



Installation Guide

MYOFFICE TEXT, MYOFFICE SPREADSHEET,
MYOFFICE PRESENTATION DESKTOP APPLICATIONS

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LIST OF ABBREVIATIONS

The abbreviations used in this document are given in the Table 1.

Table 1. Abbreviations and definitions

Abbreviation	Definition
OS	Operating system
MyOffice software	MyOffice Text, MyOffice Spreadsheet, MyOffice Presentation applications

1 GENERAL INFORMATION

1.1 About

This guide describes the steps for installing, updating, configuring and uninstalling the following desktop applications under Linux and Windows operating systems:

- MyOffice Text is an editor for fast and convenient creation and formatting of text documents of any complexity.
- MyOffice Spreadsheet is an editor for creating spreadsheets, conducting calculations, analyzing data, generating summary reports, and automating data processing using macros.
- MyOffice Presentation is an application for creating, designing, and displaying presentations.

A detailed description of the features of these applications can be found in the *MyOffice Education. Feature list* document.

1.2 System requirements

Product (software installer)	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Education Desktop Editors for Windows (64-bit)	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 2GB RAM – Hard disk: 3GB of available disk space – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 3GB RAM or more – Hard disk: 5GB of available disk space – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Microsoft Windows 7 (64-bit) – Microsoft Windows 8.1 (64-bit) – Microsoft Windows 10 (64-bit) – Microsoft Windows 11 (64-bit)
MyOffice Education Desktop Editors for Linux (64-bit)	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 2GB RAM – Hard disk: 3GB of available disk space – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 3GB RAM or more – Hard disk: 5GB of available disk space – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Alt Workstation 10.0 (64-bit) – Alt Workstation K 10.0 (64-bit) – Alt Education 9 (64-bit) – Alt Education 10 (64-bit) – ROSA Chrome Workstation 12 (64-bit) – ROSA COBALT Workstation 7.9 (64-bit)

Product (software installer)	Hardware requirements		Software requirements
	Minimal	Recommended	
Presentation Editor for Windows (64-bit)	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 256Mb RAM – Hard disk: 1.55GB of available disk space – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 512Mb RAM or more – Hard disk: 2GB or more of available disk space – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Microsoft Windows 7 (64-bit)* – Microsoft Windows 8.1 (64-bit)* – Microsoft Windows 10 (64-bit) – Microsoft Windows 11 (64-bit)
<p><i>*Before installing the Presentation Editor application, make sure that the following updates are installed in your OS:</i></p> <ul style="list-style-type: none"> – Microsoft Windows 7 (64-bit) – Update KB2999226; – Microsoft Windows 8.1 (64-bit) – Update KB2919355. 			
Presentation Editor for Linux, rpm-based (64-bit)	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 256Mb RAM – Hard disk: 1.55GB of available disk space – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 512Mb RAM or more – Hard disk: 2GB or more of available disk space – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Alt 8 SP Workstation (64-bit) – Alt Workstation 9.2 (64-bit) – Alt Workstation K 9.2 (64-bit) – Alt Workstation 10.1 (64-bit) – Alt Workstation K 10.1 (64-bit) – Alt Education 9.2 (64-bit) – Alt Education K 9.2 (64-bit) – Alt Education 10.1 (64-bit) – Alt Education K 10.1 (64-bit)
Presentation Editor for Linux, deb-based (64-bit)	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 256Mb RAM – Hard disk: 1.55GB of available disk space 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 512Mb RAM or more – Hard disk: 2GB or more of available disk space 	<ul style="list-style-type: none"> – Astra Linux Special Edition release Oryol 1.7 (64-bit) – Astra Linux Special Edition release Voronezh 1.7 (64-bit)

Product (software installer)	Hardware requirements		Software requirements
	Minimal	Recommended	
	<ul style="list-style-type: none"> – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Astra Linux Special Edition release Smolensk 1.7 (64-bit)
Presentation Editor for Linux, deb-based (64-bit), Oryol	<ul style="list-style-type: none"> – Processor: 1 GHz x86-64 – Memory: 256Mb RAM – Hard disk: 1.55GB of available disk space – Display: 1024x768 screen resolution – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Processor: 2 GHz or faster x86-64 processor – Memory: 512Mb RAM or more – Hard disk: 2GB or more of available disk space – Display: 1920x1080 screen resolution and above – Peripherals: Mouse, keyboard 	<ul style="list-style-type: none"> – Astra Linux Common Edition release Oryol 2.12 (64-bit) – Astra Linux Special Edition release Smolensk 1.6 (64-bit)

1.3 Limitations

Supported interface languages:

- English
- French
- Russian

When installing the MyOffice software, the application interface language is defined:

- In Windows OS: by the regional format.
- In Linux OS: by the main language of the OS interface.

2 INSTALL AND UPDATE

2.1 Software installers

You can find the list of MyOffice software installers in Table 2.

Table 2. List of MyOffice software installers

OS	Software installers
Windows	MyOffice_Education_Documents_Win_3.1.0_x86_64.msi
Linux	<ol style="list-style-type: none"> 1. myoffice-education-documents_3.1.0_x86_64.rpm 2. myoffice-education-documents_3.1.0_amd64.deb

2.2 Install on Windows OS

To install MyOffice software on Windows OS, place the distribution kit in a local folder and start its execution by double-clicking.

If Windows prompts you to confirm the installation, enter the OS administrator password.

In the welcome window of the Setup Wizard (see Figure 1), click **Next**.

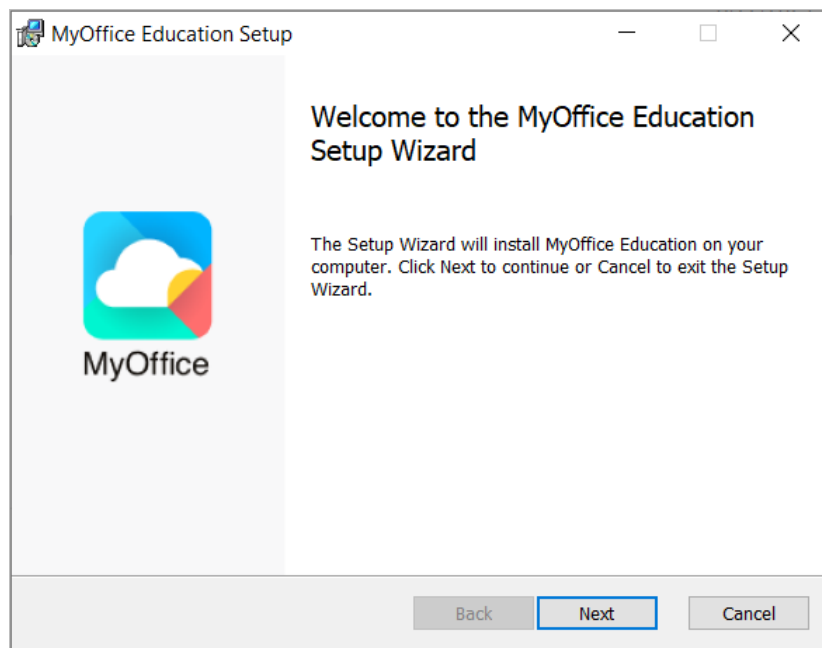


Figure 1. Setup Wizard welcome window

In the **Destination Folder** window (see Figure 2), specify the folder where you want to install MyOffice applications or keep the default folder.

To go to the next window, click **Next**.

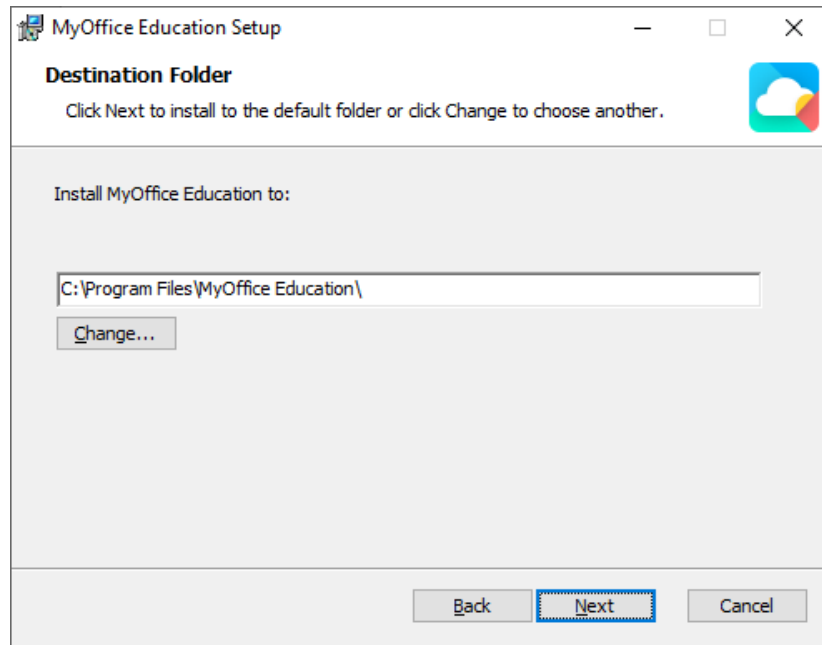


Figure 2. Destination Folder window

In the **Ready to install MyOffice Education** window (see Figure 3), click **Install**.

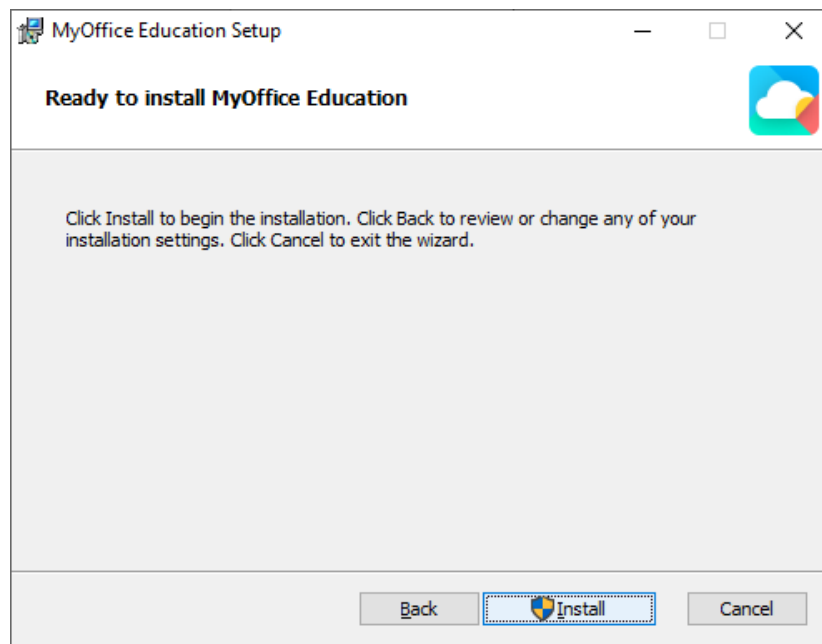


Figure 3. Ready to setup MyOffice Education window

Wait until all the components of MyOffice are installed (see Figure 4).

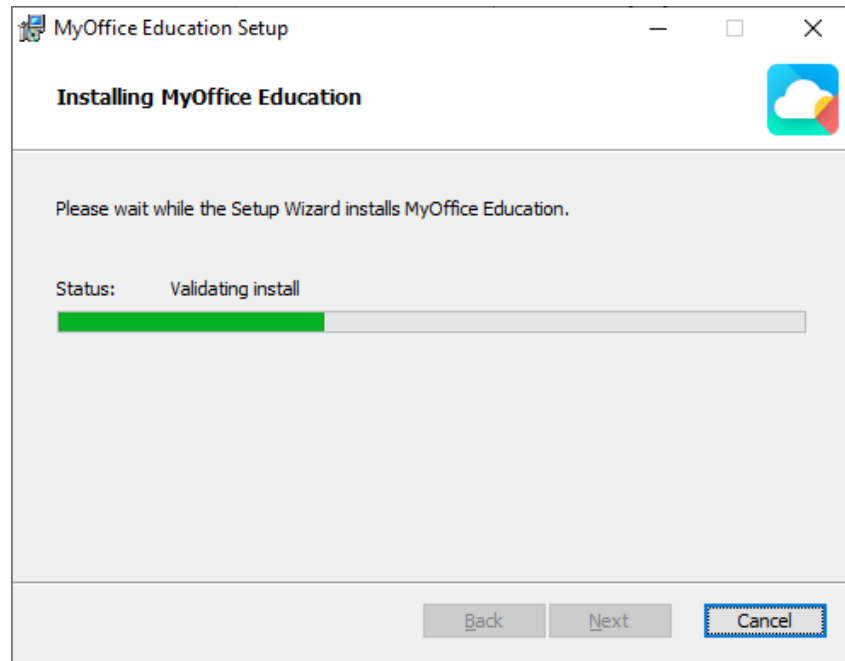


Figure 4. MyOffice Education Setup window

In the **Completed MyOffice Education Setup Wizard** window (see Figure 5), click **Finish**.

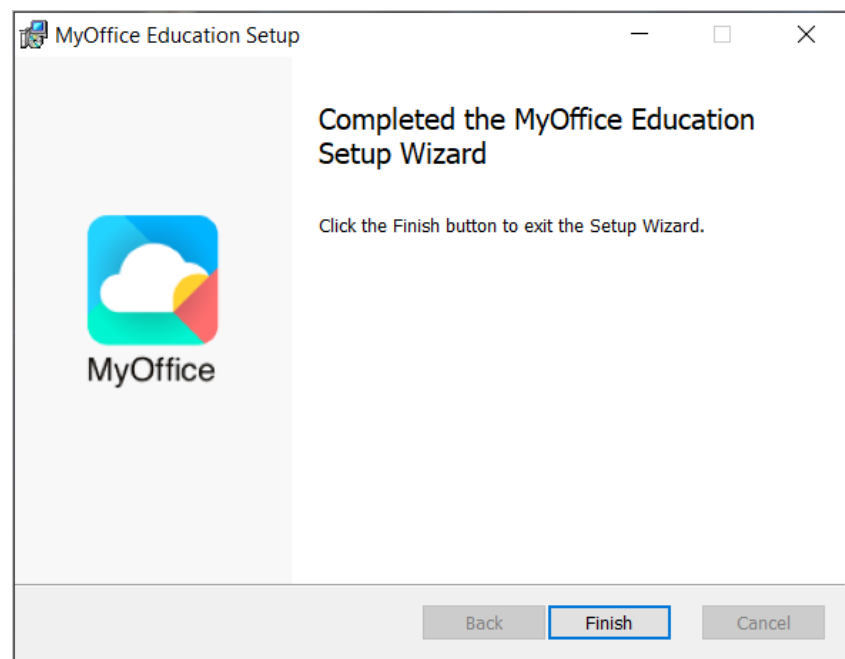


Figure 5. Completed MyOffice Education Setup Wizard window

2.3 Update on Windows OS

To update MyOffice software, use the window shown in Figure 7.

If MyOffice Standard software is set to auto-update (for more details see Section 2 of MyOffice Text. User Guide, MyOffice Spreadsheet. User Guide or MyOffice Presentation. User Guide), then when a new version of the product is released, this window opens automatically while working in the applications.

If auto-update is not configured, this window can be opened manually. To do this, select **Help > Check for Updates** from the Command menu in MyOffice Text, MyOffice Spreadsheet or MyOffice Presentation application (see Figure 6).

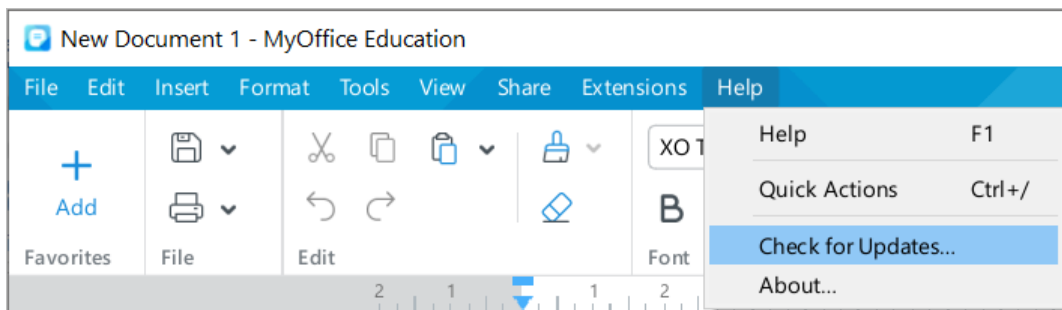


Figure 6. Check for Updates Command menu option

To download and install the new version, click **Install** (see Figure 7).

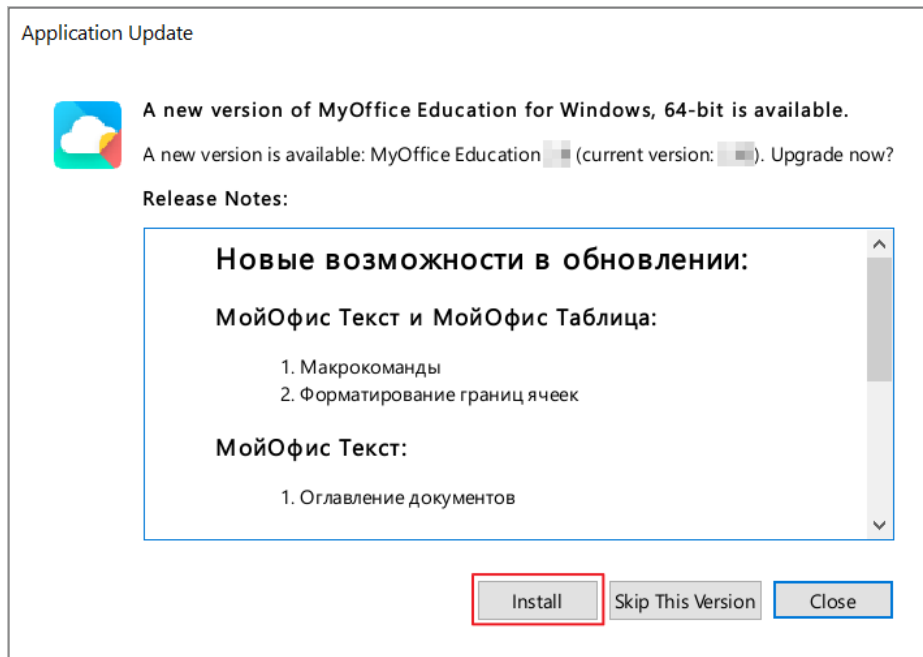


Figure 7. Window with information on new version

Wait for the new version of the product to be downloaded to your computer (see Figure 8).

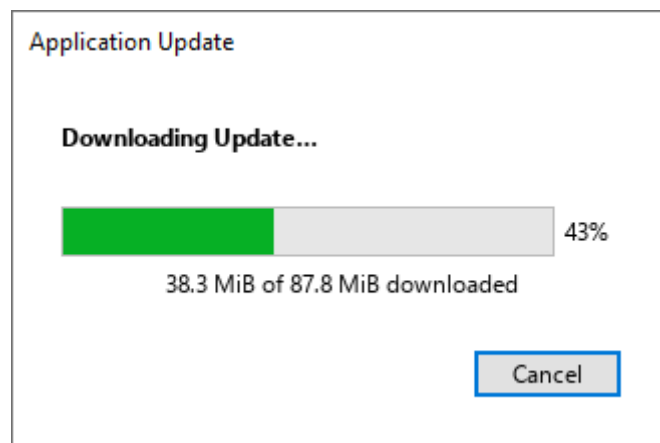


Figure 8. Application Update window

In the **Application Update** window (see Figure 9), click **Install**.

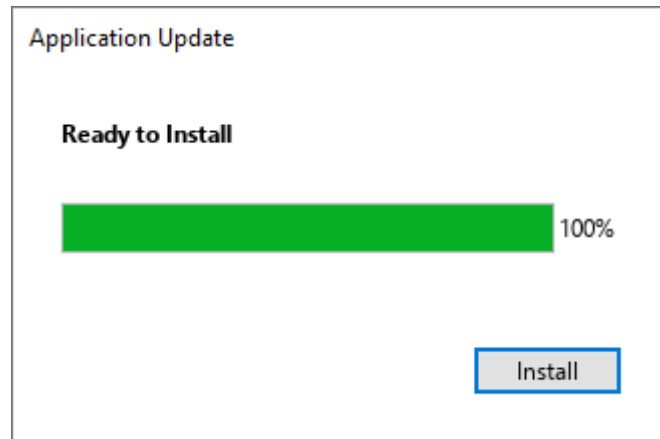


Figure 9. Ready to Install window

The welcome dialog box of MyOffice software setup wizard will open.

Close MyOffice Text, MyOffice Spreadsheet and MyOffice Presentation applications and follow the steps described in the [Install on Windows OS](#) section.

2.4 Install and update on Linux OS

The installation and update of MyOffice software on Linux is done using a pre-installed program with a graphical interface designed to install rpm or deb packages. To install or update MyOffice software, you must have an administrator password.

In this example, MyOffice software will be installed (updated) in the Alt Education 10.1 operating system.

To install or update the software, follow these steps:

1. Place the MyOffice rpm package MyOffice suite the local folder.
2. Double-click with the mouse to run the file.
3. In the Install RPM window, click **Install** (see Figure 10).

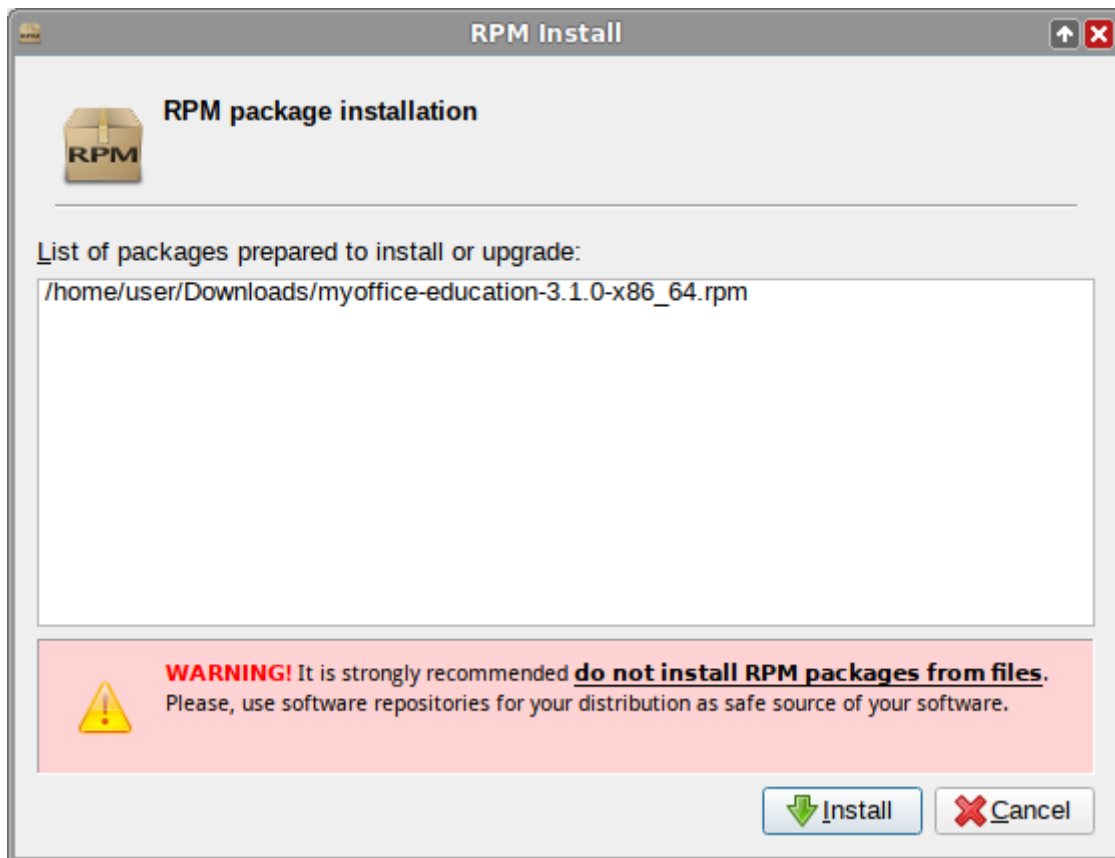


Figure 10. Install RPM window

4. In the log in window, specify the administrator password and click **OK** (see Figure 11).

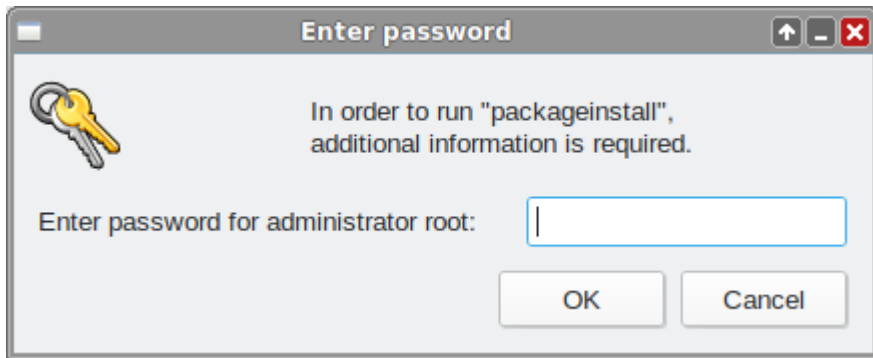


Figure 11. Log in window

5. Wait until the package installation/update is complete and click **Exit** (see Figure 12).

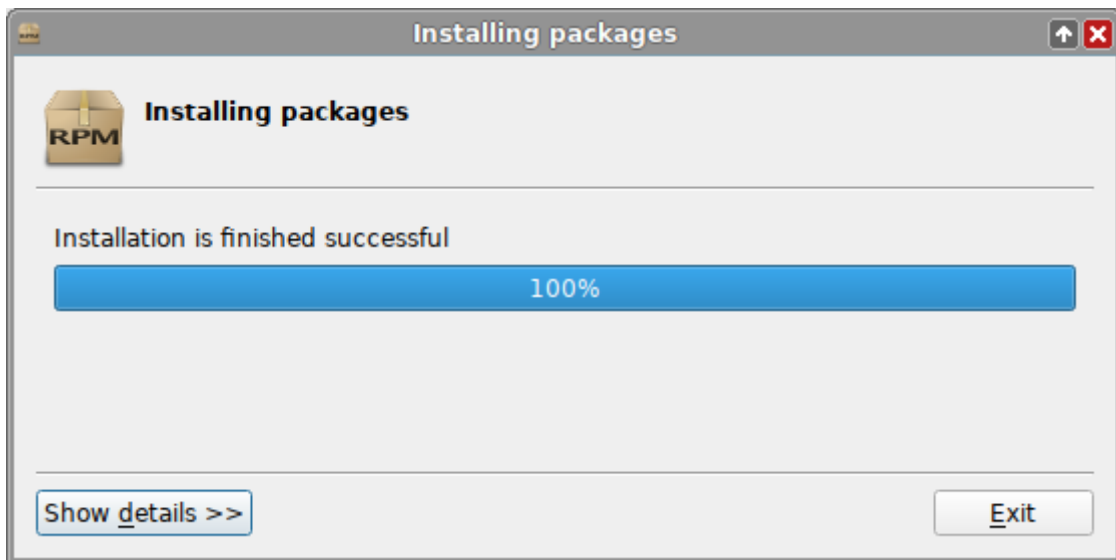


Figure 12. Package installation complete

3 VERIFY SUCCESSFUL INSTALLATION

3.1 Verify successful installation on Windows OS

If you [installed](#) MyOffice applications on Windows OS and you see the shortcuts shown on Figure 13 and in the main menu of the OS (see Figure 14) and, when clicked, the corresponding applications open correctly without any error messages, that means you have successfully installed MyOffice software.

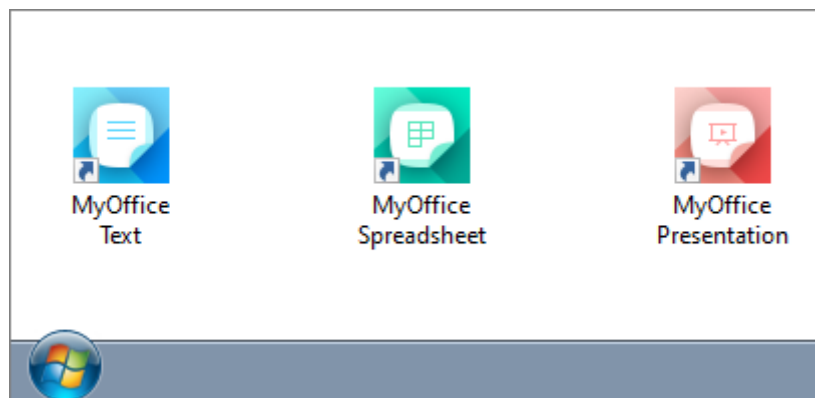


Figure 13. MyOffice applications Windows OS desktop shortcuts

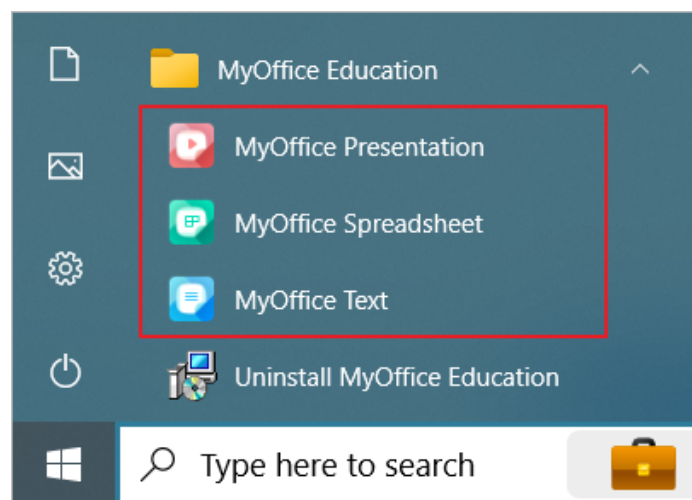


Figure 14. MyOffice application shortcuts in the Windows main menu

3.2 Verify successful installation on Linux OS

If you [installed](#) MyOffice applications on Linux OS, the shortcuts are displayed in the OS Application menu (see Figure 15), and the respective applications are launched without any error messages, that means you have successfully installed MyOffice software.

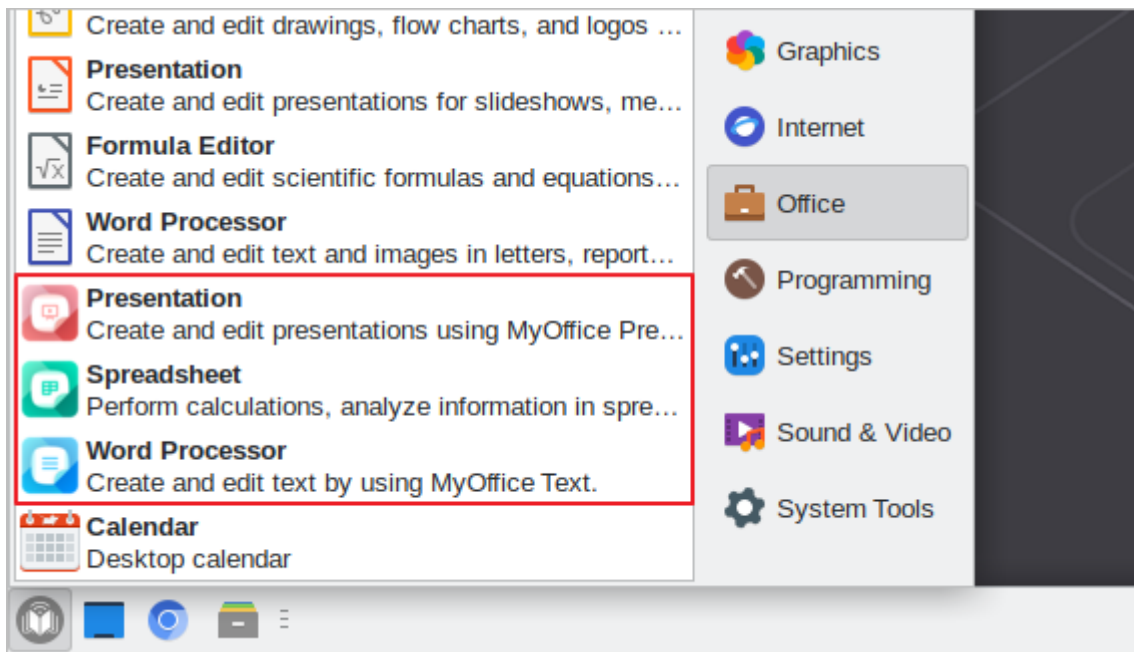


Figure 15. MyOffice applications Linux OS desktop shortcuts

4 CONFIGURATION

You can open the files you are working on in other text or spreadsheet editors directly from MyOffice Spreadsheet or MyOffice Text. To select the application that you want to use, click **File > Open With** option (see Figure 16).

The list of programs available for selection is customizable using the **OpenWithList.ini** file. If this file does not contain data or contains incorrect data, the **File > Open With** option is not displayed in the Command menu.

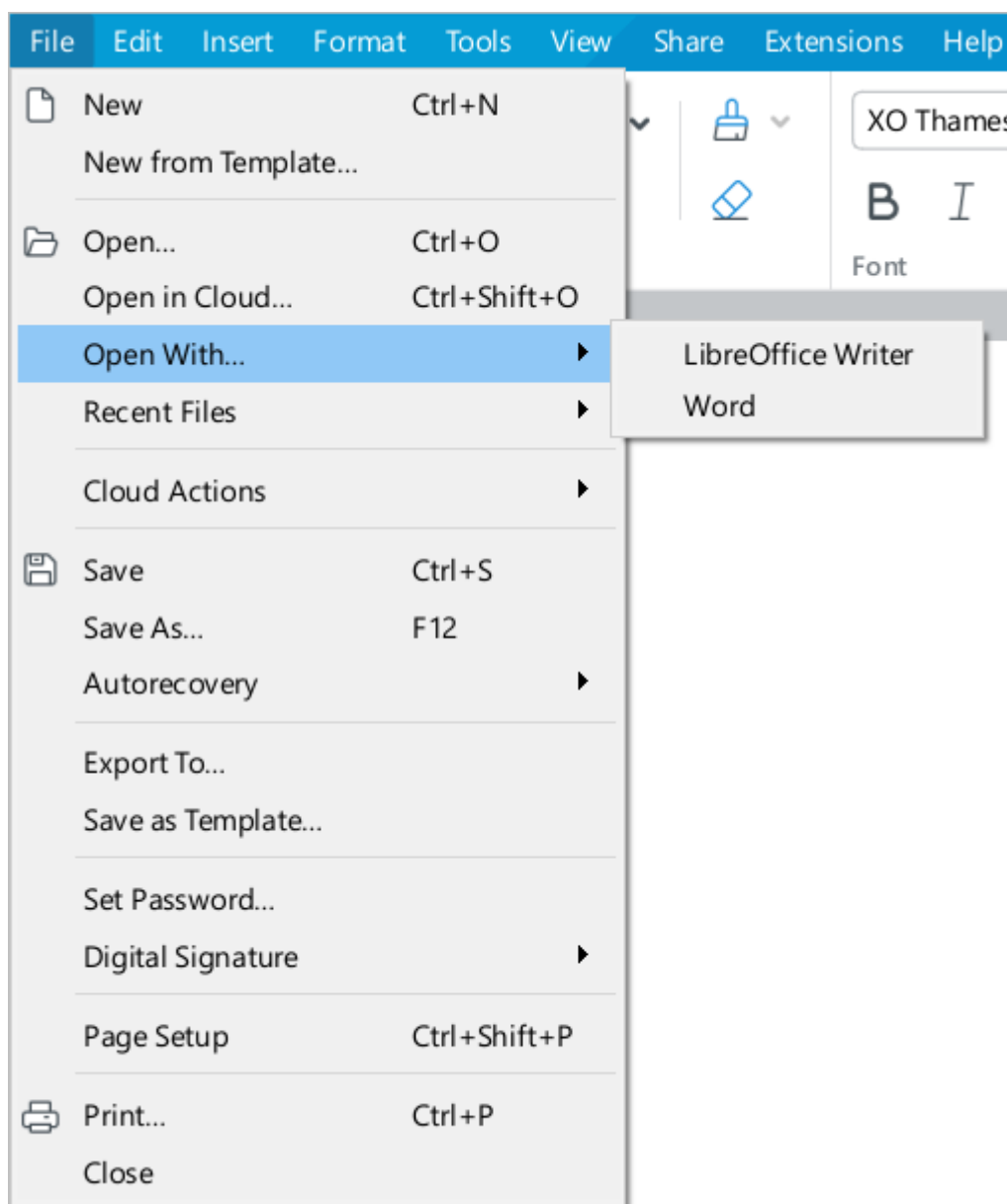


Figure 16. Open With command

To add, change, or delete a program from the list, follow these steps:

1. Run a text editor installed in the OS as an administrator (for example, **Notepad** in Windows OS).
2. In a text editor, open the file **<installation folder> > Resources > OpenWithList.ini**. file, where **<installation folder>** is the installation folder for MyOffice software.
3. Change the file as needed. Keep the following data structure in the file (see the example below):
 - **[section name]** is an application in MyOffice software for which the list is created:
 - **[MyOffice Text]** is MyOffice Text application.
 - **[MyOffice Spreadsheet]** is MyOffice Spreadsheet application.
 - **[ordinal number\AppPath]** where:
 - **sequence number** is the application sequence number in the list.
 - **appPath** is the full path to the executable file of the program. The path should appear in quotation marks. In Windows, directory names should be separated using a slash (/) or a double backslash (\\) when specifying the path to a file.
 - **[serial number\appTitle]** where:
 - **sequence number** is the application sequence number in the list.
 - **appTitle** is the short name under which the program will be displayed in the list. The name should appear in quotation marks. If the name of the application is not specified in the configuration file, the list will display the title of its executable file without extension.
4. Save the file in UTF-8 format.
5. Restart the application to see the changes made.

Example of **OpenWithList.ini** file:

```
[MyOffice Text]
1\appPath="C:/Program Files/LibreOffice/program/swriter.exe"
1\appTitle="LibreOffice Writer"
2\appPath="C:\\Program Files\\Microsoft Office 15\\root\\Office15\\WINWORD.EXE"
2\appTitle="Word"

[MyOffice Spreadsheet]
1\appPath="C:/Program Files/LibreOffice/program/scalc.exe"
1\appTitle="LibreOffice Calc"
2\appPath="C:\\Program Files\\Microsoft Office 15\\root\\Office15\\EXCEL.EXE"
2\appTitle="Excel"
```

5 UNINSTALL

5.1 Uninstall the software on Windows OS



Before uninstalling, close all applications from the MyOffice suite.

You can uninstall MyOffice software using the Windows main menu or control panel. Here's an example of how to uninstall the applications in Windows 10.

To uninstall MyOffice software using the Windows main menu, follow the steps below:

1. Open the Start menu in Windows OS.
2. Scroll down the list of installed applications until you reach the letter **M**.
3. Expand the **MyOffice Education** folder (see Figure 17).

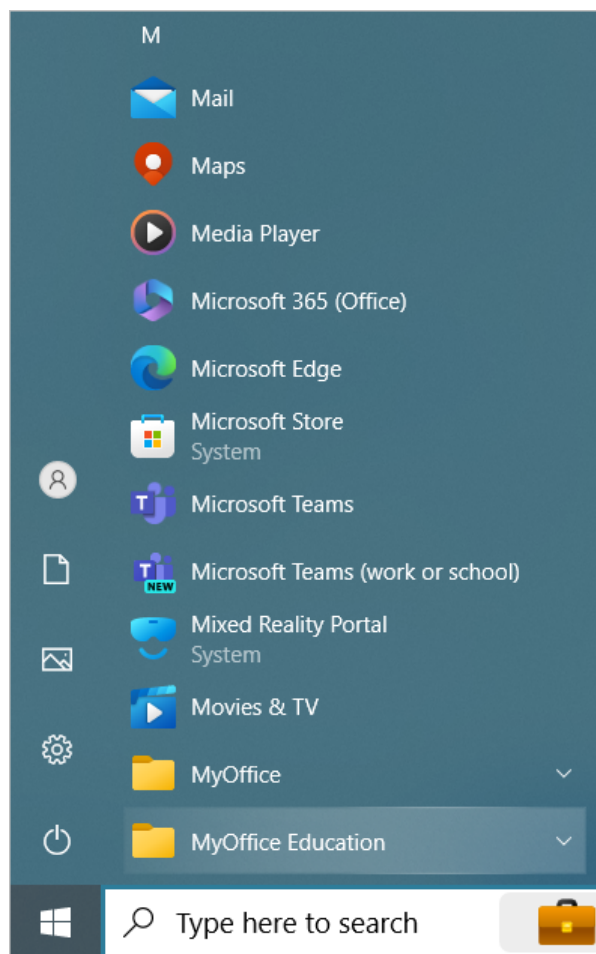


Figure 17. MyOffice Education folder

4. Select **Uninstall MyOffice Education** (see Figure 18).

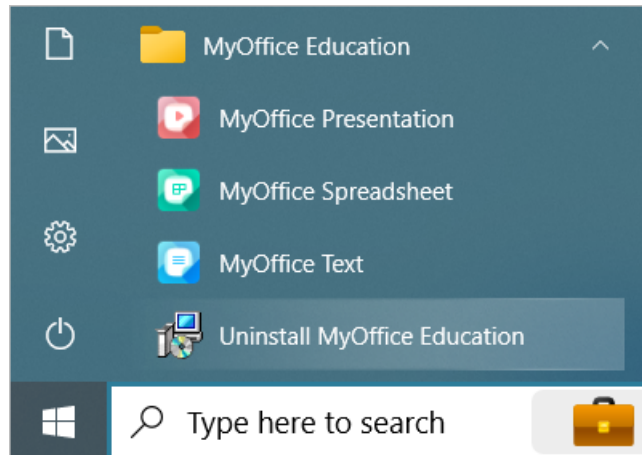


Figure 18. Running the Windows Installer

5. In the **Windows Installer** dialog box, click **Yes** (see Figure 19).

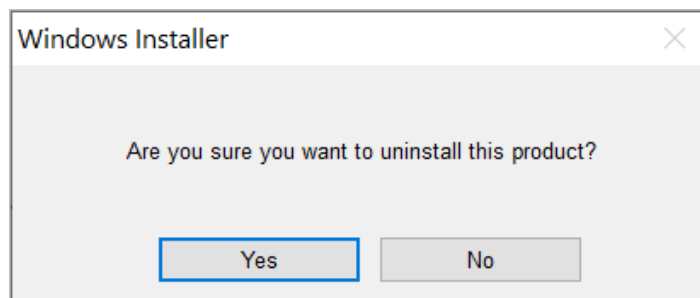


Figure 19. Windows Installer dialog box

6. Wait until all MyOffice software components are uninstalled (see Figure 20).

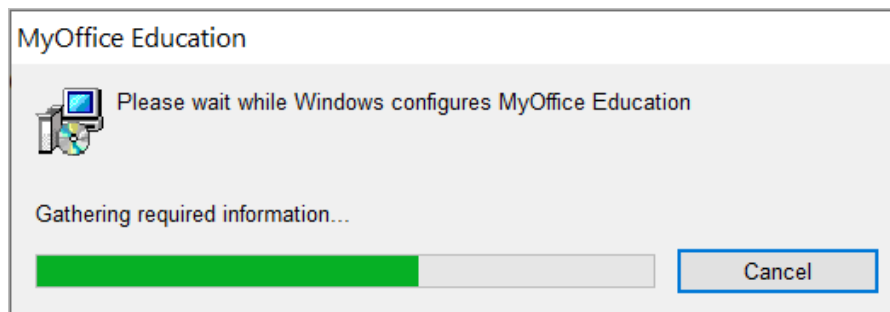


Figure 20. Uninstall components

To uninstall the MyOffice software using the Windows Control Panel, follow the steps below:

1. Open the Control Panel.
2. In the **Control Panel** window, select **Programs and Features**.
3. In the list of programs and features, select **MyOffice Education** and click **Uninstall** (see Figure 21).

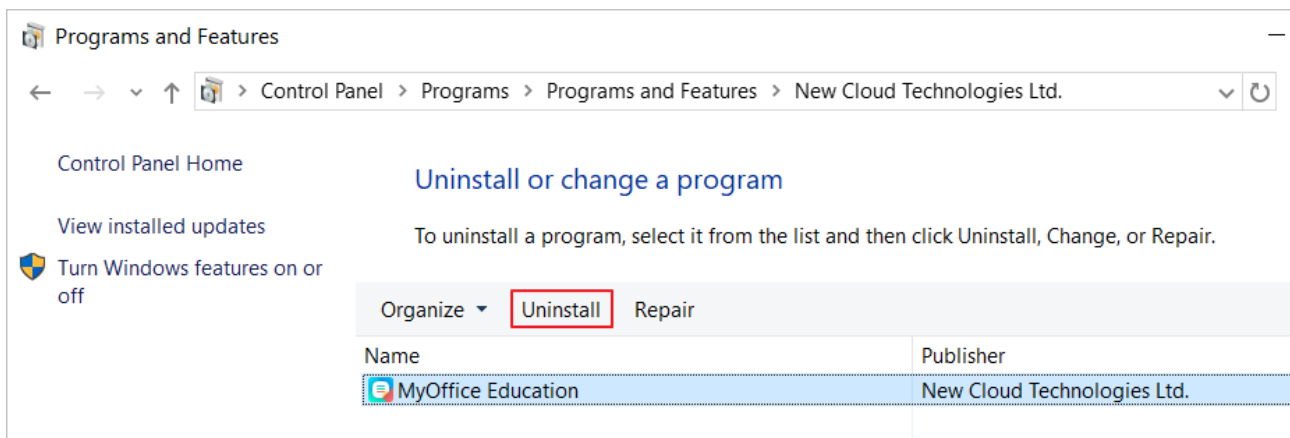


Figure 21. Uninstall or change a program window

4. In the **Programs and Features** dialog box, click **Yes** (see Figure 22).

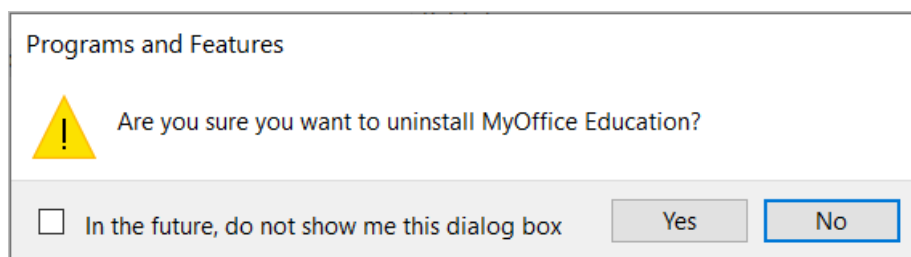


Figure 22. Programs and Features dialog box

5. Wait until all MyOffice software components are uninstalled (see Figure 20).

5.2 Uninstall the software on Linux OS



Before uninstalling, close all applications from the MyOffice suite.

You can uninstall the MyOffice software on Linux OS using the pre-installed GUI program for package management. To uninstall the software, you are required to have an administrator password.

Here's an example of an uninstall using Synaptic software on the Alt Education 10.1 OS.

To uninstall MyOffice software, follow the steps below:

1. Launch the Synaptic software.
2. In the login window, enter the administrator password.
3. In the Synaptic software window, in the list on the left, select the **Applications/Editors** section (see Figure 23).
4. In the list on the right, select the **myoffice-education** package.
5. Open the context menu of the package by right-clicking and run the **Mark for Removal** command.

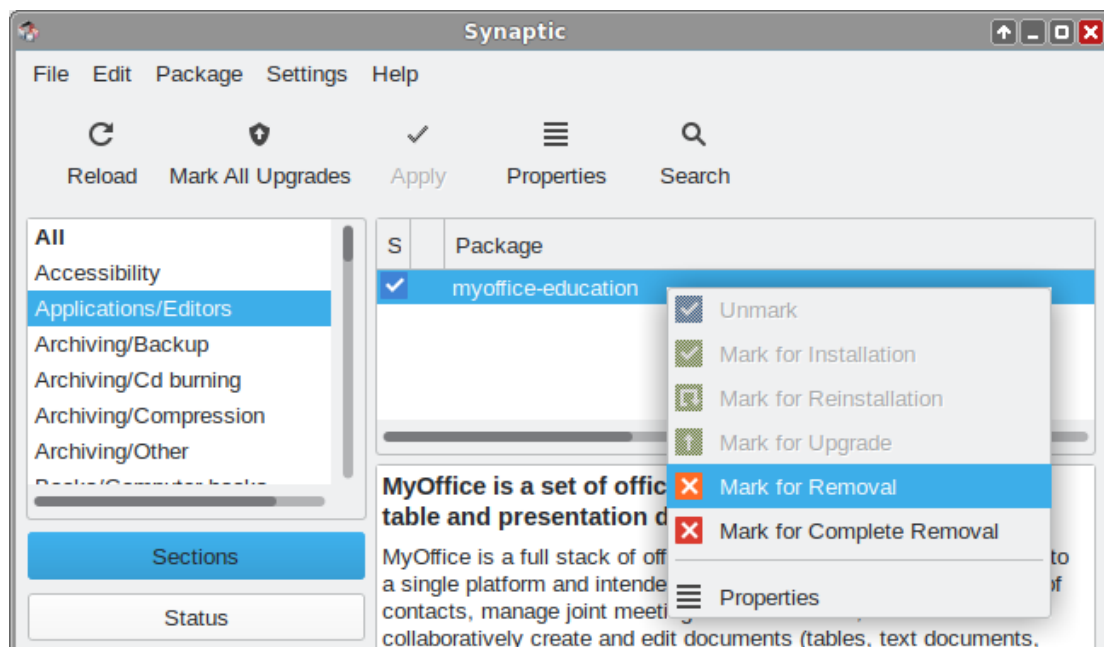


Figure 23. Select a package to be deleted

6. Click **Apply** (see Figure 24).

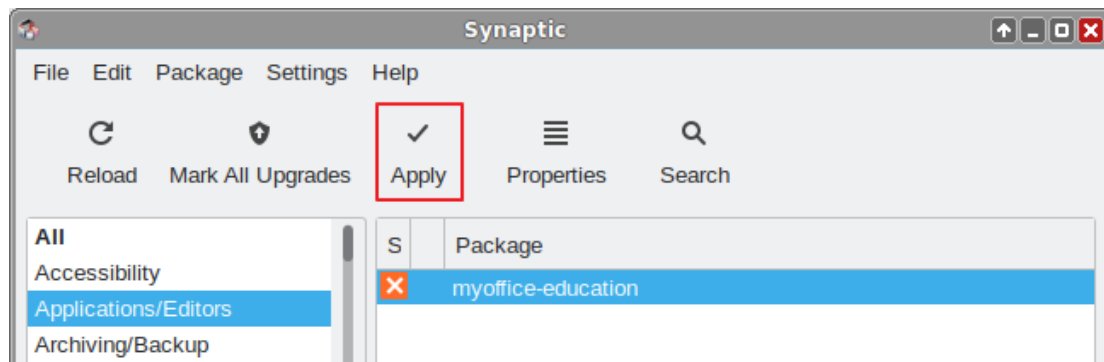


Figure 24. Confirmation of operation selection

7. In the **Summary** window, click **Apply** (see Figure 25).

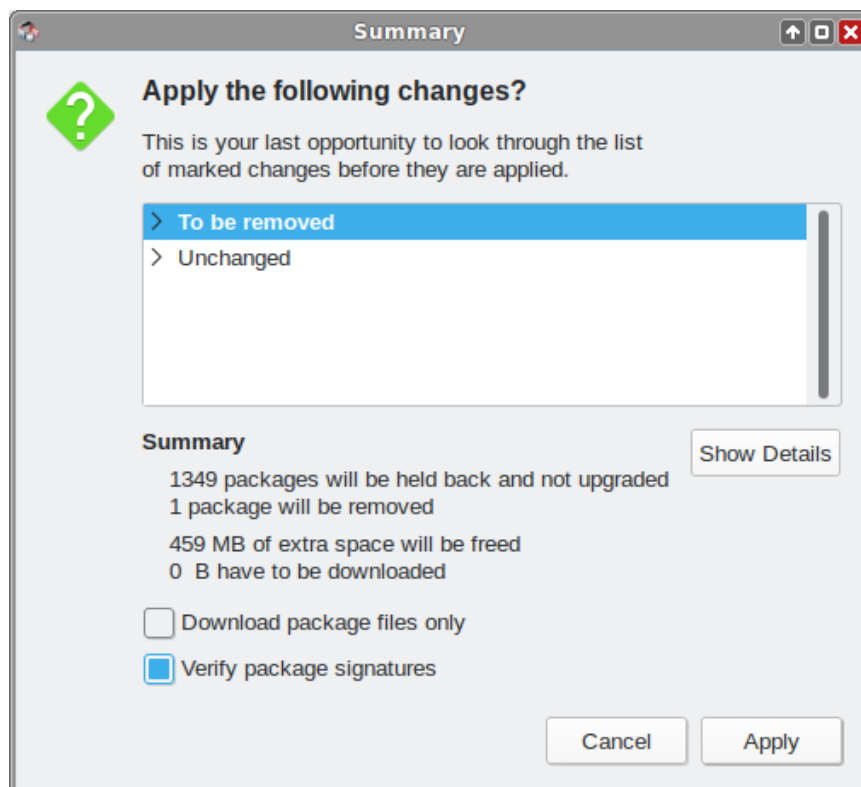


Figure 25. Summary window

8. In the **Package Manager output** window, click **Close** (see Figure 26).

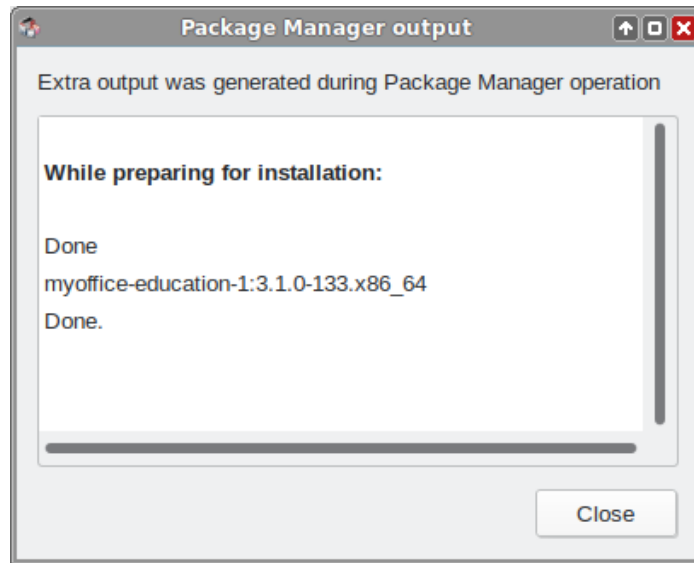


Figure 26. Package Manager output window

9. Close the Synaptic software.