



# Windows and Office Installation on a Mac Computer - For RIT Users -

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## Introduction

The RIT Client app utilizes a Windows OS. This document outlines the process of installing a Windows OS on a Mac computer for RIT users. We provide instructions for two alternative approaches to installing Windows on a Mac:

- i) Using a virtualization via Parallels Desktop 16; and
- ii) A standalone OS installation via Boot Camp Assistant.

There are advantages and disadvantages associated with each approach. Using a virtual machine via Parallels Desktop 16 comes with a Windows 10 installer and provides a streamlined experience. Users can conveniently install and run Windows on a Mac with a relatively small hard disk space, and associated operations such as clipboard, sound, network drives, and files are also shared automatically between the host (OSX) and the guest (Windows) OS. However, it requires a license subscription which is currently priced at \$79.99/year for Home/Student Edition. With a valid student identification, a 50% discount can be applied so the license subscription is available at \$40/year. There are other 'free' virtualization tools available online, but they may not provide the same 'packaged' user experience.

On the other hand, Apple's Boot Camp Assistant is free. It is a multi-boot utility that helps users install Windows on Intel-based Mac computers. It is a separate standalone installation of Windows that can maximize the hardware capacity and provides an efficient utilization of system resources. However, it requires a large hard disk space of at least 45GB.

Based on our evaluation, both approaches work well. Despite the 'virtual' nature of a setup, Parallels Desktop 16 provides a good balance of both accessibility and performance for using RIT. If students have a relatively new Mac computer with a large hard disk space, installing Windows using Boot Camp Assistant may also be a valid option.

# Installing Windows OS

## Option 1: Using Parallels Desktop 16

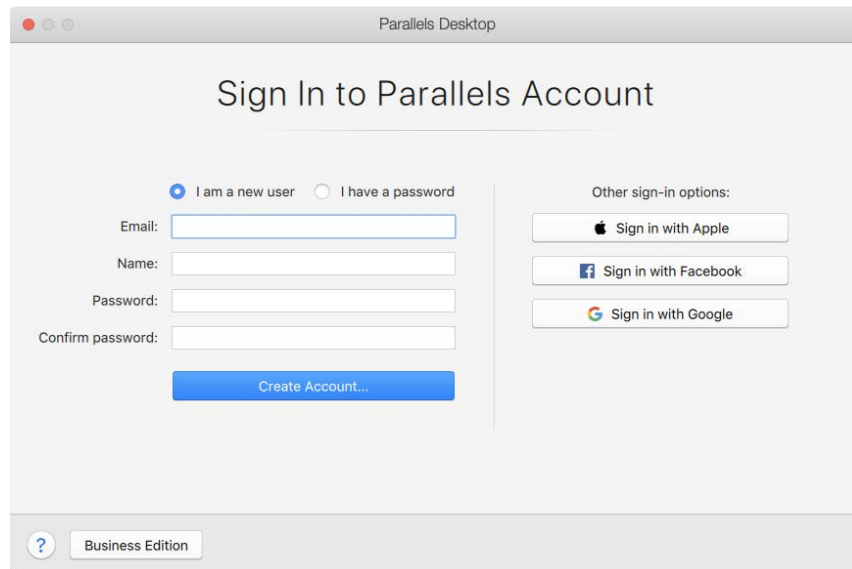
To download and install Parallels Desktop 16, visit the [Parallels Desktop Welcome Center webpage](#). Once you download the installer, you will see the icon below. Go ahead and double-click on it to proceed with installation.



You can follow the installation instructions and it will guide you through downloading and installing Windows 10.



Once the download and installation are complete, create a Parallels account.

A screenshot of the 'Sign In to Parallels Account' window within the Parallels Desktop application. The window has a title bar that says 'Parallels Desktop'. The main heading is 'Sign In to Parallels Account'. Below this, there are two radio buttons: 'I am a new user' (selected) and 'I have a password'. To the right, under 'Other sign-in options:', there are three buttons: 'Sign in with Apple', 'Sign in with Facebook', and 'Sign in with Google'. On the left, there are four text input fields labeled 'Email:', 'Name:', 'Password:', and 'Confirm password:'. Below these fields is a blue button labeled 'Create Account...'. At the bottom left, there is a help icon (?) and a button labeled 'Business Edition'.

You have successfully installed Windows on your Mac using Desktop Parallels 16. You can now move on to the “Installing Microsoft Office” section (Page 7) prior to installing the RIT Client and the Excel add-in for RTD (real-time data) links.

## Option 2: Using Boot Camp Assistant

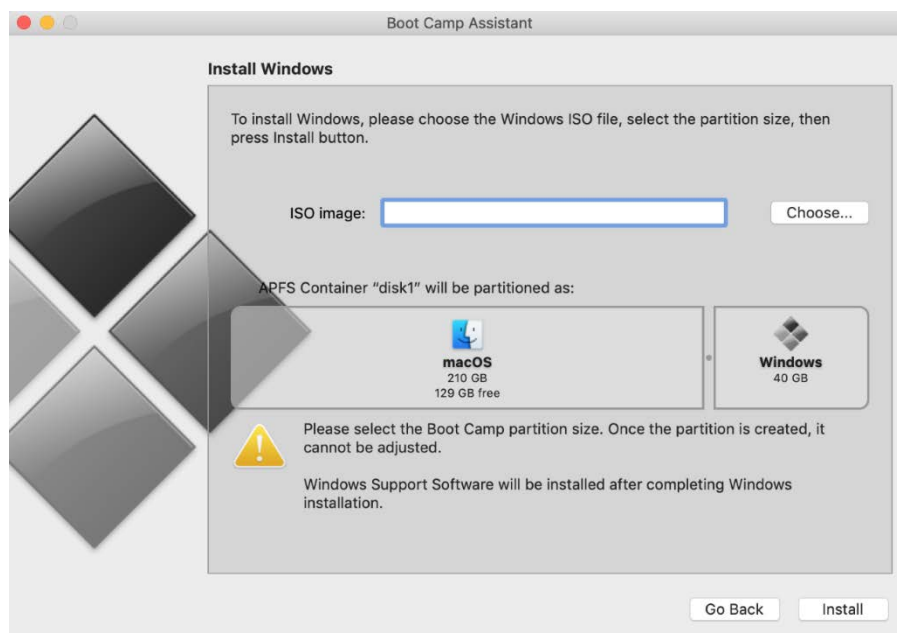
To access the Boot Camp Assistant application, click on the spotlight search icon from Mac and search for *Boot Camp Assistant* with the icon below. The Boot Camp Assistant application is free, and is already pre-installed on Mac computers.



Boot Camp Assistant will open a window with important information as seen below.



Once you have read the information, press “Continue” and Boot Camp will begin the install. You will be prompted to choose an ISO file, which should already be selected<sup>1</sup>, and the partition of your current hard disk as seen below.



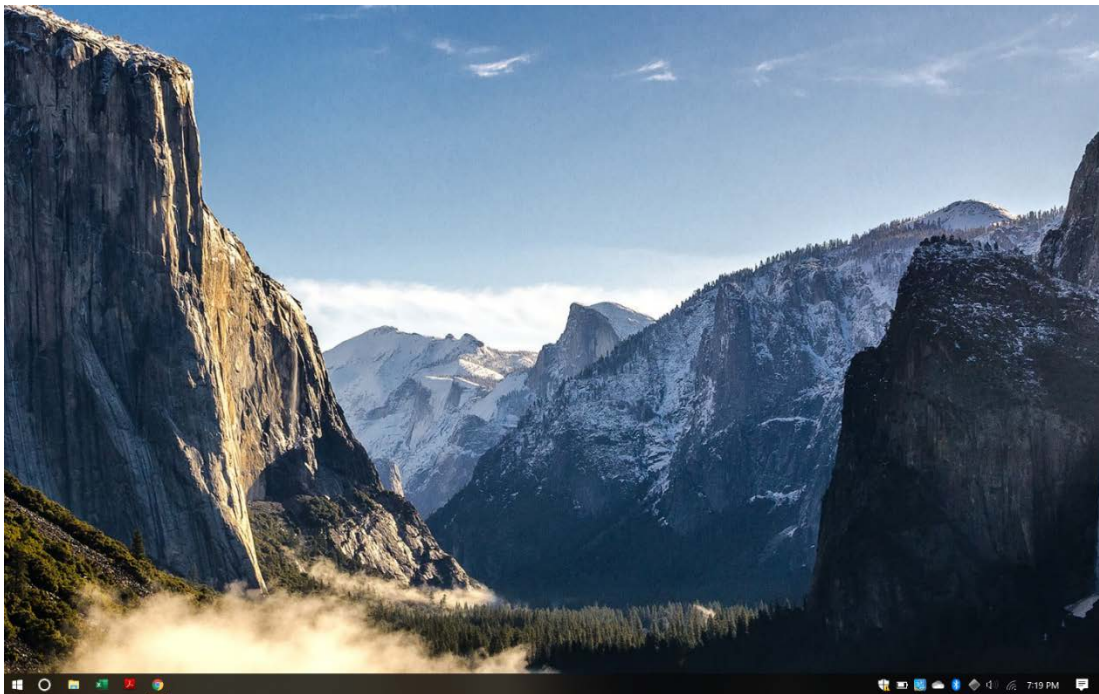
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<sup>1</sup> If there is no ISO file on your device, you can download it for free [here](#) through Microsoft. Select the latest version of Windows 10, your preferred language, and 32-bit or 64-bit depending on the specifications of your device. We suggest 64-bit unless you have to install 32-bit Windows on your Mac.

Once this is chosen, Boot Camp will complete the installation, your Mac will restart and you will see the Windows 10 set-up screen.

Choose your language, then click “Install Now”. Type your product key (if you have one), or click “I don’t have a product key”. Please note that you can complete the installation of Windows without a product key and can continue to use it without a product key<sup>2</sup>.

Select the version of Windows that you would like to install (Windows 10 Home or Windows 10 Pro) and click next. Either version of Windows 10 will work well for RIT. Follow the onscreen instructions to complete the installation and be directed to your desktop as seen below.



After completing the installation, you will now be able to download any necessary applications such as a web browser and the RIT Client. It is suggested that you first download and install Microsoft Office as well, so that you can install RTD Links for RIT. Please see instructions below.

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<sup>2</sup> You can optionally activate Windows using a Windows license key; you can obtain a free key from (<https://onthehub.com/windows-10-education/>) or contact your IT department for guidance.

## Installing Microsoft Office

### Step 1

Go to [www.office.com](https://www.office.com) and select “Sign in”, if you are not already signed in.

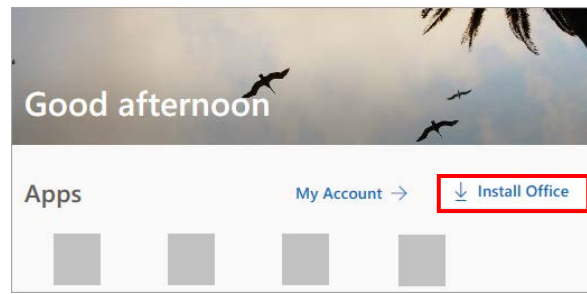
### Step 2

Sign in with a Microsoft account that could either be a personal, a work, or a student account<sup>3</sup>.

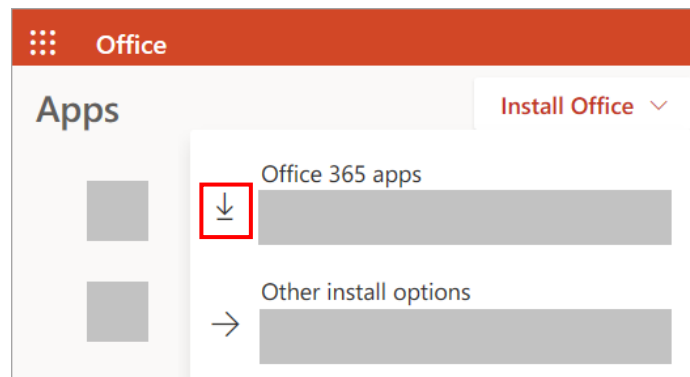
### Step 3

After signing in, follow the onscreen steps that match the type of account with which you have signed in and select Install Office:

*Signed in with a personal account (you may also be given the option to Buy Office 365 if no license is detected for your account):*



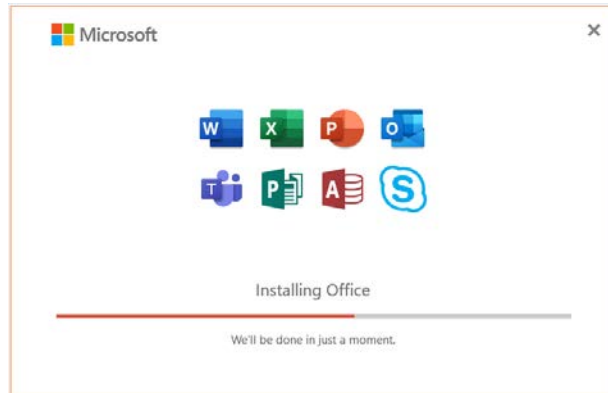
*Signed in with a work or school account:*



<sup>3</sup> Usually, work or school accounts will already have free access to Microsoft Office products. Contact the relevant administrators at your institution to confirm whether Microsoft Office has already been purchased for you.

#### Step 4

Depending on your browser, select “Run” (in Edge or Internet Explorer), “Setup” (in Chrome), or “Save File” (in Firefox). You can proceed with the onscreen steps and Microsoft Office will begin to install. Only Excel is required for RIT to run smoothly, but you may choose to install other Office applications.

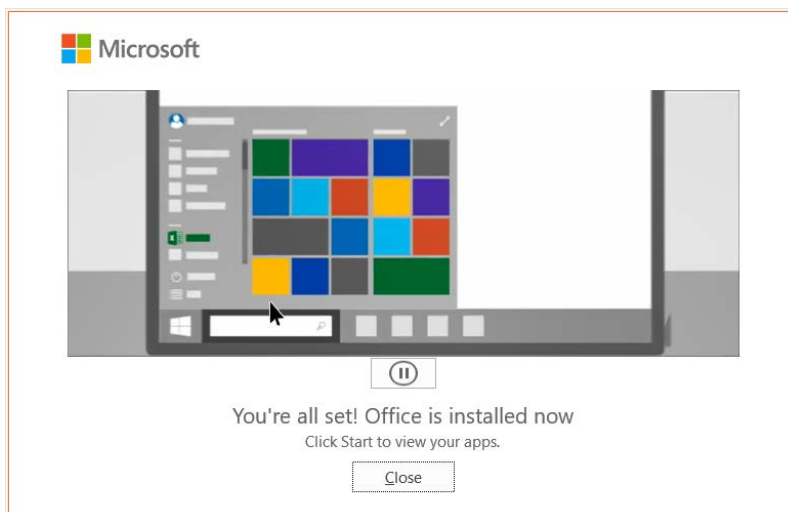


#### Step 5

Your install is finished when you see the phrase "You're all set! Office is installed now" and an animation plays to show you where to find Office applications on your computer. Select “Close”.

#### Step 6

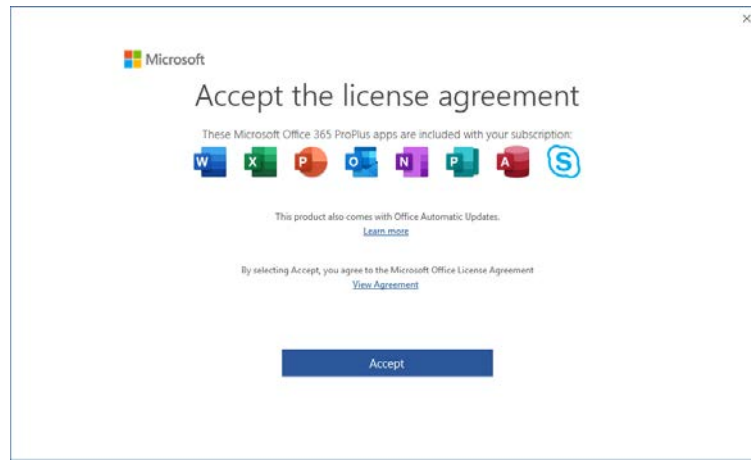
To open an Office app, select the Start button (lower-left corner of your screen) and type the name of an Office app, such as “Excel”.





### Step 7

When the Office app opens, accept the license agreement. Office is activated and ready to use.



If you have issues installing Microsoft Office on your device, visit Microsoft Office's [support page](#) for a list of common issues or contact your university's IT department.

Now you are all set with Windows and Excel on your Mac! Please feel free to follow the "[RIT – Client and RTD Installation Instructions](#)" document or follow the instructions below in order to install both the RIT Client and the RTD links on your Mac.

## Installing the RIT Client

### Step 1

Go to <http://rit.rotman.utoronto.ca/software.asp>

In the “Download Links” section, click on the link “Download 1”

#### Download Links:

Please download and install both the RIT Client and the Excel Links (note that Download 2-a is for Excel 32-bit and Download 2-b for Excel 64-bit) file.

**Rotman Interactive Trader Client**

<a href="#">Download 1</a> (RIT Client)	Date Updated: Sept 11, 2019 (version: 1.1.8/239-oc)
<a href="#">Download 2-a</a> (Excel 32-bit RTD Links)	Date Updated: Jan 26, 2017 (version: 0.0.7)
<a href="#">Download 2-b</a> (Excel 64-bit RTD Links)	Date Updated: Jan 26, 2017 (version: 0.0.8)

Please note that the 32-bit and the 64-bit versions refer to your **Microsoft Office versions**, not your Windows version. If you are not sure which version to download, please refer to the [RIT - Client and RTD Installation Instructions](#) for detailed instructions on how to install the RIT Client and the RTD Links.

For details on how to link real-time data from the RIT in Excel, please follow the instructions contained in the [RIT - User Guide - RTD Documentation](#)

### Step 2

In the new page that has been opened, click on “Install Interactive Trader 2.0 Client”

**Rotman School of Management**  
**RIT 2.0 Client**

**Name:** RIT 2.0 Client

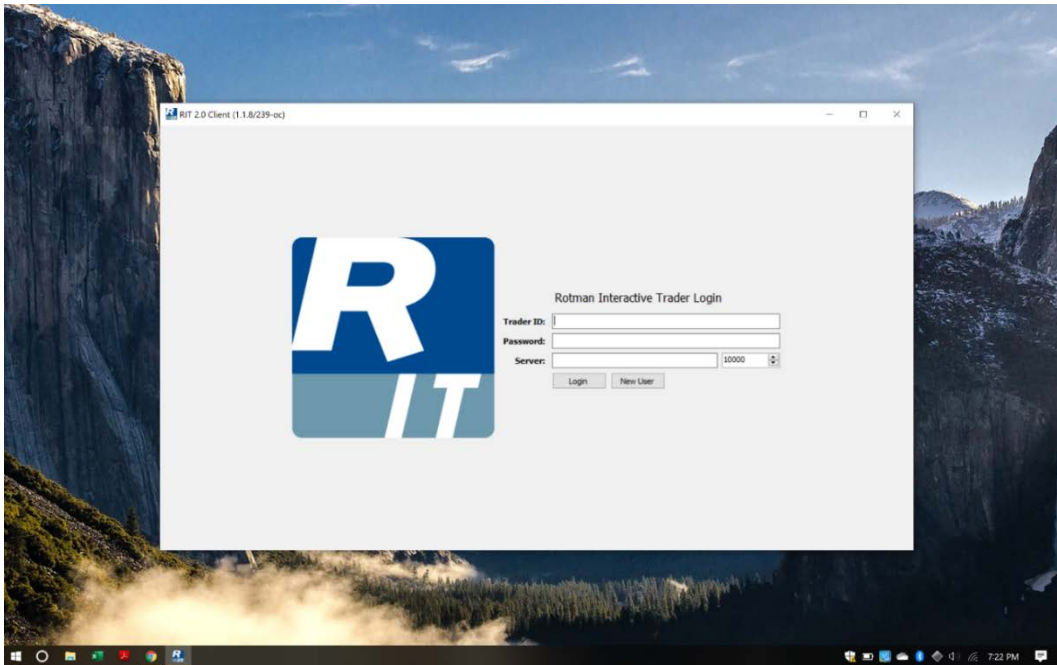
**Version:** 1.1.8

**Publisher:** Rotman

[Install RIT 2.0 Client](#)

### Step 3

Download and run the client application.



## **Installing RTD Links**

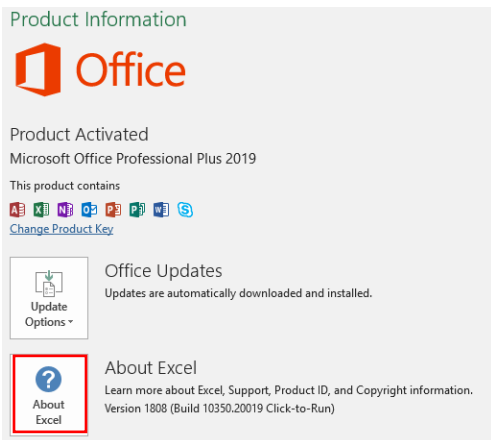
### Step 1

In addition to the RIT Client, the computer needs an MSI file installed (the RTD/API Data Link). This doesn't automatically update, but is rarely, if ever, updated. This registers some DLLs and allows for communication between RIT and Excel. You can download the RTD/API Data Link at the following link <http://rit.rotman.utoronto.ca/software.asp>.

Please note you need to install one of two files, 32bit and 64bit; depending on your Office version. If you don't know which version of Office you are using, please follow the instructions below:

In Office 2019

1. Open Excel.
2. Click **File > Account**.
3. Click on **About Excel**.



In Office 2010

1. Open Excel.
2. Click **File > Help**.
3. Under **About Microsoft Excel** the version is listed with the platform, similar to this:  
*Version: 14.0.0000.0000 (32-bit)*

Please note that you can have a 32bit Office version even if your OS is 64bit and vice versa.

**Please follow the steps described below to install the RTD Links**

### Step 1

Go to <http://rit.rotman.utoronto.ca/software.asp>

In the “Download Links” section, click on the link “Download 2-a” if you have Excel 32bit installed on your PC or “Download 2-b” if you have Excel 64bit. You will only need to install one version of the RTD Links.

### Step 2

Once you click on the link described in Step 1, you will download a file called “RIT2.API.RTD.Link”. Double click on it and then select “Run”

**Download Links:**

Please download and install both the RIT Client and the Excel Links (note that Download 2-a is for Excel 32-bit and Download 2-b for Excel 64-bit) file.

**Rotman Interactive Trader Client**

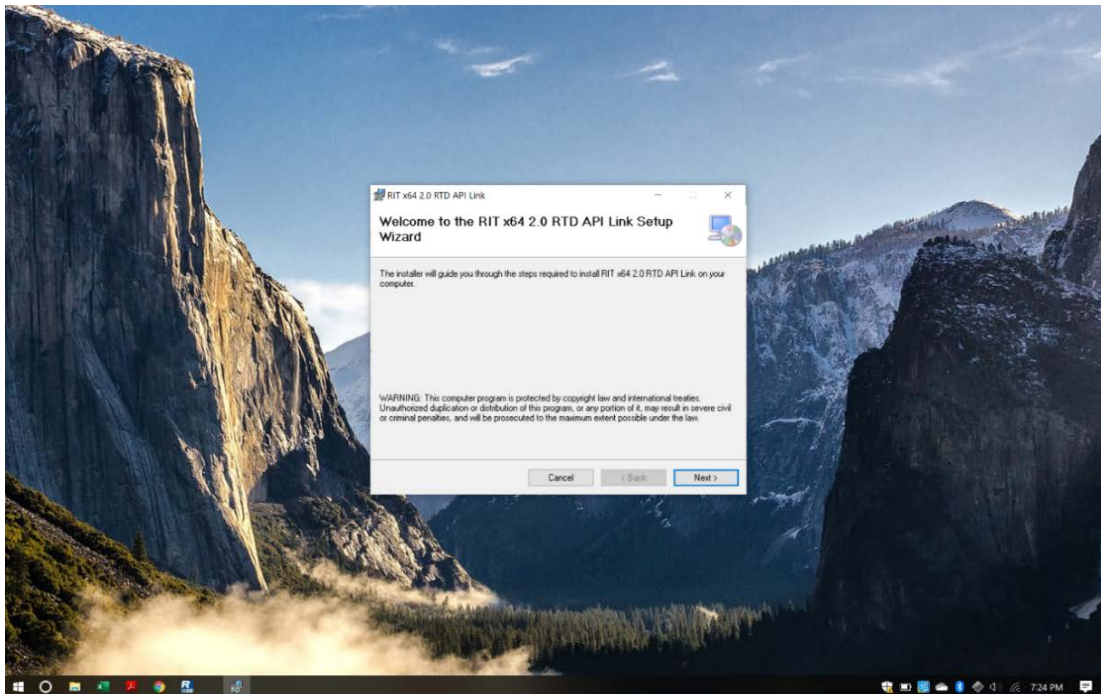
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<a href="#">Download 2-b</a> (Excel 64-bit RTD Links)	Date Updated:	Jan 26, 2017 (version: 0.0.8)

Please note that the 32-bit and the 64-bit versions refer to your **Microsoft Office versions**, not your Windows version. If you are not sure which version to download, please refer to the [RIT - Client and RTD Installation Instructions](#) for detailed instructions on how to install the RIT Client and the RTD Links.

For details on how to link real-time data from the RIT in Excel, please follow the instructions contained in the [RIT - User Guide - RTD Documentation](#)

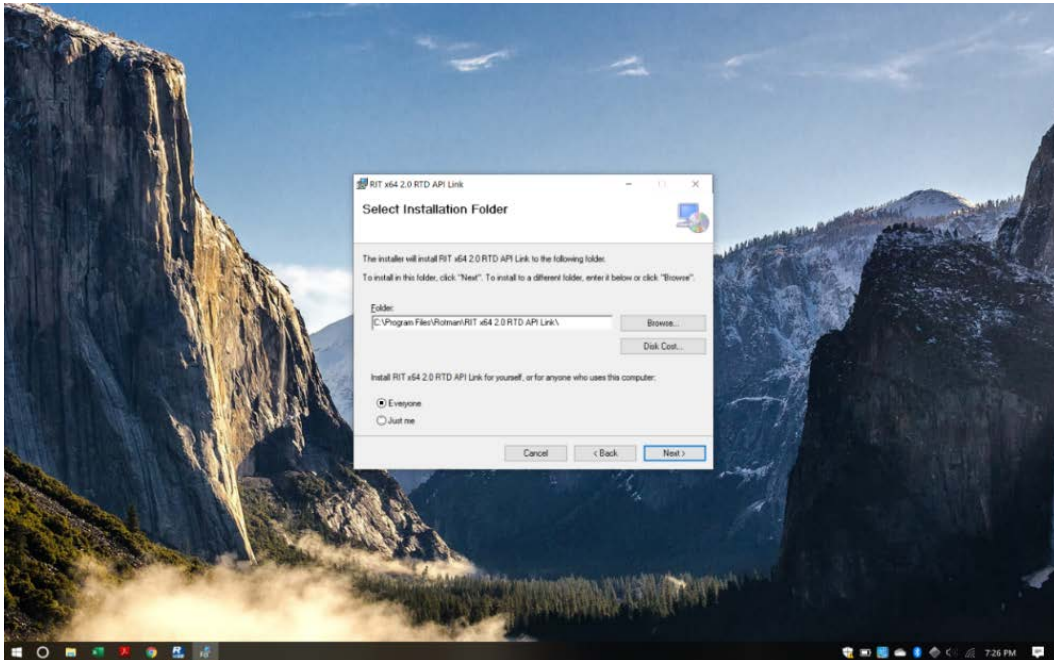
**Step 3**

On the following window, click on “Next”



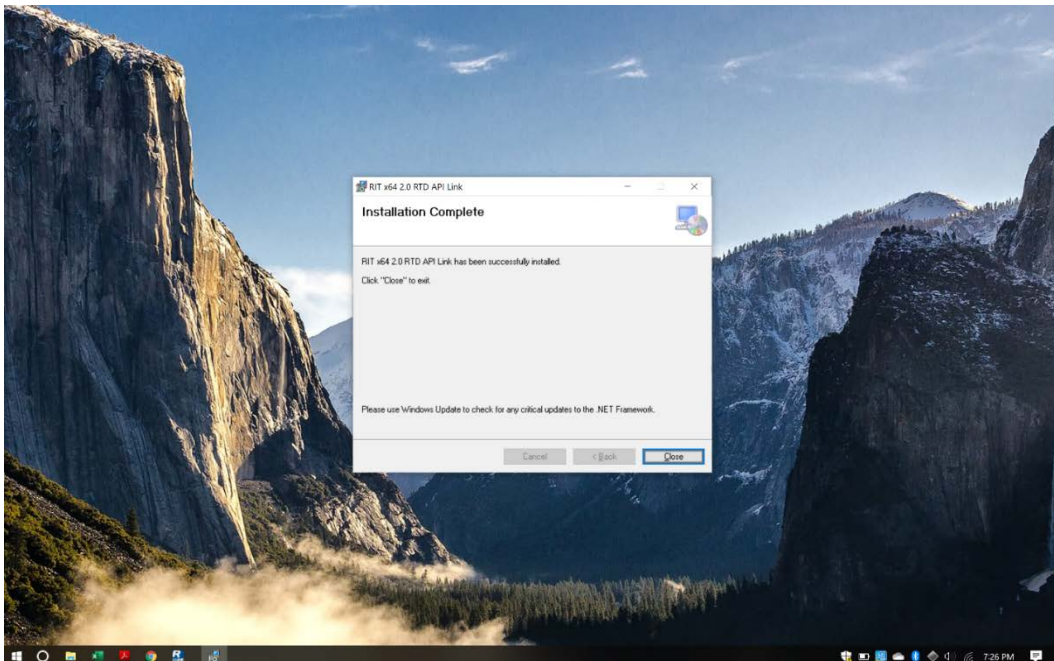
#### Step 4

Choose the folder where to install the RTD Links and then start the installation.



#### Step 5

Once the installation is complete, you will see the following window.



You are now ready to use the RIT Client and the RTD Links on your Mac!