

**Department of Anthropology | Stanford University  
Graduate Student Software Request Form**

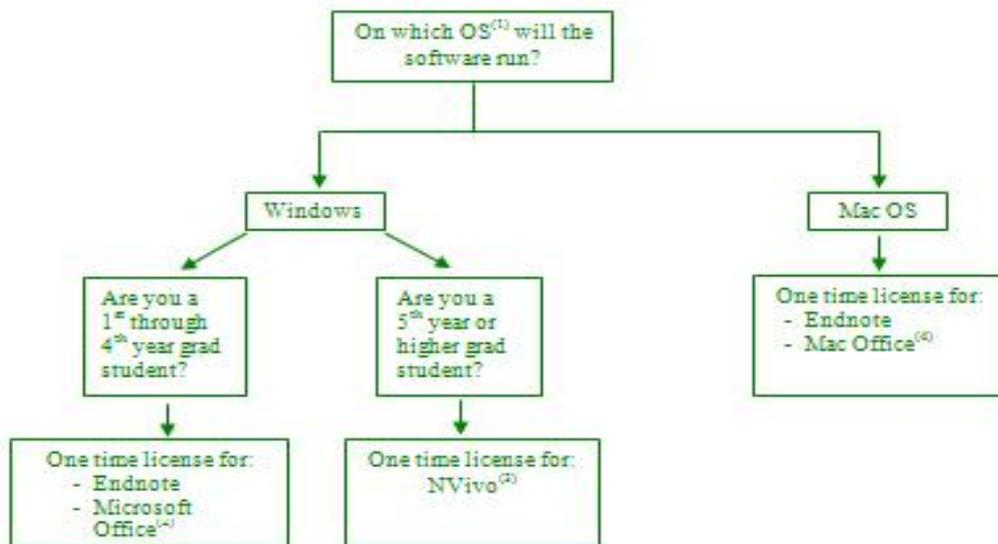
**STUDENT INFORMATION**

Student Name	SUID#
Email	Telephone
Faculty Advisor	Graduation Quarter/Year
PhD Degree Program and PhD Minor (if any)	Department/Program

**Indicate Requested Software:**

<b>Windows:</b>
<input type="checkbox"/> MS Office Standard <input type="checkbox"/> MS Office ProPlus (includes Onenote&Access) LICENSE ARRANGED BY MEDIA SPECIALIST
<input type="checkbox"/> Endnote STIPEND TO STUDENT ARRANGED BY STUDENT SERVICES
<input type="checkbox"/> Nvivo (Available only to 5 <sup>th</sup> year > Ph.D. students. One year license valid from January through December.)
<b>Mac:</b>
<input type="checkbox"/> MS Office (does not include Onenote)
<input type="checkbox"/> Endnote

**Software Purchase Decision Tree:**



I understand that the department will not purchase new operating systems for either Mac or PC and I am responsible for the cost of an upgraded operating system for either a Mac or a PC.

\_\_\_\_\_  
Student Signature \_\_\_\_\_ Date

Submit completed form to the Student Services Officer (50-51G) via scanned email file attachment (.pdf). Contact the Media Specialist.

**OFFICE USE ONLY:**

**Student Services** \_\_\_\_\_  
Signature \_\_\_\_\_ Date

**Media Specialist** Status Notes: \_\_\_\_\_

## Frequently Asked Questions

Question: What is the process to obtain the software from the department?

Answer: Submit the software request form in this packet.

-For an Endnote request, a stipend will be given directly to the student via GFS. The student is responsible for the actual purchase

-For MS Office, please contact the Media Specialist to obtain the software media license.

Question: What programs are included in Microsoft Office?

Answer: The *PC version of Microsoft Office* includes: Word, Excel, Powerpoint, Onenote, Access and Outlook.

The *Mac version of Microsoft Office\** includes: Word, Excel, and Powerpoint.

\*[Please note that Onenote and Outlook are not included in the Mac Office]

Question: I received Office 2007 two years ago from the department but I would like to use Office 2010 now that it is available. Can I get a free upgrade?

Answer: The department will provide for only one license of the above listed software. If eligible, graduate students may request Incidental funds to upgrade to a newer version of original software (ie an operating system for either a Mac or a PC).

Question: Why doesn't the department provide NVIVO for the Mac OSx?

Answer: NVIVO does not run under the Mac OSx.

Question: I would like to run virtual PC on my Mac so I can run Onenote and NVIVO. Will the department provide the necessary software to help me?

Answer: No, Virtual PC will be considered as an additional operating system request.

Question: My computer crashed and I need to reinstall the software. Help!

Answer: Once the Media Specialist confirms the student license, the media for MS Office can be loaned to the student for reinstallation. For Endnote, students should retain the media from the initial license purchase.

Question: How do I create a pdf file from a Microsoft Word document?

Answer: On the Mac, go to Print>Create pdf to create a pdf file.

On a PC, the following will apply according to the version of Office that has been installed. For Office 2010, click the File tab and save the file as pdf. For Office 2007, download a Microsoft plug-in to create pdf files within Office at <http://www.microsoft.com/downloads/en/details.aspx?FamilyID=4d951911-3e7e-4ae6-b059-a2e79ed87041&displaylang=en>.

Question: Who do I go to if I have more questions?

Answer: Please contact Ms. Emily Bishop, Media Specialist via telephone at (650) 723-3686 or via email at [ebishop1@stanford.edu](mailto:ebishop1@stanford.edu).