



[\(click here to open forms web page\)](#)

## Software Standards

Please contact [ADS-IT Purchasing](#) for current pricing.



ADS subscribes to 3 license models of the Office 365 Suite: F1, G1 and G3. Information pertaining to the State's versions/licensing are available here: [ADS Office 365 FAQs](#).

F1 users will be using the online web portal for all applications and for file storage. They also have full mobile access.

G1 users currently have Office 2013 installed locally and is also on the Citrix Servers.

For G3 users, Microsoft Office 365/2016 is installed but does not include Microsoft Access 2016 by default. Installation of Access 2016 requires an approval from the department's IT approver. Please use the software drop box on the [ADS Deployment from Stock Request & Approval Form](#) and select the "MS Office Upgrade (adds Access 2016)" option.

Please note, AHS requests also require approval from the Director of Data Services for all Microsoft Access 2016 installs.



ADS is currently deploying Visio Pro for Office 365 (v2016). Microsoft provides an [Online FAQ](#). (please disregard pricing on the web page)

ADS is currently deploying Project Pro for Office 365 (v2016). Microsoft provides an [Online FAQ](#). (please disregard pricing on the web page)

Installation of either product requires an approval from the department's IT approver and a license activation. Please use the software drop box on the [ADS Purchase Request and Approval Form](#) to select either or both products. *Please note: A valid state user email address must be included on the form for license activation. (both products can be requested on the same form)*



ADS is currently deploying Adobe Acrobat Pro DC. Adobe provides an [Online FAQ](#) (please disregard pricing on the web page).

ADS is currently deploying Adobe Creative Cloud. ADS' deployment package contains: Animate, Audition, Bridge, Character Animator, Dimension, Dreamweaver, Illustrator, InCopy, InDesign, Lightroom, Media Encoder, Photoshop, Prelude and Premier Pro. Adobe provides an [Online FAQ](#). (please disregard pricing on the web page)

Installation of either product requires an approval from the department's IT approver. Please use the software drop box on the [ADS Purchase Request and Approval Form](#) to select either or both products. *Please note: A valid state user email address must be included on the form for license activation. (both products can be requested on the same form)*



ADS is currently deploying Camtasia. TechSmith provides an [Online FAQ](#). (please disregard pricing on the web page)

Installation requires an approval from the department's IT approver and a license purchase. Please use the software drop box on the [ADS Purchase Request and Approval Form](#) to select Camtasia.



ADS is currently deploying Dragon Naturally Speaking Professional Individual v15 which has stated compatibility with Office 365. Nuance provides an [Online FAQ](#). (please disregard pricing on the web page)

Installation requires an approval from the department's IT approver and a license purchase. Please use the software drop box on the [ADS Purchase Request and Approval Form](#) to select Dragon Naturally Speaking.

Please note a microphone/headset is not included with the software. Two models are recommended from Andrea, a [monaural headset](#) and a [stereo headset](#). (please disregard pricing on the web page)

A headset purchase requires an approval from the department's IT approver and a completed [ADS Purchase Request and Approval Form](#). Use page 2's non-standard hardware area.

Upgrades to Professional Individual v15 are available but **only** from the following editions/versions: Premium/Professional v12-v13 (not Group/Enterprise 13), Professional Individual v14. To determine, click on Help, About Dragon on the Dragon Bar. Contact [ADS-IT Purchasing](#) for more info.

All non-standard software installations require an approval from the department's IT approver and a license purchase. Please complete the Non-Standard Software section on page 2 of the [ADS Purchase Request and Approval Form](#).