linked object	.gif, .jpg, .doc, .xls, or .bmp	OwnerLink, ObjectLink, Link, Picture, or other format.
Office drawing object	.emf	Office drawing object format or Picture (Windows enhanced metafile format, EMF).
Text	.txt	Display Text, OEM Text.
HTML	.htm, .html	Hypertext Markup Language.  <b>Note:</b> When you copy text from another program, Excel pastes the text in HTML format, regardless of the format of the original text.
Single File Web Page	mht, .mhtml	This file format integrates inline graphics, applets, linked documents, and other supporting items referenced in the document.

### Opening or viewing unsupported file formats

If the file format that you want to use is not supported in Word 2010, Excel 2010, or PowerPoint 2010, you can try the following methods to open the file.

- Search the Internet for a company that makes file format converters for file formats that are not supported in the application.
- Save to a file format that another program supports. For example, you might want to import your Word, Excel, or PowerPoint file into another program that does not support the Word, Excel, or PowerPoint. However, the other program might support

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importing another supported file format, such as a text file format. In this case, you can save your work in text file format, and then from the other program, import the text file.

## **Other Resources**

[Changes in Word 2010](http://technet.microsoft.com/library/e55b85c1-213f-47d5-809c-aba9331ae033(Office.14).aspx) ([http://technet.microsoft.com/library/e55b85c1-213f-47d5-809c-aba9331ae033\(Office.14\).aspx](http://technet.microsoft.com/library/e55b85c1-213f-47d5-809c-aba9331ae033(Office.14).aspx))

[Changes in Excel 2010](http://technet.microsoft.com/library/bee594b4-01b1-4d17-90ca-d43735a7382a(Office.14).aspx) ([http://technet.microsoft.com/library/bee594b4-01b1-4d17-90ca-d43735a7382a\(Office.14\).aspx](http://technet.microsoft.com/library/bee594b4-01b1-4d17-90ca-d43735a7382a(Office.14).aspx))

[Changes in PowerPoint 2010](http://technet.microsoft.com/library/9f33abf2-99a8-4550-bebc-b4a8fbb1322b(Office.14).aspx) ([http://technet.microsoft.com/library/9f33abf2-99a8-4550-bebc-b4a8fbb1322b\(Office.14\).aspx](http://technet.microsoft.com/library/9f33abf2-99a8-4550-bebc-b4a8fbb1322b(Office.14).aspx))

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# Group Policy and Office Customization Tool settings in Office 2010 for OpenDocument and Office Open XML formats

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Published: July 8, 2010

This article lists the Group Policy settings and the Office Customization Tool (OCT) settings that address OpenDocument Format and Open XML Formats in Microsoft Office 2010.

In this article:

- [About the settings](#)
- [Excel 2010 settings](#)
- [PowerPoint 2010 settings](#)
- [Word 2010 settings](#)

Before you can use the settings discussed in this article, you must install the [Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](#) (<http://go.microsoft.com/fwlink/?LinkId=189316>) download package, which contains new and updated Group Policy administrative template files and OCT files.

## About the settings

For each setting, the following information is provided:

- The application to which the setting applies
- The setting name
- What the setting does
- The default configuration for the setting
- Where to find the setting in the Group Policy Object Editor
  - Unless otherwise noted, you will find Group Policy settings under the **User Configuration/Administrative Templates** node of the Group Policy Object Editor when you edit a local or domain-based Group Policy object (GPO).



### Note:

The locations in the Group Policy Object Editor presented in this article apply when you invoke the Group Policy Object Editor to edit a GPO. To edit local Group Policy, use the Local Group Policy Editor. To edit domain-based Group Policy, use the Group Policy Management Console (GPMC). Either tool invokes the Group Policy Object Editor when you edit a GPO.

For more information, see [Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx) ([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)) and [Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx)).

- Where to find the setting in the Office Customization Tool (OCT)
  - Unless otherwise noted, you will find OCT settings on the **Modify user settings** page of the OCT when you configure a setup customization file.

 **Note:**

If the geographic location of the computer on which you are running the OCT is set to a European location, when you create a new Setup customization .msp file, or open an existing customization .msp file for which file format settings have not been configured for Excel 2010, PowerPoint 2010, or Word 2010, you might be prompted to choose a default file format for users. You can choose to keep the current settings for the Setup customization file, or choose either Office Open XML formats (which support all the features of Office 2010), or OpenDocument formats. For more information about these file formats, click **Learn more** to access OCT help.

## Excel 2010 settings

The following table lists the Group Policy settings and the OCT settings that address OpenDocument Format and Open XML Formats for Excel 2010.

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Default file format	Specifies the default file format for new files that users create in Microsoft Excel. This includes the OpenDocument spreadsheet (.ods) file format.	Files are created in the Excel file format. Users may override this default setting and specify another file format.	Microsoft Excel 2010\Excel Options\Save	Microsoft Excel 2010\Excel Options\Save
Suppress file format compatibility dialog box for OpenDocument Spreadsheet	Allows you to enable or disable the file format compatibility dialog box from appearing when users save a file as an OpenDocument spreadsheet (*.ods) file in Microsoft Excel.	The file format compatibility dialog box appears when users save as an OpenDocument Spreadsheet file in Excel.	Microsoft Excel 2010\Excel Options\Save	Microsoft Excel 2010\Excel Options\Save

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
OpenDocument Spreadsheet files	Determines whether users can open, view, edit, or save Excel files in OpenDocument Spreadsheet (*.ods) file format.	Users can open, view, edit, or save Excel files in *.ods file format.	Microsoft Excel 2010\Excel Options\Security\Trust Center\File Block Settings	Microsoft Excel 2010\Excel Options\Security\Trust Center\File Block Settings
Microsoft Office Open XML converter for Excel	Determines whether users can open, view, edit, or save Excel files in Open XML file format.	Users can open, view, edit, or save Excel files in Open XML file format.	Microsoft Excel 2010\Excel Options\Security\Trust Center\File Block Settings	Microsoft Excel 2010\Excel Options\Security\Trust Center\File Block Settings
Scan encrypted macros in Excel Open XML workbooks	Controls whether encrypted macros in Open XML documents are required to be scanned by using antivirus software before they are opened.  <b>Note:</b> The behavior depends on whether the antivirus software uses the Microsoft Antivirus API.	Encrypted macros are disabled unless antivirus software is installed. Encrypted macros are scanned by your antivirus software when you attempt to open an encrypted workbook that contains macros.   <b>Note:</b> If the antivirus software does not use the Microsoft Antivirus API, macros will always be blocked.	Microsoft Excel 2010\Excel Options\Security	Microsoft Excel 2010\Excel Options\Security

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Protect document metadata for rights-managed Office Open XML Files	Determines whether metadata is encrypted in Office Open XML files that are protected by Information Rights Management (IRM).	When Information Rights Management (IRM) is used to restrict access to an Office Open XML document, any metadata associated with the document is not encrypted.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings
Protect document metadata for password protected files	Determines whether metadata is encrypted when an Office Open XML file is password protected.	When an Open XML document is protected with a password and saved, any metadata associated with the document is encrypted along with the rest of the document's contents. If this configuration is changed, potentially sensitive information such as the document author and hyperlink references could be exposed to unauthorized people.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings
Encryption type for password protected Office Open XML files	Allows you to specify an encryption type for Office Open XML files.	The default cryptographic service provider (CSP) is used. On computers that run Windows Vista, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider, AES-128, 128-bit. On computers that run Windows XP, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider (Prototype), AES-128, 128-bit. <b>Note:</b> This policy setting will not take effect unless the registry key <b>HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Office application name\Security\Crypto\Comp</b>	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings


Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
		<b>CompatMode</b> is set to 0. By default, the CompatMode registry key is set to 1.		
Block opening of pre-release versions of file formats new to Excel 2010 through the Compatibility Pack for Office 2010 and Excel 2010 Converter	Controls whether users who have the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2010 File Formats installed can open Office Open XML files that were saved with pre-release versions of the Excel 2010. Excel Open XML files usually have the following extensions: .xlsx, .xlsm, .xltx, .xltm, .xlam.	Users of the compatibility pack will be unable to open Office Open XML files that were created in pre-release versions of Excel 2010.	Microsoft Office 2010\Office 2010 Converters	Microsoft Office 2010\Office 2010 Converters
Disable Package Repair	Allows you to disable the option to repair Open XML documents.	When an Office 2010 application detects that an Open XML document is corrupted, the user is given the option of repairing the corrupted document.	This setting cannot be configured by using Group Policy.	Microsoft Office 2010 (Machine)\Security Settings

## PowerPoint 2010 settings

The following table lists the Group Policy settings and the OCT settings that address OpenDocument Format and Open XML

Formats for PowerPoint 2010.

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Suppress file format compatibility dialog box for OpenDocument Presentation format	Allows you to enable or disable the file format compatibility dialog box when you save a file as an OpenDocument presentation file in Microsoft PowerPoint.	The file format compatibility dialog box is not displayed when you save as an OpenDocument presentation file in PowerPoint.	Microsoft PowerPoint 2010\PowerPoint Options\Save	Microsoft PowerPoint 2010\PowerPoint Options\Save
OpenDocument Presentation files	Allows you to determine whether users can open, view, edit, or save PowerPoint files with the OpenDocument presentation (*.odp) file format.	OpenDocument presentation files are not blocked.	Microsoft PowerPoint 2010\PowerPoint Options\Security\Trust Center\File Block Settings	Microsoft PowerPoint 2010\PowerPoint Options\Security\Trust Center\File Block Settings
Microsoft Office Open XML converters for PowerPoint	Allows you to determine whether users can open, view, edit, or save PowerPoint files using Open XML file format converters.	PowerPoint files using Open XML file format converters are not blocked.	Microsoft PowerPoint 2010\PowerPoint Options\Security\Trust Center\File Block Settings	Microsoft PowerPoint 2010\PowerPoint Options\Security\Trust Center\File Block Settings
Scan encrypted macros in	Controls whether encrypted macros in Open XML presentations are	Encrypted macros are disabled unless antivirus software is installed. If antivirus software is installed, encrypted macros are	Microsoft PowerPoint 2010\PowerPoint	Microsoft PowerPoint 2010\PowerPoint

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
PowerPoint Open XML presentations	required to be scanned by using antivirus software before they are opened.	<p>scanned by users' antivirus software when they attempt to open an encrypted presentation that contains macros. If no vulnerabilities are detected, the macros can run.</p> <p> <b>Note:</b></p> <p>If the antivirus software does not use the Microsoft Antivirus API, macros will always be blocked.</p>	Options\Security	Options\Security
Turn on an external converter as the default for a file name extension	<p>Allows you to enable an external file format converter as the default for a particular file name extension on a computer.</p> <p>To set this policy, you need to specify the file name extension (for example, "odp") for Value Name and the external file format converter via the converter's classname (for example, "TestConverter") for Value.</p>	Microsoft PowerPoint processes files in an application-defined manner.	This setting cannot be configured by using Group Policy.	Microsoft PowerPoint 2010 (Machine)\Converters
Protect document	Determines whether metadata is encrypted in	When Information Rights Management (IRM) is used to restrict access to an Office	Microsoft Office 2010\Security	Microsoft Office 2010\Security

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
metadata for rights-managed Office Open XML Files	Office Open XML files that are protected by Information Rights Management (IRM).	Open XML document, any metadata associated with the document is not encrypted.	Settings	Settings
Protect document metadata for password protected files	Determines whether metadata is encrypted when an Office Open XML file is password protected.	When an Open XML document is protected with a password and saved, any metadata associated with the document is encrypted along with the rest of the document's contents. If this configuration is changed, potentially sensitive information such as the document author and hyperlink references could be exposed to unauthorized people.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings
Encryption type for password protected Office Open XML files	Allows you to specify an encryption type for Office Open XML files.	The default cryptographic service provider (CSP) is used. On computers that run Windows Vista, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider, AES-128, 128-bit. On computers that run Windows XP, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider (Prototype), AES-128, 128-bit. <b>Note:</b> This policy setting will not take effect unless the registry key <b>HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Office application name&gt;\Security\Crypto\CompatMode</b> is set to 0. By default, the CompatMode registry key is set to 1.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Block opening of pre-release versions of file formats new to PowerPoint 2010 through the Compatibility Pack for Office 2010 and PowerPoint 2010 Converter	Controls whether users who have the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2010 File Formats installed can open Office Open XML files that were saved with pre-release versions of PowerPoint 2010. PowerPoint Open XML files usually have the following extensions: .pptx, .pptm, .potx, .potm, .ppsx, .ppsm, .ppam, .thmx, .xml.	Users of the compatibility pack will be unable to open Office Open XML files that were created in pre-release versions of PowerPoint 2010.	Microsoft Office 2010\Office 2010 Converters	Microsoft Office 2010\Office 2010 Converters
Disable Package Repair	Allows you to disable the option to repair Open XML documents.	When an Office 2010 application detects that an Open XML document is corrupted, the user is given the option of repairing the corrupted document.	This setting cannot be configured by using Group Policy.	Microsoft Office 2010 (Machine)\Security Settings

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## Word 2010 settings

The following table lists the Group Policy settings and the OCT settings that address OpenDocument Format and Open XML Formats for Word 2010.

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Save As Open XML in Compatibility Mode	Allows you to hide the "Maintain compatibility with previous versions of Word" check box that appears in the <b>Save As</b> dialog when users save a file as an Open XML file format. This check box lets users preserve the fidelity of documents that open in compatibility mode when they save those documents to any of the Open XML file formats. Checking this box will prevent conversion to the version of Word that is saving the file. Conversion maximizes fidelity with the version of Word that is saving the file, and we recommend it for users who want their Word documents to be compatible with this version of Word. However, conversion might impact the fidelity and compatibility of some features when the file	The "Maintain compatibility with previous versions of Word" check box appears in the Save As dialog when users save a file in an Open XML file format.	Microsoft Word 2010\Word Options\Save	Microsoft Word 2010\Word Options\Save

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
	is opened by an earlier version of Word.			
Do not display file format compatibility dialog box for OpenDocument text format	Allows you to enable or disable the file format compatibility dialog box that appears when users save a file as an OpenDocument text file in Word.	The file format compatibility dialog box appears when users save as an OpenDocument text file in Word.	Microsoft Word 2010\Word Options\Save	Microsoft Word 2010\Word Options\Save
Set default compatibility mode on file creation	Allows you to specify the default compatibility mode for users when they create new files in Word 2010: Word 2003, Word 2007, or full functionality mode (this mode ensures that all new features remain enabled). <b>Note:</b> Open XML file formats such as .docx and .dotx, support all three modes.	Full functionality mode is the default compatibility mode for users when they create new files in Word 2010.	Microsoft Word 2010\Word Options\Save	Microsoft Word 2010\Word Options\Save
Default file format	Allows you to determine the default file format for saving files in Word. This includes the OpenDocument text (.odt), and Open XML file formats. This policy setting is often set in combination with the "Save As Open XML in	Word saves new files in the Office Open XML format (*.docx).	Microsoft Word 2010\Word Options\Save	Microsoft Word 2010\Word Options\Save

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
	Compatibility Mode" policy setting.			
OpenDocument Text files	Allows you to determine whether users can open, view, edit, or save Word files that use the OpenDocument text (*.odt) file format.	Users can open, view, edit, or save *.odt files in Word 2010.	Microsoft Word 2010\Word Options\Security\Trust Center\File Block Settings	Microsoft Word 2010\Word Options\Security\Trust Center\File Block Settings
Office Open XML converters for Word	Allows you to determine whether users can open, view, edit, or save Word files that use Open XML file format converters.	Word files that use Open XML file format converters are not blocked.	Microsoft Word 2010\Word Options\Security\Trust Center\File Block Settings	Microsoft Word 2010\Word Options\Security\Trust Center\File Block Settings
Scan encrypted macros in Word Open XML documents	Controls whether encrypted macros in Open XML Word documents are required to be scanned by using antivirus software before they are opened.	<p>Encrypted macros are disabled unless antivirus software is installed. If antivirus software is installed, encrypted macros are scanned by users' antivirus software when they attempt to open an encrypted document that contains macros. If no vulnerabilities are detected, the macros can run.</p> <p> <b>Note:</b></p> <p>If the antivirus software does not use the Microsoft Antivirus API, macros will always be blocked.</p>	Microsoft Word 2010\Word Options\Security\Trust Center	Microsoft Word 2010\Word Options\Security\Trust Center

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
Protect document metadata for rights-managed Office Open XML Files	Determines whether metadata is encrypted in Office Open XML files that are protected by Information Rights Management (IRM).	When Information Rights Management (IRM) is used to restrict access to an Office Open XML document, any metadata associated with the document is not encrypted.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings
Protect document metadata for password protected files	Determines whether metadata is encrypted when an Office Open XML file is password protected.	When an Open XML document is protected with a password and saved, any metadata associated with the document is encrypted along with the rest of the document's contents. If this configuration is changed, potentially sensitive information such as the document author and hyperlink references could be exposed to unauthorized people.	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings
Encryption type for password protected Office Open XML files	Allows you to specify an encryption type for Office Open XML files.	The default cryptographic service provider (CSP) is used. On computers that run Windows Vista, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider, AES-128, 128-bit. On computers that run Windows XP, the default CSP is Microsoft Enhanced RSA and AES Cryptographic Provider (Prototype), AES-128, 128-bit. <b>Note:</b> This policy setting will not take effect unless the registry key <b>HKEY_CURRENT_USER\</b>	Microsoft Office 2010\Security Settings	Microsoft Office 2010\Security Settings

Setting name	What it does	Default configuration	Group Policy Object Editor location	OCT location
		oftware\Microsoft\Office\14.0\<Office application name>\Security\Crypto\CompatMode is set to 0. By default, the CompatMode registry key is set to 1.		
Block opening of pre-release versions of file formats new to Word 2010 through the Compatibility Pack for Office 2010 and Word 2010 Open XML/Word 97-2003 Format Converter	Controls whether users who have the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2010 File Formats installed can open Office Open XML files that were saved with pre-release versions of Word 2010. Word Open XML files usually have the following extensions: .docx, .docm, .dotx, .dotm, .xml.	Users of the compatibility pack will be unable to open Office Open XML files that were created in pre-release versions of Word 2010.	Microsoft Office 2010\Office 2010 Converters	Microsoft Office 2010\Office 2010 Converters
Disable Package Repair	Allows you to disable the option to repair Open XML documents.	When an Office 2010 application detects that an Open XML document is corrupted, the user is given the option of repairing the corrupted document.	This setting cannot be configured by using Group Policy.	Microsoft Office 2010 (Machine)\Security Settings

## Concepts

[Office Customization Tool in Office 2010](#)

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## Other Resources

[Ecma Office Open XML File Formats overview](http://go.microsoft.com/fwlink/?LinkId=129465)

(<http://go.microsoft.com/fwlink/?LinkId=129465>)

[Office 2010 Administrative Template files \(ADM, ADMX, ADML\) and Office Customization Tool](http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2(Office.14).aspx) ([http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2\(Office.14\).aspx](http://technet.microsoft.com/library/2aa26c81-d80c-4be4-9114-8ea205ef47f2(Office.14).aspx))

[Enforce settings by using Group Policy in Office 2010](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx)

([http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e\(Office.14\).aspx](http://technet.microsoft.com/library/873a5392-1b1a-47a1-a863-1f29ef116d0e(Office.14).aspx))

[Differences between the OpenDocument Spreadsheet \(.ods\) format and the Excel \(.xlsx\) format](http://go.microsoft.com/fwlink/?LinkId=195342) (<http://go.microsoft.com/fwlink/?LinkId=195342>)

[Differences between the OpenDocument Presentation \(.odp\) format and the PowerPoint \(.pptx\) format](http://go.microsoft.com/fwlink/?LinkId=195343) (<http://go.microsoft.com/fwlink/?LinkId=195343>)

[Differences between the OpenDocument Text \(.odt\) format and the Word \(.docx\) format](http://go.microsoft.com/fwlink/?LinkId=195344) (<http://go.microsoft.com/fwlink/?LinkId=195344>)

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## Migrating to Microsoft Excel 2010 (white paper)

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Published: July 8, 2010

This white paper was developed to aid IT professionals in the process of migrating to Microsoft Excel 2010. This document includes descriptions of the primary functional differences and how those variances might affect workbooks. This paper also includes information about some common issues that may occur during migration and offers solutions where applicable. Additional resources are provided to help diagnose any issues that are not described in this paper.

Download this white paper as a Microsoft Word document (.docx): [Migrating to Microsoft Excel 2010](http://go.microsoft.com/fwlink/?LinkId=196345) (<http://go.microsoft.com/fwlink/?LinkId=196345>)

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# User registry settings to migrate to Office 2010

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Updated: October 28, 2010

The registry keys that are included or excluded when you use the in-place upgrade or the uninstall-upgrade option to migrate Microsoft Office 2003 or Office 2007 user data to Microsoft Office 2010 are listed in the tables below.

In this article:

- [Microsoft Office 2003 settings](#)
- [2007 Microsoft Office system settings](#)

## Microsoft Office 2003 settings

### Common Settings <include>

HKCU\Software\Microsoft\Office\Common\* [*]
HKCU\Software\Microsoft\Office\11.0\* [*]
HKCU\Software\Microsoft\Shared Tools\* [*]
HKCU\Software\Microsoft\Shared Tools\Proofing Tools\Custom Dictionaries [*]
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HKCU\Software\Microsoft\Office\11.0\Common\InternetServer Cache\* [*]

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## 2007 Microsoft Office system settings

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#### Common Settings <exclude>

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**Outlook 2007 <exclude>**

HKCU\Software\Microsoft\Office\12.0\Outlook [FirstRunDialog]
HKCU\Software\Microsoft\Office\12.0\Outlook [Machine Name]
HKCU\Software\Microsoft\Windows NT\CurrentVersion\Windows Messaging Subsystem\Profiles\*\0a0d020000000000c000000000000046 [111f031e]
HKCU\Identities\* [LDAP Server]
HKCU\Software\Microsoft\Internet Account Manager\Accounts\* [LDAP Server]
HKCU\Software\Microsoft\Office\Outlook\OMI Account Manager\Accounts\* [LDAP Server]

**PowerPoint 2007 <include>**

HKCU\Software\Microsoft\Office\12.0\PowerPoint\* [*]
HKCU\Software\Microsoft\Office\12.0\PowerPoint\RecentFolderList [Default]
HKCU\Software\Microsoft\Office\12.0\Common\Toolbars\Settings [Microsoft PowerPoint]
%APPDATA%\Microsoft\PowerPoint [PPT11.pcb]
%APPDATA%\Microsoft\Office [PowerP11.pip]
HKCU\Software\Microsoft\Office\%OFFICEVERSION%\PowerPoint\File MRU\* [*]

**PowerPoint 2007 <exclude>**

HKCU\Software\Microsoft\Office\12.0\PowerPoint\Recent File List\* [*]
HKCU\Software\Microsoft\Office\12.0\PowerPoint\RecentFolderList\* [*]

**Project 2007 <include>**

HKCU\Software\Microsoft\Office\%OFFICEVERSION%\MS Project\* [*]
HKCU\Software\Microsoft\Office\%OFFICEVERSION%\Common\Toolbars\Settings [Microsoft Office Project]
%APPDATA%\Microsoft\Office [MSProj12.pip]

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HKCU\Software\Microsoft\Office\%OFFICEVERSION%\MS Project\Recent Templates\*
[*]

HKCU\Software\Microsoft\Office\%OFFICEVERSION%\MS Project\Recent Templates\*
[Template*]

**Project 2007 <exclude>**

HKCU\Software\Microsoft\Office\%OFFICEVERSION%\MS Project\Recent File List [*]
--

**Publisher 2007 <include>**

HKCU\Software\Microsoft\Office\12.0\Publisher\* [*]
---

HKCU\Software\Microsoft\Office\12.0\Common\Toolbars\Settings [Microsoft Publisher]
--

%APPDATA%\Microsoft\Office [* .acl]
-------------------------------------

%APPDATA%\Microsoft\Publisher [pubcmd.dat]
--

%APPDATA%\Microsoft\Office [Publis11.pip]
---

%APPDATA%\Microsoft\Office\ [* .jsp]
--------------------------------------

**Publisher 2007 <exclude>**

HKCU\Software\Microsoft\Office\12.0\Publisher\Recent File List\* [*]
--

**Visio 2007 <include>**

HKCU\software\Microsoft\Office\%OFFICEVERSION%\Visio\* [*]
--

HKCU\software\Microsoft\Office\%OFFICEVERSION%\Common\Toolbars\Settings\
[Microsoft Office Visio]

%APPDATA%\Microsoft\Office\ [Visio12.pip]
---

%CSIDL_LOCAL_APPDATA%\Microsoft\Visio\ [content.dat]
--

HKCU\Software\Microsoft\Office\%OFFICEVERSION%\Visio\Recent Templates\* [*]
---

HKCU\Software\Microsoft\Office\%OFFICEVERSION%\Visio\Recent Templates\*
[Template*]

**Visio 2007 <exclude>**

HKCU\software\Microsoft\Office\%OFFICEVERSION%\Visio\Application\ [LastFile*]
---

HKCU\software\Microsoft\Office\%OFFICEVERSION%\Visio\Application\
[MyShapesPath]

---

HKCU\software\Microsoft\Office\%OFFICEVERSION%\Visio\Application\ [UserDictionaryPath1]
--

**Word 2007 <include>**

HKCU\Software\Microsoft\Office\12.0\Word\* [*]
--

%APPDATA%\Microsoft\Templates\* [*]
-------------------------------------

%APPDATA%\Microsoft\QuickStyles\* [*]
---------------------------------------

%APPDATA%\Microsoft\Document Building Blocks\* [*]
--

%APPDATA%\Microsoft\Bibliography\* [*]
--

%APPDATA%\Microsoft\Office [Word11.pip]
---

%APPDATA%\Microsoft\Office [WordMa11.pip]
---

**Word 2007 <exclude>**

HKCU\Software\Microsoft\Office\12.0\Word\Data [PROGRAMDIR]
--

HKCU\Software\Microsoft\Office\12.0\Word\Options [PROGRAMDIR]
---

**Other Resources**

[Using the User State Migration Tool 4.0 to migrate to Office 2010](http://technet.microsoft.com/library/5c39deef-ee69-496d-a91e-6327e9f18928(Office.14).aspx)  
([http://technet.microsoft.com/library/5c39deef-ee69-496d-a91e-6327e9f18928\(Office.14\).aspx](http://technet.microsoft.com/library/5c39deef-ee69-496d-a91e-6327e9f18928(Office.14).aspx))

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## International reference for Office 2010

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Published: May 12, 2010

This section provides information to help administrators plan which languages to install and includes the language tags and identifiers used to configure the Microsoft Office 2010 Setup.

In this section:

Article	Description
<a href="#">Companion proofing languages for Office 2010</a>	Provides a list of the companion proofing languages for each language in Office 2010.
<a href="#">Language identifiers and OptionState Id values in Office 2010</a>	Provides a list of the language tags and identifiers that might be needed to configure Setup for Office 2010 or for the Office 2010 Proofing Tools Kit.
<a href="#">Mixed language versions of Office 2010</a>	Describes the language versions that are available for the Office 2010 applications, which applications will work with Language Interface Packs, and the recommended base languages to install.

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# Companion proofing languages for Office 2010

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Published: May 12, 2010

Each language version of Microsoft Office 2010 includes proofing tools for a set of companion languages. For example, when you deploy the English version of an Office 2010 product, users receive proofing tools for both Spanish and French in addition to English. Depending on the number of user interface languages that you want to deploy and the included companion proofing languages, Office 2010 Language Packs might provide all of the proofing tools that you need. For more information about Office 2010 Language Packs, see [Plan for multi-language deployment](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx)).

## Identify companion proofing languages

The following table lists companion proofing languages for each language in Office 2010.

Primary language	Companion proofing languages
Arabic	Arabic, English, French
Brazilian	Brazilian, English, Spanish
Bulgarian	Bulgarian, English, German, Russian
Chinese (Simplified)	Chinese (Simplified), English
Chinese (Traditional)	Chinese (Traditional), English
Croatian	Croatian, English, German, Serbian, Italian
Czech	Czech, English, German, Slovak
Danish	Danish, English, German, Swedish
Dutch	Dutch, English, French, German
English	English, French, Spanish
Estonian	Estonian, English, German, Russian, Finnish,
Finnish	Finnish, English, Swedish, German, Russian
French	French, English, German, Dutch, Arabic, Spanish
German	German, English, French, Italian
Greek	Greek, English, French, German

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Primary language	Companion proofing languages
Hebrew	Hebrew, English, French, Arabic, Russian
Hindi	Hindi, English, Tamil, Telegu, Marathi, Kannada, Gujarati, Punjabi, Urdu
Hungarian	Hungarian, English, German
Italian	Italian, English, French, German
Japanese	Japanese, English
Kazakh	Kazakh, English, Russian
Korean	Korean, English
Latvian	Latvian, English, German, Russian
Lithuanian	Lithuanian, English, German, Russian, Polish
Norwegian (Bk)	Norwegian (Bk), English, German, Norwegian (Ny)
Polish	Polish, English, German
Portuguese	Portuguese, English, French, Spanish
Romanian	Romanian, English, French
Russian	Russian, English, Ukrainian, German
Serbian (Latin)	Serbian (Latin), English, German, French, Croatian
Slovak	Slovak, English, Czech, Hungarian, German
Slovenian	Slovenian, English, German, Italian, Croatian
Spanish	Spanish, English, French, Basque, Catalan, Galician, Brazilian
Swedish	Swedish, English, Finnish, German
Thai	Thai, English, French
Turkish	Turkish, English, French, German
Ukrainian	Ukrainian, English, Russian, German

## Other Resources

[Plan for multi-language deployment](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx))

[Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx)  
([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx))

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# Language identifiers and OptionState Id values in Office 2010

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Published: May 12, 2010

This article contains a list of the language tags and identifiers that you might need when you configure Setup for Microsoft Office 2010 or for the Microsoft Office 2010 Proofing Tools Kit, or to identify installed languages.

In this article:

- [Language identifiers](#)
- [Proofing Tools Config.xml OptionState Id values](#)

## Language identifiers

Office 2010 is available in many languages. In an international setting, you can deploy multiple language versions of Office 2010 in a single installation process. Setup combines a language-neutral core product with one or more language-specific packages to create a complete product.

On the source media, language-specific packages are organized into separate folders. Each folder name has a language tag appended to it, in the form *ll-cc*, that identifies the language and culture. For example, U.S. English language folders are identified by the folder name extension **en-us**. The language tags help you determine the folders that you need to copy to the network installation point.

The language folders included in a fully localized version of an Office 2010 product are the same language folders included in the Microsoft Office 2010 Language Pack for a particular language. For example, the same Outlook.ar-sa folder is used in the Arabic language version of Microsoft Office Standard 2010, the Arabic language version of Microsoft Outlook 2010, and the Office 2010 Language Pack - Arabic.

Office 2010 offers localized versions in all the languages listed in the following table. Folders for the language-specific components are identified by the language tag shown in the table. The Windows operating system uses locale identifiers (LCIDs) to identify languages in the Windows registry.

In addition to the fully localized languages listed here, Office 2010 provides Language Interface Packs (LIPs), which contain a subset of language-specific components and are designed to be installed with a logical parent language. Elements that are not localized in the LIP language appear in the parent language. For more information about LIPs, see [Language Interface Packs](#) in [Mixed language versions of Office 2010](#).

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Language	Geographic area	Language tag( <i>ll-cc</i> )	LCID
Arabic	Saudi Arabia	ar-sa	1025
Bulgarian	Bulgaria	bg-bg	1026
Chinese (Simplified)	People's Republic of China	zh-cn	2052
Chinese	Taiwanese	zh-tw	1028
Croatian	Croatia	hr-hr	1050
Czech	Czech Republic	cs-cz	1029
Danish	Denmark	da-dk	1030
Dutch	Netherlands	nl-nl	1043
English	United States	en-us	1033
Estonian	Estonia	et-ee	1061
Finnish	Finland	fi-fi	1035
French	France	fr-fr	1036
German	Germany	de-de	1031
Greek	Greece	el-gr	1032
Hebrew	Israel	he-il	1037
Hindi	India	hi-in	1081
Hungarian	Hungary	hu-hu	1038
Italian	Italy	it-it	1040
Japanese	Japan	ja-jp	1041
Kazakh	Kazakhstan	kk-kh	1087
Korean	Korea	ko-kr	1042
Latvian	Latvia	lv-lv	1062
Lithuanian	Lithuania	lt-lt	1063
Norwegian (Bokmål)	Norway	nb-no	1044
Polish	Poland	pl-pl	1045
Portuguese	Brazil	pt-br	1046
Portuguese	Portugal	pt-pt	2070
Romanian	Romania	ro-ro	1048

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Language	Geographic area	Language tag( <i>ll-cc</i> )	LCID
Russian	Russia	ru-ru	1049
Serbian (Latin)	Serbia	sr-sp-latn	2074
Slovak	Slovakia	sk-sk	1051
Slovenian	Slovenia	sl-si	1060
Spanish	Spain	es-es	3082
Swedish	Sweden	sv-se	1053
Thai	Thailand	th-th	1054
Turkish	Turkey	tr-tr	1055
Ukrainian	Ukrainian	uk-ua	1058

## Proofing Tools Config.xml OptionState Id values

The following table provides the OptionState Id values for the Office 2010 Proofing Tools Kit. Use these values to modify the Config.xml file in the ProofKit.WW folder when customizing the Setup of the Office 2010 Proofing Tools Kit. For more information about proofing tools, see [Plan for proofing tools](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx#BKMK_PlanProofingTools) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx#BKMK\\_PlanProofingTools](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx#BKMK_PlanProofingTools)) in [Plan for multi-language deployment](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx)).

OptionState Id	Proofing tools language
IMEMain_1028	Chinese Traditional Input Method Editor (IME)
IMEMain_1041	Japanese IME
IMEMain_1042	Korean IME
IMEMain_2052	Pinyin IME
ProofingTools_1025	Arabic
ProofingTools_1026	Bulgarian
ProofingTools_2052	Chinese (People's Republic of China)
ProofingTools_3076	Chinese (Hong Kong)
ProofingTools_1028	Chinese (Taiwan)
ProofingTools_1050	Croatian

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OptionState Id	Proofing tools language
ProofingTools_1029	Czech
ProofingTools_1030	Danish
ProofingTools_1043	Dutch
ProofingTools_1033	English
ProofingTools_1061	Estonian
ProofingTools_1035	Finnish
ProofingTools_1036	French
ProofingTools_1031	German
ProofingTools_1032	Greek
ProofingTools_1037	Hebrew
ProofingTools_1081	Hindi
ProofingTools_1038	Hungarian
ProofingTools_1040	Italian
ProofingTools_1041	Japanese
ProofingTools_1087	Kazakh
ProofingTools_1042	Korean
ProofingTools_1062	Latvian
ProofingTools_1063	Lithuanian
ProofingTools_1044	Norwegian (Bokmål)
ProofingTools_1045	Polish
ProofingTools_1046	Portuguese (Brazil)
ProofingTools_2070	Portuguese (Portugal)
ProofingTools_1048	Romanian
ProofingTools_1049	Russian
ProofingTools_2074	Serbian (Latin)
ProofingTools_1051	Slovak
ProofingTools_1060	Slovenian
ProofingTools_3082	Spanish

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OptionState Id	Proofing tools language
ProofingTools_1053	Swedish
ProofingTools_1054	Thai
ProofingTools_1055	Turkish
ProofingTools_1058	Ukrainian
ProofingTools_1027	Catalan
ProofingTools_1056	Urdu
ProofingTools_1069	Basque
ProofingTools_1094	Punjabi
ProofingTools_1095	Gujarati
ProofingTools_1097	Tamil
ProofingTools_1099	Kannada
ProofingTools_1102	Marathi
ProofingTools_1110	Galician
ProofingTools_2068	Norwegian (Nynorsk)
ProofingTools_1098	Telugu

## Concepts

[Mixed language versions of Office 2010](#)

### Other Resources

[Plan for multi-language deployment](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx))

[Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx)  
([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx))

[Setup architecture overview for Office 2010](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx)  
([http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c\(Office.14\).aspx](http://technet.microsoft.com/library/f022a92a-2c32-44b7-996d-09e671a41e9c(Office.14).aspx))

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# Mixed language versions of Office 2010

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Not every product in the Microsoft Office 2010 suites is available in every language. In some scenarios, this results in an installation of Office 2010 that includes applications or user interface elements in more than one language.

This article describes which language versions are available for a subset of the Office 2010 applications, which Office 2010 applications will work with Language Interface Packs, and what are the recommended base languages to install for Office 2010 Language Interface Packs.

In this article:

- [Applications and language availability](#)
- [Language Interface Packs](#)

## Applications and language availability

Individual applications will install with the Office 2010 language version installed with a few exceptions. One exception is that the Hindi language version installs Microsoft Access 2010 in English.

In other language versions, certain applications are not available at all.

Microsoft Project 2010, Microsoft Visio 2010, and Microsoft SharePoint Designer 2010 are available in a subset of languages, as shown in the following table.

Language	Project 2010	Visio 2010	SharePoint Designer 2010
Arabic	yes	yes	yes
Brazilian	yes	yes	yes
Chinese - Simple	yes	yes	yes
Chinese - Traditional	yes	yes	yes
Czech	yes	yes	yes
Danish	yes	yes	yes
Dutch	yes	yes	yes
English	yes	yes	yes
Finnish	yes	yes	yes

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Language	Project 2010	Visio 2010	SharePoint Designer 2010
French	yes	yes	yes
German	yes	yes	yes
Greek	yes	yes	yes
Hebrew	yes	yes	yes
Hindi	no	no	yes
Hungarian	yes	yes	yes
Italian	yes	yes	yes
Japanese	yes	yes	yes
Korean	yes	yes	yes
Norwegian	yes	yes	yes
Polish	yes	yes	yes
Portuguese (European)	yes	yes	yes
Russian	yes	yes	yes
Slovak	yes	yes	no
Slovenian	yes	yes	no
Spanish	yes	yes	yes
Swedish	yes	yes	yes
Thai	no	no	yes
Turkish	yes	yes	yes
Ukrainian	yes	yes	no

## Language Interface Packs

For some languages, Microsoft localizes only some Office 2010 applications and releases them as Language Interface Packs (LIPs). Users must first install a full language version of Office 2010, and then they can install the LIP. They work in their preferred language in the following applications and features:

- Microsoft Word 2010
- Microsoft Outlook 2010
- Microsoft Excel 2010
- Microsoft PowerPoint 2010
- Shared Office features

The rest of the applications appear in the primary Office 2010 installation language. The following table lists the recommended base language for each LIP language.

LIP language	Recommended base language
Afrikaans	English
Albanian	English
Amharic	English
Armenian	English
Assamese	English or Hindi
Azeri	English or Russian
Basque	Spanish or French
Bengali - Bangladesh	English
Bengali - India	English or Hindi
Bosnian - Cyrillic	Serbian Latin, English, or Croatian
Bosnian - Latin	Serbian Latin, English, or Croatian
Byelorussian	Russian
Filipino	English
Galician	Spanish
Georgian	English
Gujarati	English or Hindi
Hausa	English
Igbo	English
Icelandic	English
Indonesian Bahasa	English
Inuktitut	English
Irish - Gaelic	English
isiXhosa	English
isiZulu	English
Kannada	English or Hindi
Kazakh	Russian or English

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LIP language	Recommended base language
Khmer	English
Ki'che	Spanish
Kyrgyz	Russian
Kiswahili	English
Konkani	English or Hindi
Luxembourgish	German, English, or French
Macedonian (FYROM)	English
Malay	English
Malay - Brunei	English
Malayalam	English or Hindi
Maltese	English
Maori	English
Marathi	English or Hindi
Mongolian (Cyrillic)	English or Russian
Nepali	English or Hindi
Norwegian - Nynorsk	Norwegian
Oriya	English or Hindi
Persian	English
Punjabi	English or Hindi
Quechua	Spanish
Setswana	English
Sesotho sa Leboa	English
Sinhalese	English
Tamil	English or Hindi
Tatar	Russian
Telugu	English or Hindi
Turkmen	English or Russian
Urdu	English

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LIP language	Recommended base language
Uzbek - Latin	English or Russian
Vietnamese	English
Welsh	English
Yoruba	English

## Other Resources

[Plan for multi-language deployment](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx) ([http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a\(Office.14\).aspx](http://technet.microsoft.com/library/f458a0cb-a3a5-4d4a-9f98-a4a81a17ee3a(Office.14).aspx))

[Customize language setup and settings for Office 2010](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx)  
([http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d\(Office.14\).aspx](http://technet.microsoft.com/library/1c423975-1848-4060-999c-cafcadf3047d(Office.14).aspx))

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# Office Migration Planning Manager reference for Office 2010

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Updated: November 18, 2010

The articles that are listed in the OMPM References table contain reference information about the Office Migration Planning Manager (OMPM) for Microsoft Office 2010.

## OMPM References

Article	Description
<a href="#">Schema for the Office Migration Planning Manager database in Office 2010</a>	Describes the schema for the OMPM database for imported .cab files that contain scan data. Provides information about how to troubleshoot import issues and how to create a customer report.
<a href="#">Sample script to run the Office Migration Planning Manager File Scanner from a file share for Office 2010</a>	Provides a sample script code that can be used to run the OMPM File Scanner from a central file share.
<a href="#">Office Migration Planning Manager Offscan.ini settings for Office 2010</a>	Describes the settings and values that are available in Offscan.ini, which OMPM File Scanner reads to perform its scan.
<a href="#">Use IExpress 2.0 to create a distribution package for Office Migration Planning Manager File Scanner in Office 2010</a>	Describes how to create a distribution package for OMPM File Scanner by using IExpress 2.0.
<a href="#">Office Migration Planning Manager 2010 reports filtering reference for Office 2010</a>	Provides a table that lists the filtering criteria that you can select on the 2010 Office Release Compatibility page in OMPM reports.

## Other Resources

[Office Migration Planning Manager \(OMPM\) for Office 2010](#)

([http://technet.microsoft.com/library/6bce62f7-7d3a-4a75-ae26-be6b4dfca45a\(Office.14\).aspx](http://technet.microsoft.com/library/6bce62f7-7d3a-4a75-ae26-be6b4dfca45a(Office.14).aspx))

[Getting started with OMPM 2010](#) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

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# Schema for the Office Migration Planning Manager database in Office 2010

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Updated: November 18, 2010

A schema is created in the Office Migration Planning Manager (OMPM) database when you import .cab files that contain scan data. If you are troubleshooting import issues and want to know the schema of the database, or if you want to create a custom report from the data in the database by using a tool that is not provided by OMPM, the information in this article may be useful to you.

You do not need to set up this schema to prepare the OMPM database for the first import because it is created by OMPM.

In this article:

- [Schema for the OMPM File Scanner](#)
- [Schema for OMPM Compatibility Report data](#)
- [Schema for Access data](#)

## Schema for the OMPM File Scanner

Output from the OMPM File Scanner populates the OMPM File Scanner schema. All tables in the OMPM File Scanner schema start with the prefix "os." The tables in the OMPM File Scanner schema fall into two categories:

- Scan data
- File data

OMPM File Scanner schema: scan data

The scan data tables in the OMPM File Scanner schema include all information related to output from the OMPM File Scanner, except for file data. ScanID is the primary key.

The following table provides descriptions for each table for scan data in the OMPM File Scanner schema.

Table	Description	Fields
osScan	Descriptive information for a scan that will run, including the RunID	ScanID RunID Description DestinationPath ScanMyDocuments

Table	Description	Fields
		ScanDesktop DeepScan ComputerName UserName DNS OS LCID PhysicalMemory ScanDAO AccessScan DisableConvDialog MaxCopyFileSize TempPath
osScanSummary	Scan results	ScanID StartDateTime EndDateTime NumFilesScanned NumLogFiles Recoveries
osScanIncludedFolder	Source location for the included folders in a scan search instance	ScanID FolderPath
osScanExcludedFolder	Source location for the excluded folders in a scan search instance	ScanID FolderPath
osScanMappedDrive	Drive mappings discovered by a scan instance	ScanID DriveLetter DrivePath
osErrorText	Types of scanner failures	ErrorID ErrorDescription
osError	Errors by type, per scan instance	osErrorID ScanID ScanFileID ErrorID ErrorInfo

Table	Description	Fields
osWarning	Warnings by type, per scan instance	osWarningID ScanID ScanFileID WarningID WarningInfo
osMacroIssue	Macro Issue counts, per scan instance	osMacroIssueID ScanID ScanFileID FunctionIssueCount X64IssueCount

#### OMPM File Scanner schema: file data

The file data tables in the OMPM File Scanner schema include file-related information that is discovered by the OMPM File Scanner during a scan. ScanFileID is the primary key. The following table provides descriptions for each table for file data in the OMPM File Scanner schema.

Table	Description	Fields
osScanFile	File information collected during a light scan by the OMPM File Scanner	ScanFileID ScanID FileName FilePath ShortFilePath FileSize FileExtension FileFormatID CreatedDate ModifiedDate FileOwner IsReadOnly HashCode CSIDL
osFileFormat	The kinds of files found by the OMPM File Scanner	FileFormatID Description
osWordProperty	Information collected during a deep scan by the OMPM File Scanner for potential Microsoft Word issues	ScanFileID HaveVersions

Table	Description	Fields
osVBAProperty	Information collected during a deep scan by the OMPM File Scanner for files that contain VBA macros	ScanFileID CertIssuedBy CertIssuedTo CertSerialNum CertValidFrom CertValidTo SigTimeStampSignin gTime SigTimeStampSigner Name
osPowerPointPro perty	Information collected during a deep scan by the OMPM File Scanner for potential Microsoft PowerPoint issues	ScanFileID hasSendForReviewD ata hasEmbeddings hasVBA hasMicrosoftScriptEdi torData hasPresentationBroa dcastData hasDocumentRouting Slip hasPublishandSubscr ibeData hasLargeNumberofO LEObjects
osExcelProperty	Information collected during a deep scan by the OMPM File Scanner for potential Microsoft Excel issues	ScanFileID FileOpenNotSupporte d FileSaveNotSupporte d WorkspaceFile HTMLSaved OWC9 OWC10 OWC11 FileFormat LastSavedVersion EmbeddedDocs

Table	Description	Fields
		WSSLinkedList MSERedcords ErrorChecking AccessDBConnection SharedWorkBook LinkedContent Charts OfficeArtShapes ELFEnabled StandardList ATP RelationalPivot OLAPPivot CondFormat
osExcelPropertyLinked	Information collected during a deep scan by the OMPM File Scanner for Excel files that contain linked cells	ScanFileID Link

## Schema for OMPM Compatibility Report data

Output from the Office File Converter and Version Extraction Tool, together with queries against scanned data from the OMPM File Scanner, populate the OMPM Compatibility Report data schema. All tables in the OMPM Compatibility Report data schema start with the prefix "om."

The tables in the OMPM Compatibility Report data schema fall into two categories:

- Tools, actions, and issues data
- File location data

### OMPM Compatibility Report data schema: tools, actions, and issues data

The tools, actions, and issues tables in the OMPM Compatibility Report data schema include information about the OMPM tool that was used, the actions that the administrator performed for a file, and the issues that were identified by the deep scan function of the OMPM File Scanner.

The following table provides descriptions for each table for tools, actions, and issues data in the OMPM Compatibility Report data schema.

Table	Description	Fields
omIssue	Issues found by OMPM File Scanner, Office File Converter, or Version Extraction Tool.	IssuelId Title Description HelpURL IssueLevelId IssueTypeid
omIssueLevel	Pre-defined issue levels (red, yellow, and green).	IssueLevelId Description
omIssueType	Pre-defined issue categories.	IssueTypeid Description IsPromoted
omFileIssue	Maps issues to files.	FileId IssuelId IssueDate IsResolved
omToolIssue	Maps issues to tools.	ToolId IssuelId
omTool	Tool definitions.	ToolId Title Description HelpURL Version
omAction	Action taken for a file, including whether the file was modified.	FileId ToolId ActionDate ActionOptions FileModifiedDate
omActionFile	Files that were created by an action, such as a .docx file that was created by the Office File Converter.	FileId ToolId ActionDate FileCategoryId Name

Table	Description	Fields
		Path ComputerName Domain
omActionIssue	Issue that was found or resolved by a tool in OMPM.	FileId ToolId ActionDate IssueId IsResolved PostStatus PostDate
omAccessRatings	Pre-defined ratings for Access issues.	FileId RatingId
omAccessIssue	Conversion and other issues that were found in Access files during the scan.	FileId IssueId
omCSIDL	The system folder identifier for a file. For more information about CSIDL values, see <a href="http://go.microsoft.com/fwlink?linkid=71501">CSIDL</a> ( <a href="http://go.microsoft.com/fwlink?linkid=71501">http://go.microsoft.com/fwlink?linkid=71501</a> ).	CSIDL Name
omFilter	Compatibility report filters saved from OMPM Reports.	FilterId Name SQLText Advanced
omFileCategory	The action name (for example, "Upgrade") that created a file in the omActionFile table.	FileCategoryId Description

#### OMPM Compatibility Report data schema: file location data

The following table provides descriptions for file location data tables in the OMPM Compatibility Report data schema. FileId is the primary key.

Table	Description	Fields
omFile	File information, including location and modifiers for actions that change the state of the file.	FileId LastScanFileId Name Path ShortPath

Table	Description	Fields
		Extension FileFormatId Size CreatedDate ModifiedDate Owner UserContent ComputerName DNS HashCode CSIDL MaxIssueLevel IsReadOnly
omFileScanFile	Maps entries in omAccessIssue from the corresponding omFile entry to osScanFile, which specifies the FileID needed to obtain details from the Access tables.	FileId ScanFileId

## Schema for Access data

The following table provides descriptions for each Access table in the OMPM database schema.

Table	Description	Fields
AccessVersionsProperties	Contains information about the version properties in an Access file.	VersionCode Version
AccessSystemFiles	Contains information about Access system files.	Name
AccessSampleFiles	Contains information about Access sample files.	Name

Table	Description	Fields
AccessReservedWords	Contains information about reserved words in an Access file.	Name
AccessSettings	Contains information about the settings of an Access file.	SettingName DateValue
AccessQueriesTypeLookupProperties	Contains information about lookup properties for query types in an Access file.	TypeID TypeFriendlyName
AccessIssuesProperties	Contains information about issue properties for an Access file.	IssueID IssueText UserIntervention IssueType UserInterventionPriority
AccessBackupTokens	Contains information about backup tokens for an Access file.	Name
AccessDatabasesRatingProperties	Contains information about database rating properties for an Access file.	RatingID Rating
AccessFieldTypeLookupProperties	Contains information about lookup properties for field types in an Access file.	FieldType FieldTypeFriendlyName
AccessForms	Contains information about forms in an Access file.	FileID FormName
AccessReferences	Contains information about references in an Access file.	FileID ReferenceName GUID FullPath IsBroken Kind Major Minor

Table	Description	Fields
AccessMacros	Contains information about macros in an Access file.	FileID MacroName
AccessQueries	Contains information about queries in an Access file.	FileID QueryName SQL Connect Type
AccessTables	Contains information about tables in an Access file.	FileID TableName RecordCount Connect
AccessModules	Contains information about modules in an Access file.	FileID ModuleName
AccessReports	Contains information about reports in an Access file.	FileID ReportName
AccessFields	Contains information about fields in an Access file.	FileID TableName FieldName FieldType
AccessProperties	Contains information about properties in an Access file.	FileID ScanID TableCount QueryCount FormCount ReportCount MacroCount ModuleCount ReferenceCount CollatingOrder Version ReplicaID DesignMasterID ANSIQueryMODE

---

Table	Description	Fields
		AccessVersion Build ProjVer StartupForm NoConvertDialog DatabaseOwner IsCompiled IsSample IsBackup IsOld IsSystem

## Other Resources

[Import OPM log files into the database](http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183(Office.14).aspx) ([http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183\(Office.14\).aspx](http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183(Office.14).aspx))

[Introduction to Office Migration Planning Manager \(OPM\)](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx)  
([http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f\(Office.14\).aspx](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx))

[Getting started with OPM 2010](http://go.microsoft.com/fwlink/?LinkId=206155) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

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# Sample script to run the Office Migration Planning Manager File Scanner from a file share for Office 2010

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Updated: November 18, 2010

You can use the sample script contained in this article to run the Office Migration Planning Manager (OMPM) File Scanner from a central file share. You can deploy the script with Microsoft System Center Configuration Manager 2010, another software deployment application, or a script.

For more information about how to set up and run OMPM File Scanner, see [Set up OMPM File Scanner](http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4(Office.14).aspx) ([http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4\(Office.14\).aspx](http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4(Office.14).aspx)) and [Run OMPM File Scanner](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx) ([http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7\(Office.14\).aspx](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx)).

```
*****
' File Name: OffScan.vbs
' Version: 1.0
' Purpose: Executes offscan.exe and generate the MIF message based on output of
offscan.exe
*****

Option Explicit
"On Error Resume Next

Dim oFso, oWsh, g_strRoot, g_SourcePath, g_optFile, g_intReturnCode

'----- Creating Objects -----
Set oFso = Wscript.CreateObject("Scripting.FileSystemObject")
Set oWsh = Wscript.CreateObject("Wscript.Shell")

'----- Get the Parent Folder -----
g_strRoot = oFso.GetParentFolderName(Wscript.ScriptFullName)
g_optFile = oWsh.ExpandEnvironmentStrings("%temp%\offscan_output.txt")
g_SourcePath = oFso.BuildPath(g_strRoot,"bits\offscan.exe")

If oFso.FileExists(g_optFile) Then
oFso.DeleteFile g_optFile
End If
g_intReturnCode= oWsh.Run("%comspec% /c " & g_SourcePath & " >> " &
g_optFile,0,True)
```

---

```
// Remove this if network copy is not required
CopycabfiletoNetworkLocation
```

```
Quit()
```

```
*****
*****
```

```
'Sub Name : GenerateMIFMessage()
'Purpose: Generates the MIF message
```

```
*****
*****
```

```
Sub GenerateMIFMessage()
'On Error Resume Next
Dim l_varGetFile,l_strReadFile,l_strLine, l_oMIFGen, l_strMifMessage
If oFso.FileExists(g_optFile) Then
Set l_varGetFile = oFso.GetFile(g_optFile)
Set l_strReadFile = l_varGetFile.OpenAsTextStream(1,-2)
Do While l_strReadFile.AtEndOfStream = False
l_strLine = l_strReadFile.ReadLine
If Not Trim(l_strLine) = "" Then
If Instr(lcase(l_strLine),"total time") or Instr(lcase(l_strLine),"total number") Then
If Trim(l_strMifMessage) = "" Then
l_strMifMessage = g_intReturnCode & ":" & l_strLine
Else
l_strMifMessage = l_strMifMessage & ";" & l_strLine
End If
End If
If Instr(lcase(l_strLine),"error:") Then
If Trim(l_strMifMessage) = "" Then
l_strMifMessage = g_intReturnCode & ":" & Split(Split(l_strLine,".")(0),":")(1)
Else
l_strMifMessage = l_strMifMessage & ";" & Split(Split(l_strLine,".")(0),":")(1)
End If
End If
End If
Loop
Set l_strReadFile = Nothing
Set l_varGetFile = Nothing
Else
l_strMifMessage="Output file NOT found"
End If

Set l_oMIFGen = WScript.CreateObject("ISMIFCOM.InstallStatusMIF")
l_oMIFGen.Create "OffScan.MIF", "Microsoft", "Office File Scanner", "1.0", "ENU", 1,
l_strMifMessage, 1

End Sub
```

---

```

*****
' Sub Name: Quit
' Purpose: Exit
*****

Sub Quit()
'On Error Resume Next
GenerateMIFMessage()
Set oWsh = Nothing
Set oFso = Nothing
Wscript.Quit(0)
End Sub

*****

'Sub Name : CopycabfiletoNetworkLocation()
'Purpose: Copy the cab file to specified common folder
*****

Sub CopycabfiletoNetworkLocation()
'On Error Resume Next
Dim l_strDemoFolder, l_strFile, l_oFileCollection
Dim l_offSacIniPath, l_SourceFolder, l_destinationFolder

l_offSacIniPath="bits\offscan.ini"
l_SourceFolder="%temp%\offscan" '%temp%\offscan - this shold be same as in
offscan.ini file.

'//----- Specify the Share name (share name should end with "\" )-----
l_destinationFolder= "\\server\sharename\"

l_offSacIniPath  = oFso.BuildPath(g_strRoot,l_offSacIniPath)

If oFso.FileExists(l_offSacIniPath) Then
l_SourceFolder = oWsh.ExpandEnvironmentStrings(l_SourceFolder)
Set l_strDemoFolder = oFso.GetFolder(l_SourceFolder)
Set l_oFileCollection = l_strDemoFolder.Files
For Each l_strFile in l_oFileCollection
oFso.CopyFile l_strFile,l_destinationFolder
Next
Set l_oFileCollection = Nothing
Set l_strDemoFolder = Nothing
End If

If oFso.FileExists(g_optFile) Then
oFso.CopyFile g_optFile,l_destinationFolder
End If
End Sub

```

---

## Other Resources

[Import OPM log files into the database](http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183(Office.14).aspx) ([http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183\(Office.14\).aspx](http://technet.microsoft.com/library/eabaaa29-afc9-4cb3-bdd0-2f09d3fae183(Office.14).aspx))

[Run OPM File Scanner](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx) ([http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7\(Office.14\).aspx](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx))

[Analyze reports from OPM](http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823(Office.14).aspx) ([http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823\(Office.14\).aspx](http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823(Office.14).aspx))

[Introduction to Office Migration Planning Manager \(OPM\)](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx)  
([http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f\(Office.14\).aspx](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx))

[Getting started with OPM 2010](http://go.microsoft.com/fwlink/?LinkId=206155) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

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# Office Migration Planning Manager

## Offscan.ini settings for Office 2010

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Updated: February 17, 2011

The settings and values that you can specify in the Offscan.ini file are listed and described in the Offscan.ini settings table in this article. Offscan.ini is the configuration file that the Office Migration Planning Manager (OMPM) File Scanner reads to obtain information about how to perform the OMPM File Scanner scan. The Offscan.ini file must be edited before you can run the OMPM File Scanner.

The OMPM File Scanner scans a set of files one time per RunID. The RunID is a unique ID number that you assign to this setting in the offscan.ini file. It specifies one scan. To scan the same set of files again, provide a different RunID.

### Offscan.ini settings table

The following table shows the settings and values in Offscan.ini.

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
[Run]	Required	Defines the scan execution identifier.	Section head	Scanning stops.	Not applicable
RunID=	Required	Tracking number for the current scan. Use this to group scans from different computers in the Reports.  The purpose of RunID is to uniquely identify scan results in the OMPM reporting database. You can only use a single RunID one time on each client computer. This avoids duplicate log information from being generated. Use an alternate RunID to run subsequent scans.	1 through 2,147,483,646. The default value is 1001.	Scan ends. If value is a previously used RunID on the same client computer, the scan immediately finishes, and you see the following message: "The scan with the specified RunID has	End scan

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
				already been completed on this Computer for this User. Scan Complete".	
Description=	Optional	Text used to describe the current scan.	Free-form text, truncated to 255 characters.	Ignore.	Not applicable
[Scan]	Required	Define scan actions to be executed.	Section head	Scanning stops	Not applicable
DestinationPath=	Required	Path where log files are placed. Supports environment variables (see Note that follows).	Physical or mapped drive or UNC, e.g., c:\scan\logs or \\server\logshare The default location is c:\ompm\scandata Environment variables are also supported.	End scan and display usage information to console.	If the directory does not exist, the directory is created as configured. If the entire path is incorrect, an error is displayed on the computer and the scan is stopped.
ScanMy Documents	Optional	Ensures the user's My Documents folder is scanned whether My Documents is within the path that is specified in SourcePath or redirected to another hard disk drive or network share.	1 - Scan My Documents wherever the folder is. 0 - do not scan My Documents if the path is not under that indicated by SourcePath. The default value is	No special handling for My Documents folder.	Ignore

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
			0.		
ScanDesktop	Optional	Ensures the user's Desktop folder is scanned, whether Desktop is within the path that is specified in SourcePath or redirected to another hard disk drive or network share. Optional.	1 - Scan Desktop wherever the folder is. 0 - do not scan Desktop if the path is not under that indicated by SourcePath. The default value is 0.	No special handling for Desktop folder.	Ignore
DeepScan=	Optional	Specify whether this is a deep scan. Deep scan must be enabled to allow OMPM scanner to look for file compatibility changes.	0 - perform a light scan. 1 - perform a deep scan. The default value is 1.	Performs a light scan.	Performs a light scan
CABLogs=	Optional	Disable creation of CAB files.	0 – do not allow creation of CAB files. 1 – allow creation of CAB files. The default value is 0.	Will not create CAB files.	Does not create CAB files
Verbose=	Optional	Specify whether to display scan activity on the screen.	0 - do not print output to the screen. 1 - print output to the screen. The default value is 1.	Does not print output to the screen.	Does not print output to the screen
Recovery=	Optional	Restart a failed scan when you run the OMPM File Scanner again.	0 - do not restart failed scans. 1 - restart failed scans. The default value is 1.	Does not attempt to restart failed scans.	Does not attempt to restart failed scans
LogOutput=	Optional	Specify whether to write output to a file.	0 - do not write output to a file. 1 - write output to a file.	Does not write output to a file.	Does not write output to a file

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
			The default value is 1.		
SkipOldAccessedFiles	Optional	Enables scan filtering based on the last accessed date of files. If enabled, files with last access dates that are older than the specified date are logged as skipped files. They are not scanned.	1 - Offscan skips files that have a Last Accessed Date that is less than OldAccessedDate 0 - offscan does not skip old files based on Last Accessed Date The default value is 0.	No files are skipped.	No files are skipped
OldAccessedDate	Optional	Defines the date to use for filtering file scanning by last accessed date, Must be activated by using the SkipOldAccessedFiles setting. The date format is YYYY/MM/DD.	Valid date The default value is 2005/01/01	No files are skipped.	The scan stops
SkipOldModifiedFiles	Optional	Enables scan filtering based on the last modified date of files. If enabled, files that have last modified dates that are older than the specified date are logged as skipped files. They are not scanned.	1 - offscan skips files that have a Last Modified Date that is less than OldModifiedDate 0 - offscan does not skip old files based on Last Modified Date The default value is 0.	No files are skipped.	No files are skipped
OldModifiedDate	Optional	Defines the date to use for filtering file scanning by last modified date, Must be enabled by using the SkipOldModifiedFiles setting. The date format is YYYY/MM/DD.	Valid date The default value is 2005/01/01	No files are skipped.	The scan stops
VerboseSkipping	Optional	Defines whether skipped files are displayed on the screen during scanning.	1 - every file skipped is displayed 0 - skipped files are	Skipped files are not	Skipped files are not

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
			not displayed The default value is 1.	displayed.	displayed.
ScanMacros	Optional	Specify whether to scan files for macro VBA code to determine the number of potential object model changes from the current version to Office 2010.	1 - offscan attempts to scan macros in scanned filetypes for API or object model compatibility issues. 0 - offscan does not attempt to scan macros for API or object model issues The default value is 0.	Files are not scanned for macro issues.	Files are not scanned for macro issues.
ScanMacrosx64	Optional	Specify whether to scan macro VBA code to determine the number of potential 64-bit Office changes from the current version to Office 2010 64 bit.	1 - offscan attempts to scan macros in scanned filetypes for API or object model compatibility issues. 0 - offscan does not attempt to scan macros for API or object model issues The default value is 0.	Files are not scanned for 64-bit macro issues.	Files are not scanned for 64-bit macro issues
[Folders ToScan]	Optional	Section lists folder trees to scan. Sub-folders are also scanned. Supports environment variables (see examples at the end of this table).	Section head		
Folder=	Optional	Lists the folder that is included in the scan. All files within this folder and sub-folders are scanned. You can add a Folder entry for each folder (and its included subfolders) that you want to include in the scan. Define local drives, UNC	Examples: Local: C:\samplefolder or C:\%localappdata% Server: \\servername\share WebDAV(SharePoint) : \\server\DAVwwwRoo	OMPM File Scanner scans all local physical drives.	OMPM File Scanner ignores and logs paths that are not valid and continues scanning the

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
		paths, or WebDAV paths.	No value is specified by default.		remaining defined folders. OMPM File Scanner scans all local physical drives if no valid folders are defined.
[FoldersToExclude]	Optional	Section lists folders to exclude from the scan. Sub-folders are also excluded. If [FoldersToExclude] contains folders that do not exist on the computer, the scan stops. Supports environment variables (see Note that follows). Optional.	Section Head.	No folder is excluded from the scan.	If FoldersToScan and FoldersToExclude include the same folders, an error is written to tblErrors and the scan ends. Error is: "Error: Cannot include and exclude the same path. Make sure each path only appears once in the config file." Scan Aborted

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
Folder=	Optional	Lists a folder to be excluded in the scan. All files within this folder and sub-folders are scanned. Optional. Define local drives, UNC paths, or WebDAV paths. Using environment variables in the definition of the folder path is supported. You can add a Folder entry for each folder that you want to exclude from the scan.	Examples: Local: C:\samplefolder or C:\%localappdata% Server: \\servername\share WebDAV(SharePoint) : \\server\DAV\wwwRoot No default value is specified	OMPM scans files in accordance with the defined folderstos can section. No folder is excluded from the scan.	Ignores and logs invalid paths and continues scanning the remaining defined folders
[Network]	Optional	If you are scanning over a network, use the Network section to retry on some limited errors. If a retry is not successful, an error is logged and the scan continues	Section head	Retry is not attempted	Retry is not attempted
RetryCount	Optional	Number of retries per file before it moves to the next file.	Integer. The default value is 10.		
RetryInterval	Optional	Number of milliseconds to wait between retries.	Integer. The default value is 1000.		
RetryTimeout	Optional	The number of sequential files to retry before stopping the scan. Optional.	Integer. 0 - infinite number of files. The default value is 10.		
[Application]	Required	Sections that contain specific settings for each Office application.	Section heads: Access Excel PowerPoint Project	If section is missing, the application document files are	If [Application] is not a known value, the section is

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
			Publisher Visio Word	not scanned.	ignored.
Ext=	Required	List of extensions to be scanned for the application. Required, if [Application] is present. For a list of file types that are scanned by the OMPM File Scanner, see <a href="http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f">Office Migration Planning Manager (OMPM) overview for Office 2010</a> ( <a href="http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f">http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f</a> (Office.14).aspx) Extensions are defined for each application.	For example, "doc" or "dot" (a comma-separated list without the preceding "." character). You can add more extension types if you use other extensions for particular document types, such as .LET for Word letter documents. Defaults by application: Access: mdb, mde, mdz, adp, ade, mdt, mda, accda, accdb, accdr, accdu, accde, accdt, accdc Excel: xls, xlt, xla, XLC, XLM, xls, xltm PowerPoint: ppt, pot, pps, ppa, pptm, ppam, potm Project: mpp, mpt Publisher:pub Visio: vsd, vss, vst, vdx, vtx, vsx Word: doc, dot, wiz, docm, dotm	If there are no values in Ext= in any [Application] section, the OMPM File Scanner finishes without scanning the files.	File type is ignored.
[Access]	Optional	Configuration settings for Access.	Section head		
ScanDAO=	Optional	Specify whether to collect data access object (DAO) properties from the Access databases that are scanned.	0 - do not collect DAO properties. 1 - collect DAO properties. The default value is 1.	Collect DAO properties.	Collect DAO properties.

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
AccessScan=	Optional	Specify whether to collect Access properties from the Access databases that are scanned. To collect Access properties, the OMPM File Scanner must be running on a computer that has Access 95 or a later version installed on it.	0 - do not collect Access properties. 1 - collect Access properties. The default value is 0.	Do not collect Access properties.	Do not collect Access properties.
DisableConvDialog=	Optional	Specify whether to prevent the conversion dialog box from appearing the next time that a user opens a version of an Access database that is earlier than Access 2002 or Access 2003 in either Access 2002 or Access 2003. If you set DisableConfDialog=1, the <b>LastModified</b> date of the Access database changes.	0 - do not prevent the conversion dialog box from appearing. 1 - prevent the conversion dialog box from appearing. The default value is 0.	Do not prevent the conversion dialog box from appearing.	Do not prevent the conversion dialog box from appearing.

Setting	Required?	Description	Possible values	If value is missing	If value is not valid
MaxCopyFileSize=	Optional	Specify the maximum file size in megabytes (MB) that the OMPM File Scanner copies for the collection of Access properties. When collecting Access properties, the OMPM File Scanner makes a copy of the database, which it opens and scans. This preserves the <b>LastModified</b> date for the database. You can use this setting to limit the file size that is copied.	Integer. The default value is 0.  ❖ <b>Important:</b>  When you scan Access databases, you must configure it to a value that is greater than the size of the largest database that you want to scan. You cannot leave this value at 0.  If this results in a timeout during the scan, modify the following settings under <b>[Network]</b> : set <b>RetryCount</b> to 15, and <b>RetryInterval</b> to 1500.	Defaults to 0 MB.	Defaults to 0 MB.
TempPath=	Optional	Specify the folder path where the OMPM File Scanner copies Access databases before it scans them.	Drive letter or UNC path. The default value is null.	Use the folder path that is specified for the TEMP variable in the Windows operating system that is running on your computer.	Use the folder path that is specified for the TEMP variable in the Windows operating system that is running on your computer.

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 **Note:**

The following properties support environment variables: **[FoldersToScan]**, **[FoldersToExclude]**, and **[DestinationPath]**. For example, you can specify **%temp%**, which resolves as the location to store temporary files. If the environment variable cannot be resolved due to a misspelling or other reason (for example, if you specified **%temps%** instead of **%temp%**), the OPM File Scanner treats the entry like a folder name and not an environment variable.

## Other Resources

[Office Migration Planning Manager \(OPPM\) for Office 2010](http://technet.microsoft.com/library/6bce62f7-7d3a-4a75-ae26-be6b4dfca45a(Office.14).aspx)

([http://technet.microsoft.com/library/6bce62f7-7d3a-4a75-ae26-be6b4dfca45a\(Office.14\).aspx](http://technet.microsoft.com/library/6bce62f7-7d3a-4a75-ae26-be6b4dfca45a(Office.14).aspx))

[Getting started with OPPM 2010](http://go.microsoft.com/fwlink/?LinkId=206155) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

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# Use IExpress 2.0 to create a distribution package for Office Migration Planning Manager File Scanner in Office 2010

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Updated: November 18, 2010

You can use IExpress 2.0 to create a distribution package for Office Migration Planning Manager (OMPM) File Scanner by using the following procedure.

## Create a distribution package for OMPM File Scanner

Use the following procedure to create an executable file that you can distribute to users. When a user runs the executable file, the OMPM File Scanner files are copied to the user's computer. IExpress 2.0 is available only on Windows XP and Windows Vista.

To create a distribution package for OMPM File Scanner

1. Edit **offscan.ini** by using the appropriate variables for your environment.
2. On a computer that is running Windows XP, click **Start**, click **Run**, type **iexpress**, and then click **OK**. This starts the IExpress Wizard.
3. On the **Welcome to IExpress 2.0** page, select **Create new Self Extraction Directive file**, and then click **Next**.
4. On the **Package purpose** page, select **Extract files and run an installation command**, and then click **Next**.
5. On the **Package title** page, type a title for the package, and then click **Next**.
6. On the **Confirmation prompt** page, select **No prompt**, and then click **Next**.
7. On the **License agreement** page, select **Do not display a license**, and then click **Next**.
8. On the **Packaged files** page, click **Add**, and then select all files from the Scan directory where OMPM is installed. The list should contain the following files:
  - OFFSCAN.EXE
  - ACCSCAN.DLL
  - OFFSCAN.INI
  - MSVBVM50.DLL
  - SYSTEM.MDW
  - WORD.XML
  - EXCEL.XML
  - COMMONTERMS.XML
  - PPT.XML

- 
9. When you finish adding files, click **Next**.
  10. On the **Install Program to Launch** page, in the **Install Program** box, type **c:\ompm\offscan.exe**. In the **Post Install Command** box, enter the command that you want to use to copy .cab files from the scanned computer to the location where you want to store all .cab files. For example, to copy the .cab files from C:\Scan\Logs to the logs directory on a computer named Server1, type **copy c:\scan\logs\\*. \* \\Server1\logs**. Click **Next**.
  11. On the **Show window** page, select **Hidden**, and then click **Next**.
  12. On the **Finished message** page, select **No message**, and then click **Next**.
  13. On the **Package Name and Options** page, enter the path and file name that you want for this distribution package. Select the options that you want, and then click **Next**.
  14. On the **Configure restart** page, select **No restart**, and then click **Next**.
  15. On the **Save Self Extraction Directive** page, select **Save Self Extraction Directive (SED) file**, edit the path and file name, and then click **Next**.
  16. On the **Create package** page, click **Next**. When the package is created, click **Finish** to exit.

## Other Resources

[Office Migration Planning Manager \(OMPM\) overview for Office 2010](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx)

([http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f\(Office.14\).aspx](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx))

[Getting started with OMPM 2010](http://go.microsoft.com/fwlink/?LinkId=206155) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

[Set up the Office Migration Planning Manager \(OMPM\) File Scanner for Office 2010](http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4(Office.14).aspx)

([http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4\(Office.14\).aspx](http://technet.microsoft.com/library/1e60de90-e9f4-421a-a432-46d44799cfd4(Office.14).aspx))

[Run the Office Migration Planning Manager \(OMPM\) File Scanner for Office 2010](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx)

([http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7\(Office.14\).aspx](http://technet.microsoft.com/library/1850987f-87bb-47e9-b370-f4b8af3c39d7(Office.14).aspx))

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# Office Migration Planning Manager 2010 reports filtering reference for Office 2010

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Updated: November 18, 2010

The filtering criteria that you can select on the 2010 Office Release Compatibility page in Office Migration Planning Manager (OMPM) reports are listed in the following table.

Filtering Criteria: Office Release Compatibility Report

Field	Description
Scanner Run	A list of all run descriptions and their IDs. Filters to all files that were scanned in that scanner run. <b>Note:</b> The data displayed for each file is from the latest scanner run.
Issue Type	Filters by type of issue, including Access Error, Scanner Error, Tool Error, and Upgrade Issue. Filters to all files that have that issue.
Select Issues of Specified Type	Shows unresolved issues filtered to the specified issue type.
Select Resolved Issues and Actions	Shows issues that have been resolved by user actions, such as converting the file.
Max Issue Level	Filters by the maximum issue level found in a file, including Red, Yellow, and Green. For example, if a file has a red issue and a green issue, it is filtered with a red issue.
File Format	Filters by file format. You can select individual programs, or you can select Excel/PowerPoint/Word to select all files that can be converted to the .xml file formats in Microsoft Office 2010.
File Extension	Filters by file name extension.
Modified Before	Shows files that have a last modified date that is before the date specified.
Modified After	Shows files together with a last modified date that is after the date specified.
File Access	Filters by the file access that the scanner had to each file. For example, if the file is located on a drive that is read-only for the scanner, the file is listed as read-only.
Min Size (KB)	Shows files that are the file size specified or bigger.
Domain	Filters by domain. The string must be an exact match.

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Field	Description
Computer Name	Filters by computer name. The string must be an exact match.
Path Begins With	Shows files where the long path name begins with the characters specified.
Name Begins With	Shows files where the file name begins with the characters specified.
System Folders	Shows files from the selected system folders. The system folder <b>&lt;undefined&gt;</b> filters to files not found in system folders.
Selected Filter SQL	This is a read-only field that shows the most recently applied SQL clause. Click the <b>Customize SQL</b> button to edit the SQL clause. Click <b>Clear SQL Filter</b> to return to editing the filter in the form view. Advanced: When customizing SQL, you can insert filter criteria by using a field in the form view and clicking <b>Add Selected Criteria</b> to insert those criteria into the SQL query.

After you apply a filter, the **Scanned Files** and **Created Files** windows contain the first 1,000 files that were returned. You can sort or filter by any column by using data sheet column headers. However, the results will be only for those 1,000 files. For example, if you sort by **File Name**, OMPM reports returns the same 1,000 files sorted by **File Name**. To sort or filter on all of the files in that scanner run, click **Open** in a new window at the bottom of the **Scanned Files** or **Created Files** window.

## Other Resources

[Office Migration Planning Manager \(OMPM\) overview for Office 2010](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx)

([http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f\(Office.14\).aspx](http://technet.microsoft.com/library/d0373697-31f5-4fc5-8dd1-1b9d7f35842f(Office.14).aspx))

[Getting started with OMPM 2010](http://go.microsoft.com/fwlink/?LinkId=206155) (<http://go.microsoft.com/fwlink/?LinkId=206155>)

[Analyze Office Migration Planning Manager \(OMPM\) Reports for Office 2010](http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823(Office.14).aspx)

([http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823\(Office.14\).aspx](http://technet.microsoft.com/library/be467931-7aa8-4bc4-b4e1-9273eca32823(Office.14).aspx))

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## Messaging reference for Outlook 2010

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Published: May 12, 2010

This section provides information about additional factors to consider when you configure and deploy Microsoft Outlook 2010 in an organization.

In this section:

Article	Description
<a href="#">Attachment file types restricted by Outlook 2010</a>	Contains a list of Level 1 file types that are blocked under a default installation of Outlook 2010.

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# Attachment file types restricted by Outlook 2010

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Published: May 12, 2010

There is restricted access to some attachments in items (such as e-mail messages or appointments) in Microsoft Outlook 2010. Files that have specific extensions can be categorized as Level 1 (the user cannot view the file) or Level 2 (the user can open the file after saving it to disk).

 **Note:**

This article is for Outlook administrators. To learn more about why some Outlook attachments are blocked, see [Blocked attachments: The Outlook feature you love to hate](http://go.microsoft.com/fwlink/?LinkId=81268) (<http://go.microsoft.com/fwlink/?LinkId=81268>). Or, to learn more about how to share files that have restricted file types, see [Blocked attachments in Outlook](http://go.microsoft.com/fwlink/?LinkId=188575) (<http://go.microsoft.com/fwlink/?LinkId=188575>).

By default, Outlook 2010 classifies several file types as Level 1 and blocks files that have those extensions from being received by users. As an administrator, you can use Group Policy to manage how a file type is categorized for e-mail attachment blocking. For example, you can change a file type categorization from Level 1 to Level 2 or create a list of Level 2 file types. There are no Level 2 file types by default. For more information, see [Plan attachment settings in Outlook 2010](http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1(Office.14).aspx) ([http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1\(Office.14\).aspx](http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1(Office.14).aspx)).

The following table lists Level 1 file types that are blocked under a default installation of Outlook 2010.

File extension	File type
.ade	Microsoft Access project extension
.adp	Microsoft Access project
.app	Application file
.asp	Active server page
.bas	Microsoft Visual Basic class module
.bat	Batch file
.cer	Internet Security Certificate file

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File extension	File type
.chm	Compiled HTML Help file
.cmd	DOS CP/M command file, Microsoft Windows NT command script
.cnt	Windows Help contents file
.com	Microsoft MS_DOS program
.cpl	Control Panel extension
.crt	Security certificate
.csh	Script file
.der	DER Encoded X509 certificate file
.exe	Executable file
.fxp	Microsoft Visual FoxPro compiled program
.gadget	Windows Gadget
.grp	Windows program group file
.hlp	Help file
.hpj	Help project file
.hta	HTML program
.inf	Information or setup file
.ins	Internet Naming Service
.isp	Internet Communication settings
.its	Internet Document Set file
.jar	JAVA archive file
.js	JavaScript source code
.jse	JScript Encoded script file
.ksh	UNIX Shell script file
.lnk	Windows shortcut
.mad	Microsoft Access module shortcut
.maf	Microsoft Access shortcut
.mag	Microsoft Access diagram shortcut
.mam	Microsoft Access macro shortcut

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File extension	File type
.maq	Microsoft Access query shortcut
.mar	Microsoft Access report shortcut
.mas	Microsoft Access stored procedures
.mat	Microsoft Access table shortcut
.mau	Media attachment unit
.mav	Microsoft Access view shortcut
.maw	Microsoft Access data access page
.mcf	Manifest configuration file
.mda	Microsoft Access add-in program
.mdb	Microsoft Access program
.mde	Microsoft Access MDE database file
.mdt	Microsoft Access data file
.mdw	Microsoft Access workgroup
.mdz	Microsoft Access wizard program
.msc	Microsoft Common Console document
.msh	Windows PowerShell script helper
.msh1	Windows PowerShell script helper
.msh2	Windows PowerShell script helper
.mshxml	Windows PowerShell script helper
.msh1xml	Windows PowerShell script helper
.msh2xml	Windows PowerShell script helper
.msi	Windows Installer package
.msp	Windows Installer update package file
.mst	Visual Test source file
.ops	Microsoft Office profile settings file
.osd	Open software description file
.pcd	Microsoft Visual Test compiled script
.pif	Windows program information file

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File extension	File type
.pl	Perl script file
.plg	Developer Studio build log
.prf	Outlook profile file
.prg	Program source file
.ps1	Windows PowerShell
.ps1xml	Windows PowerShell
.ps2	Windows PowerShell
.ps2xml	Windows PowerShell
.psc1	Windows PowerShell
.psc2	Windows PowerShell
.pst	Microsoft Outlook personal folder file
.reg	Registration entries, Registry data file
.scf	Windows Explorer command file
.scr	Windows screen saver
.sct	Windows script component
.shb	Windows shortcut to a document
.shs	Shell Scrap object file
.tmp	Temporary file or folder
.url	Uniform Resource Locator (Internet shortcut)
.vb	Microsoft Visual Basic Scripting Edition (VBScript) file
.vbe	VBScript Encoded script file
.vbp	Visual Basic project file
.vbs	VBScript script file, Visual Basic for Applications script file
.vsmacros	Microsoft Visual Studio .NET binary-based macro project file
.vsw	Microsoft Visio workspace file
.ws	Windows script file

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File extension	File type
.wsc	Windows script component
.wsf	Windows script file
.wsh	Windows Script Host settings file
.xbap	XAML browser application
.xnk	Microsoft Exchange public folder shortcut

## Other Resources

[Plan attachment settings in Outlook 2010](http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1(Office.14).aspx) ([http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1\(Office.14\).aspx](http://technet.microsoft.com/library/12c97f50-412a-41ea-9c7a-756f168608d1(Office.14).aspx))

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## SharePoint Workspace 2010 reference

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Updated: December 16, 2010

This section describes how to use the Office Customization Tool (OCT) and Group Policy to customize an installation of Microsoft SharePoint Workspace 2010.

In this section:

Article	Description
<a href="#">Office Customization Tool settings for SharePoint Workspace 2010</a>	Describes how to use the Office Customization Tool (OCT) to customize an installation of SharePoint Workspace 2010.
<a href="#">Group Policy for SharePoint Workspace 2010</a>	Describes Group Policy settings that, when applied to an Active Directory organizational unit, can be used to customize an installation of SharePoint Workspace 2010.
<a href="#">Deployment checklist for SharePoint Workspace 2010</a>	Provides a short checklist to help ensure a successful deployment of SharePoint Workspace 2010.

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# Group Policy for SharePoint Workspace 2010

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Updated: December 9, 2010



When Group Policy settings are applied to an Active Directory organizational unit, you can use them to customize an installation of Microsoft SharePoint Workspace 2010. A collection of Group Policy settings, which is known as a Group Policy object (GPO), is tied to a rules engine that determines which Active Directory group receives related policy settings. SharePoint Workspace–specific Group Policy settings can found in the groove.adm file.

For more information about how to access and use the Group Policy feature, see [Group Policy overview \(Office system\)](http://go.microsoft.com/fwlink/?LinkID=162307) (<http://go.microsoft.com/fwlink/?LinkID=162307>) and [Enforce settings by using Group Policy in the Office system](http://go.microsoft.com/fwlink/?LinkID=78176) (<http://go.microsoft.com/fwlink/?LinkID=78176>).

For more information about how to customize deployments, see [Configure and customize SharePoint Workspace 2010 options](http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85(Office.14).aspx) ([http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85\(Office.14\).aspx](http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85(Office.14).aspx)).

The following table describes GPOs that affect SharePoint Workspace 2010 installation.

Group Policy object	Description	Default value or undefined value
Prohibit Groove Workspaces	Prohibits use of Groove workspaces and Shared Folders. Limits SharePoint Workspace use to SharePoint workspaces only.	Disabled
Enable IPv6	Enables IPv6 for SharePoint Workspace.	Disabled
Prefer IPv4	Indicates that IPv4 is preferred over IPv6 if both are supported on client computers.	Disabled
Prevent Indexing Certain Paths	Prevents Windows Search 4.0 from crawling (creating indexes for) SharePoint Workspace content. This policy prevents Windows Search crawling for SharePoint Workspace, removes <b>Search</b> from the ribbon in SharePoint Workspace, overrides any user-initiated content crawling, and cleans the Windows Search index of previously indexed SharePoint Workspace content.  If this policy is not enabled, Windows Search indexing is enabled by default for the following SharePoint Workspace content:	Enabled

Group Policy object	Description	Default value or undefined value
	<ul style="list-style-type: none"> <li>• Metadata for SharePoint workspaces and Groove workspaces for SharePoint Workspace 2010</li> <li>• Metadata for all Groove workspace tools for SharePoint Workspace 2010</li> <li>• The following Groove workspace content is for SharePoint Workspace 2010: Discussions, Documents, Notepad entries, chat transcripts, member messages, and custom lists.</li> </ul> <p>If this policy is enabled, Windows Search does not crawl specified paths. The format for specifying a non-searchable path is as follows: Protocol://site/path/file and SharePointWorkspaceSearch must be entered as the search protocol.</p> <p>For example, the following entry prevents indexing of any SharePoint Workspace content for all users on target SharePoint Workspace computers:</p> <p>SharePointWorkspaceSearch://{*/}*</p> <p>For more information about the Prevent Indexing Certain Paths GPO, see <a href="http://go.microsoft.com/fwlink/?LinkId=164564&amp;clcid=0x409">Group Policy for Windows Search</a> (<a href="http://go.microsoft.com/fwlink/?LinkId=164564&amp;clcid=0x409">http://go.microsoft.com/fwlink/?LinkId=164564&amp;clcid=0x409</a>).</p> <p> <b>Note:</b></p> <p>This setting is a Windows Search policy that affects SharePoint Workspace 2010.</p> <p>For more information about Group Policy for Windows Search, see <a href="http://go.microsoft.com/fwlink/?LinkId=164567">Windows Search Administrators Guides</a> (<a href="http://go.microsoft.com/fwlink/?LinkId=164567">http://go.microsoft.com/fwlink/?LinkId=164567</a>).</p>	
Sync Only On Domain Network	<p>Requires a Secure Socket Layer (SSL) connection for SharePoint Workspace clients trying connect to SharePoint Server 2010 from outside the organization's intranet.</p> <p> <b>Note:</b></p> <p>This setting is a SharePoint Server 2010 custom policy that affects SharePoint Workspace 2010.</p>	Disabled
SharePoint Workspace	If you use Groove Server 2010 Manager to manage SharePoint Workspace, use this policy to require that a managed account	Disabled

Group Policy object	Description	Default value or undefined value
Account Configuration Code Required	configuration code be entered, manually or automatically, to create a SharePoint Workspace account. This prevents users from creating unmanaged SharePoint Workspace accounts.  For information about Groove Server 2010 and automatic account configuration, see <a href="http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx">Deployment for Groove Server 2010</a> ( <a href="http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx">http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx</a> ).	
Groove Server Manager Name	If you use Groove Server 2010 Manager to manage SharePoint Workspace, use this policy to specify the Groove Server 2010 Manager server name to which users are assigned. This attribute supports automatic SharePoint Workspace account configuration or restoration, and migration of unmanaged accounts to managed accounts. For information about how to migrate unmanaged accounts to Groove Server 2010 Manager, see the Migration section of <a href="http://technet.microsoft.com/library/32ec0f55-f8c0-444e-a8b8-ac1c900d59f6(Office.14).aspx">Operations for Groove Server 2010 Manager</a> ( <a href="http://technet.microsoft.com/library/32ec0f55-f8c0-444e-a8b8-ac1c900d59f6(Office.14).aspx">http://technet.microsoft.com/library/32ec0f55-f8c0-444e-a8b8-ac1c900d59f6(Office.14).aspx</a> ).	Disabled
Groove Server Manager Valid Link Security	If you use Groove Server 2010 Manager to manage SharePoint Workspace, use this policy to ensure a trusted SharePoint Workspace-to-Manager communication link. When this requirement is enabled, the presented Groove Server Manager SSL certificate must be valid to enable SharePoint Workspace-to-Manager communication.	Enabled
Maximum Number of Proxy Connection Failures to Groove Server Relay	If you use Groove Server 2010 Manager to manage SharePoint Workspace, use this policy to limit the number of failed proxy connection attempts to a Groove Server Relay by the SharePoint Workspace client. When the limit is reached, additional proxy connection attempts to the Relay server are abandoned.	Enabled
List of Blocked Groove Relay Servers	If you use Groove Server 2010 Manager to manage SharePoint Workspace, use this policy to prevent SharePoint Workspace clients from initiating communications to listed Groove Relay servers that are known to be permanently decommissioned. The format is a comma-separated list of fully qualified domain names of Relay servers. Wildcards in the names are supported. The question mark (?) is for single character substitution and the asterisk (*) is for domain part substitution.	Disabled

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## Concepts

[Office Customization Tool settings for SharePoint Workspace 2010](#)

### Other Resources

[Configure and customize SharePoint Workspace 2010 options](#)

([http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85\(Office.14\).aspx](http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85(Office.14).aspx))

[Deployment for Groove Server 2010](#) ([http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489\(Office.14\).aspx](http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx))

[Plan for SharePoint Workspace 2010](#) ([http://technet.microsoft.com/library/e8a433c1-ea1f-4cf7-adc8-50972f58d465\(Office.14\).aspx](http://technet.microsoft.com/library/e8a433c1-ea1f-4cf7-adc8-50972f58d465(Office.14).aspx))

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# Office Customization Tool settings for SharePoint Workspace 2010

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Published: May 12, 2010

This article describes how to use the Office Customization Tool (OCT) to customize an installation of Microsoft SharePoint Workspace 2010. This customization option is especially useful if you cannot access the Group Policy feature.

For information about how to use the OCT, see [Office Customization Tool in Office 2010](#). For more information about customization options, see [Configure and customize SharePoint Workspace 2010 options](#) ([http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85\(Office.14\).aspx](http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85(Office.14).aspx)).

The following table describes OCT settings that affect SharePoint Workspace 2010.

OCT paths to settings for SharePoint Workspace	Description
Features/Modify user settings/Microsoft SharePoint Workspace 2010	<ul style="list-style-type: none"><li>• Prohibit Groove workspaces — Prohibits use of Groove workspaces and Shared Folders. Limits SharePoint Workspace use to SharePoint workspaces only.Default setting: Disabled</li><li>• Enable IPv6 — Enables IPv6 for SharePoint Workspace.Default setting: Disabled</li><li>• Prefer IPv4 — Indicates that IPv4 is preferred over IPv6 if both are supported on client computers.Default setting: Disabled</li><li>• SharePoint Workspace Account Configuration Code Required — If you use Groove Server 2010 to manage SharePoint Workspace, use this setting to require that a managed account configuration code be entered, manually or automatically, to create a SharePoint Workspace account. This prevents users from creating unmanaged SharePoint Workspace accounts. For information about Groove Server 2010 and automatic account configuration, see <a href="#">Deployment for Groove Server 2010</a> (<a href="http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx">http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx</a>).Default setting: Disabled</li><li>• Groove Server Manager Name — If you use Groove Server 2010 to manage SharePoint Workspace, use this setting to</li></ul>

OCT paths to settings for SharePoint Workspace	Description
	<p>specify the server name for use with automatic account configuration or restoration, or when you migrate unmanaged to managed accounts. Default setting: Disabled</p> <ul style="list-style-type: none"> <li>• Groove Server Manager Valid Link Security — If you use Groove Server 2010 to manage SharePoint Workspace, use this setting to ensure a trusted SharePoint Workspace-to-Manager communications link. When this requirement is enabled, the presented Groove Server Manager Secure Socket Layer (SSL) certificate must be valid to enable SharePoint Workspace-to-Manager communication. Default setting: Enabled</li> <li>• Groove Server Manager Valid Link Security — If you use Groove Server 2010 to manage SharePoint Workspace, use this link to ensure a trusted SharePoint Workspace-to-Manager communication link. When this requirement is enabled, the presented Groove Server Manager SSL certificate must be valid to enable SharePoint Workspace-to-Manager communication. Default setting: Enabled</li> <li>• Maximum Number of Proxy Connection Failures to Groove Server Relay — If you use Groove Server 2010 to manage SharePoint Workspace, use this setting to limit the number of failed proxy connection attempts to a Groove Server Relay by the SharePoint Workspace client. When the limit is reached, additional proxy connection attempts to the Relay server are discontinued. Default setting: Enabled</li> <li>• List of Blocked Groove Relay Servers — If you use Groove Server 2010 to manage SharePoint Workspace, use this setting to prevent the SharePoint Workspace clients from initiating connections to listed Groove Relay servers that are known to be permanently decommissioned. The format is a comma-separated list of fully qualified domain names of Relay servers. Wildcards in the names are supported. The question mark (?) is for single character substitution and the asterisk (*) is for domain part substitution. Default setting: Disabled</li> </ul> <p>For more information about SharePoint Workspace settings, see <a href="http://technet.microsoft.com/library/24ec9cec-361b-4862-b5c3-d7ad5650c425(Office.14).aspx">Deploy SharePoint Workspace</a> (<a href="http://technet.microsoft.com/library/24ec9cec-361b-4862-b5c3-d7ad5650c425(Office.14).aspx">http://technet.microsoft.com/library/24ec9cec-361b-4862-b5c3-d7ad5650c425(Office.14).aspx</a>).</p>
Additional content	<ul style="list-style-type: none"> <li>• Use the <b>Add files</b> setting in the OCT to automatically add files, such as SharePoint Workspace templates, to user installations.</li> </ul>

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OCT paths to settings for SharePoint Workspace	Description
	<ul style="list-style-type: none"><li>Use the <b>Remove Files</b> setting if you have special requirements that can only be enabled or disabled through the Windows Registry. For example, you can use this setting to remove legacy SharePoint Workspace or Microsoft Office Groove 2007 device management registry settings or you can set the registry value that disables running of the New User video upon configuration of a new account. Files to be removed might also include workspace templates from previous Office Groove 2007 installations.</li></ul>

## Concepts

[Group Policy for SharePoint Workspace 2010](#)

## Other Resources

[Configure and customize SharePoint Workspace 2010 options](#)

([http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85\(Office.14\).aspx](http://technet.microsoft.com/library/5290b730-b9fd-4228-93e0-7ace1766aa85(Office.14).aspx))

[Deployment for Groove Server 2010](#) ([http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489\(Office.14\).aspx](http://technet.microsoft.com/library/8d7d33c2-3954-489b-ac82-49f7da119489(Office.14).aspx))

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# Deployment checklist for SharePoint Workspace 2010

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Updated: February 24, 2011

Use the following checklist to help ensure a successful SharePoint Workspace 2010 deployment.

## SharePoint server setup for SharePoint Workspace

Requirement or best practice	Status and comments
Configure Secure Socket Layer protection on the port that will be used for SharePoint Workspace connections.	Done <input type="checkbox"/> Comments:
Confirm that Remote Differential Compression (RDC) is installed on the SharePoint server.	Done <input type="checkbox"/> Comments:
Confirm that Offline Client Availability is enabled for affected SharePoint sites.	Done <input type="checkbox"/> Comments:
Make sure to list the URLs of client-accessible sites in the Alternate Access Mapping list on the SharePoint server.	Done <input type="checkbox"/> Comments:
If your organization uses Line of Business Interoperability (or LOBi) lists to connect to an external database (instead of to the server database), and if SharePoint users have to take these lists offline, ensure that Offline Synchronization of External Lists is enabled on the SharePoint server.	Done <input type="checkbox"/> Comments:
Instruct site administrators who want to enable SharePoint Workspace users to access their content to set user permissions accordingly.	Done <input type="checkbox"/> Comments:
Confirm that intended SharePoint Workspace 2010 clients have browser access to designated SharePoint sites.	Done <input type="checkbox"/> Comments:
Select policies that you want to deploy for SharePoint Workspace 2010. See <a href="#">Group Policy for SharePoint Workspace 2010</a> for information about how to set policies for SharePoint Workspace 2010.	Done <input type="checkbox"/> Comments:
Deploy SharePoint Workspace 2010 with customization policies.	Done <input type="checkbox"/> Comments:

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## Other Resources

[Configure SharePoint Workspace 2010](http://technet.microsoft.com/library/efbf78f3-cc46-426d-bf92-5bdc4d77c093(Office.14).aspx) ([http://technet.microsoft.com/library/efbf78f3-cc46-426d-bf92-5bdc4d77c093\(Office.14\).aspx](http://technet.microsoft.com/library/efbf78f3-cc46-426d-bf92-5bdc4d77c093(Office.14).aspx))

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## Conformance statement A-level (Office 2010)

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Published: July 22, 2010

Conformance statement for Microsoft Office 2010 in regards to [Web Content Accessibility Guidelines 2.0](http://www.w3.org/TR/WCAG20/) (<http://www.w3.org/TR/WCAG20/>).

### Conformance statement for configuration and administration experience at A-level

Claim	Details
Date of the claim	May 12th, 2010
Guidelines title, version, and URI	<a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">Web Content Accessibility Guidelines 2.0</a> ( <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a> )
Conformance level satisfied: (Level A, AA or AAA)	A
A concise description of the Web pages, such as a list of URIs for which the claim is made, including whether subdomains are included in the claim.	Default content included with Office 2010 and Administration and Configuration features of Office 2010. For other product features, see <a href="#">Conformance statement AA-level (Office 2010)</a> .
A list of the Web content technologies relied upon.	HTML JavaScript CSS
Additional Web content technologies used, but not relied upon.	ARIA Silverlight RSS PNG GIF JPEG
A list of success criteria beyond the level of conformance claimed that have been met. This information should be provided in a form that users can use, preferably	Conforms to 1.4.9 Images of Text (No Exception) - AAA. Conforms to 2.1.3 Keyboard (No Exception) - AAA.

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Claim	Details
machine-readable metadata.	Conforms to 2.2.3 No Timing (No Exception) - AAA. Conforms to 2.3.2 Three Flashes - AAA. Conforms to 2.4.8 Location - AAA. Conforms to 3.3.6 Error Prevention (All) - AAA.

This conformance statement pertains to Office 2010.

Customization of the product voids this conformance statement from Microsoft.

Customers may make independent conformance statements if they have conducted due diligence to meet all relevant requirements for their customization.

Please consult with Assistive Technology (AT) vendors for compatibility specifications of specific AT products. AT products that are compatible with all the rely-upon-technologies are expected to be functional with the product.

This document is for informational purposes only. MICROSOFT MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN THIS DOCUMENT.

Revised 07/22/2010.

Microsoft regularly updates its websites and provides new information about the accessibility of products as that information becomes available.

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## Conformance statement AA-level (Office 2010)

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Published: July 22, 2010

Conformance statement for Microsoft Office 2010 in regards to [Web Content Accessibility Guidelines 2.0](http://www.w3.org/TR/WCAG20/) (<http://www.w3.org/TR/WCAG20/>).

### Conformance statement for core reader, author, and contributor experience at AA-level

Claim	Details
Date of the claim	May 12th, 2010
Guidelines title, version, and URI	<a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">Web Content Accessibility Guidelines 2.0</a> ( <a href="http://www.w3.org/TR/2008/REC-WCAG20-20081211/">http://www.w3.org/TR/2008/REC-WCAG20-20081211/</a> )
Conformance level satisfied: (Level A, AA or AAA)	AA
A concise description of the Web pages, such as a list of URIs for which the claim is made, including whether subdomains are included in the claim.	All default content included with Office 2010 and Web application features of Office 2010 except where limited by <a href="#">Conformance statement A-level (Office 2010)</a> .
A list of the Web content technologies relied upon.	HTML JavaScript CSS
Additional Web content technologies used, but not relied upon.	ARIA Silverlight RSS PNG GIF JPEG
A list of success criteria beyond the level of conformance claimed that have been met. This information should be provided in a form that users can use, preferably machine-readable metadata.	Conforms to 1.4.9 Images of Text (No Exception) - AAA. Conforms to 2.1.3 Keyboard (No Exception) - AAA. Conforms to 2.2.3 No Timing (No Exception)

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Claim	Details
	- AAA. Conforms to 2.3.2 Three Flashes - AAA. Conforms to 2.4.8 Location - AAA. Conforms to 3.3.6 Error Prevention (All) - AAA.

This conformance statement pertains to Office 2010.

Customization of the product voids this conformance statement from Microsoft.

Customers may make independent conformance statements if they have conducted due diligence to meet all relevant requirements for their customization.

Please consult with Assistive Technology (AT) vendors for compatibility specifications of specific AT products. AT products that are compatible with all the rely-upon-technologies are expected to be functional with the product.

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Revised 07/22/2010.

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# Security policies and settings in Office 2010

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Published: December 9, 2010

You can use the Security Compliance Manager as a technical reference for the security settings and privacy options in Microsoft Office 2010, and you can also use it for other purposes. For example, the Microsoft Security Compliance Manager provides centralized security baseline management features, a baseline portfolio, customization capabilities, and security baseline export flexibility. These features speed up your organization's ability to efficiently manage the security and compliance process for the most widely used Microsoft products. This includes Office 2010.

You can use the Security Compliance Manager and the Office 2010 Security Baseline to determine:

- What a setting does.
- What the default configuration is for a setting.
- What the vulnerability, impact, and countermeasure is for a setting
- Where to find the setting in the Group Policy Management Console (GPMC).

For more information about the Security Compliance Manager and the Office 2010 Security Baseline see [Microsoft Security Compliance Manager](http://go.microsoft.com/fwlink/?LinkID=205635) (<http://go.microsoft.com/fwlink/?LinkID=205635>)

## Other Resources

[Group Policy overview for Office 2010](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx) ([http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79\(Office.14\).aspx](http://technet.microsoft.com/library/c8cec707-2afa-4964-b0f8-611e4709bd79(Office.14).aspx))

[Planning for Group Policy in Office 2010](http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9(Office.14).aspx) ([http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9\(Office.14\).aspx](http://technet.microsoft.com/library/83ff7b6a-6ad5-4abb-8edf-e97824e14af9(Office.14).aspx))

[Microsoft Security Compliance Manager](http://go.microsoft.com/fwlink/?LinkID=205635&clcid=0x409) (<http://go.microsoft.com/fwlink/?LinkID=205635&clcid=0x409>)

[Microsoft Office 2010 Security Baseline](http://go.microsoft.com/fwlink/?LinkId=207183) (<http://go.microsoft.com/fwlink/?LinkId=207183>)

[Office 2010 Security Resource Center on TechNet](http://go.microsoft.com/fwlink/?LinkId=210459) (<http://go.microsoft.com/fwlink/?LinkId=210459>)