Microsoft Office Manager Read Me File
November 2000

This document provides late-breaking or other information that is relevant to Microsoft Office Manager, and is current as of the date above. After that date, you may find more current information and resources on the Microsoft MacTopia Web site at <http://www.mactopia.com>.

For further technical assistance with Microsoft Office Manager, you can also consult Microsoft's online support resources and search for technical information from Microsoft Product Support Services. To search online support services, go to <http://support.microsoft.com>.

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1 Introduction

Microsoft Office Manager adds an icon to the menu bar. When you click the Microsoft Office Manager icon on the menu bar, the Office Manager menu appears. You can use the menu to start an Office program or switch from one running program to another.

Microsoft Office Manager enables you to do the following:
    * Start or switch between programs. Choosing a program from the menu switches to the program if the program is already running, or starts the program if it is not running.
    * Start or switch between programs by using the keyboard. You can use the QuickLaunch feature to start programs or use the QuickSwitch feature to switch between programs that are already running.
    * Add frequently used programs or files to the menu and hide or show the menu item

for any program or file.

1.1 QuickSwitch
The QuickSwitch feature allows you to switch quickly between running programs by using the keyboard.

1.2 QuickLaunch
The QuickLaunch feature allows you to use the keyboard to quickly start or switch between programs. You can turn on QuickLaunch and select items to be displayed in the QuickLaunch menu from the Office Manager Settings window.

2 Installation

To install Microsoft Office Manager, double-click Microsoft Office Manager Installer. The installer will place the Office Manager files in the correct locations on your hard disk. You must restart your computer after installing Office Manager.

The installer will install the following files on your hard disk:
    * System Folder:Control Panels:Microsoft Office Manager
    * System Folder:Extensions:Office Manager Extension

3 Known Issue

3.1 Microsoft Office Manager and Now Utilities
Using Microsoft Office Manager with Now Utilities might cause icons in the Microsoft Office Manager menu to appear much smaller than usual. You can turn off the Office Manager menu icons by clicking Customize on the Office Manager menu, and then clearing the Include menu icons check box.

3.2 Adding Multiple Versions of Office Applications to the MOM Menu Causes MOM to Launch the Wrong Application
To avoid this issue, do the following:
1. Click the Microsoft Office Manager icon on the menu bar, and then click Customize.
2. Under Menu and QuickLaunch Items, click the 2001 version of the Office program you want, and then click Edit.
3. In the Edit Office Manager Item dialog box, click Change.
4. In the folder list, click the folder that contains the 2001 version of the Office program you want, and then click Choose.
5. In the Edit Office Manager Item dialog box, click OK, and then close the Office Manager Settings window.