



# Installation Guide

MYOFFICE STANDARD. HOME EDITION  
SOFTWARE

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**LIST OF ABBREVIATIONS**

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

**Table 1. Abbreviations and definitions**

<b>Abbreviation</b>	<b>Definition</b>
OS	Operating system
MyOffice Text	MyOffice Text. Home Edition desktop application
MyOffice Spreadsheet	MyOffice Spreadsheet. Home Edition desktop application
MyOffice Presentation	MyOffice Presentation. Home Edition desktop application

## **1 GENERAL INFORMATION**

### **1.1 About**

MyOffice Standard. Home Edition is an office suite for private users to work with text documents, spreadsheets, and presentations.

The suite includes the following applications to run on Windows and macOS operating systems:

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

A detailed description of the features of the product can be found in the MyOffice Standard. Home Edition. Feature List.

## 1.2 System requirements

Product (software installer)	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Presentation for Microsoft Windows (64-bit)	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 2GB RAM</li> <li>– Hard disk: 3GB of available disk space</li> <li>– Display: 1024x768 screen resolution</li> <li>– Peripherals: Mouse, keyboard</li> </ul>	<ul style="list-style-type: none"> <li>– Processor: 2 GHz or faster x86-64 processor</li> <li>– Memory: 3GB RAM or more</li> <li>– Hard disk: 5GB of available disk space</li> <li>– Display: 1920x1080 screen resolution and above</li> <li>– Peripherals: Mouse, keyboard</li> </ul>	<ul style="list-style-type: none"> <li>– Microsoft Windows 7* (64-bit)</li> <li>– Microsoft Windows 8.1 (64-bit)</li> <li>– Microsoft Windows 10 (64-bit)</li> <li>– Microsoft Windows 11 (64-bit)</li> <li>– CryptoPro CSP 5.0 R2</li> </ul>
MyOffice Presentation for Microsoft Windows (64-bit) Microsoft Store version	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 2GB RAM</li> <li>– Hard disk: 3GB of available disk space</li> <li>– Display: 1024x768 screen resolution</li> <li>– Peripherals: Mouse, keyboard</li> </ul>	<ul style="list-style-type: none"> <li>– Processor: 2 GHz or faster x86-64 processor</li> <li>– Memory: 3GB RAM or more</li> <li>– Hard disk: 5GB of available disk space</li> <li>– Display: 1920x1080 screen resolution and above</li> <li>– Peripherals: Mouse, keyboard</li> </ul>	<ul style="list-style-type: none"> <li>– As required by Microsoft Store</li> </ul>

*\* For msi builds only*

Product (software installer)	Software requirements
MyOffice Presentation for macOS* Mac App Store version	<ul style="list-style-type: none"> <li>– As required by Mac App Store</li> </ul>

*\*When launching MyOffice Standard. Home Edition on Macs with Apple processors for the first time, installation of the Rosetta software might be required.*

## **1.3 Limitations**

Supported interface languages:

- English
- French
- Russian

During installation, the application interface language is defined based on the following:

- In Windows OS: By the regional format.
- In macOS: By the preferred language of the OS interface.

## 2 INSTALLATION

### 2.1 Install the software on Windows OS

You can install MyOffice Standard. Home Edition software on Windows in one of the following ways:

- From the MyOffice website
- From Microsoft Store

#### 2.1.1 Install the software from MyOffice website

To install MyOffice Standard. Home Edition from the MyOffice website, follow these steps:

1. Go to <https://myoffice.ru/products/ofis-dlya-doma>. Please note that the software is downloaded from the website in Russian. The screenshots in the Installation Guide are taken from the Russian version of the web site. For your convenience, the button names in Russian are translated into English in parentheses.
2. On the website page, click the **Скачать для Windows (Download for Windows)** button (see Figure 1).

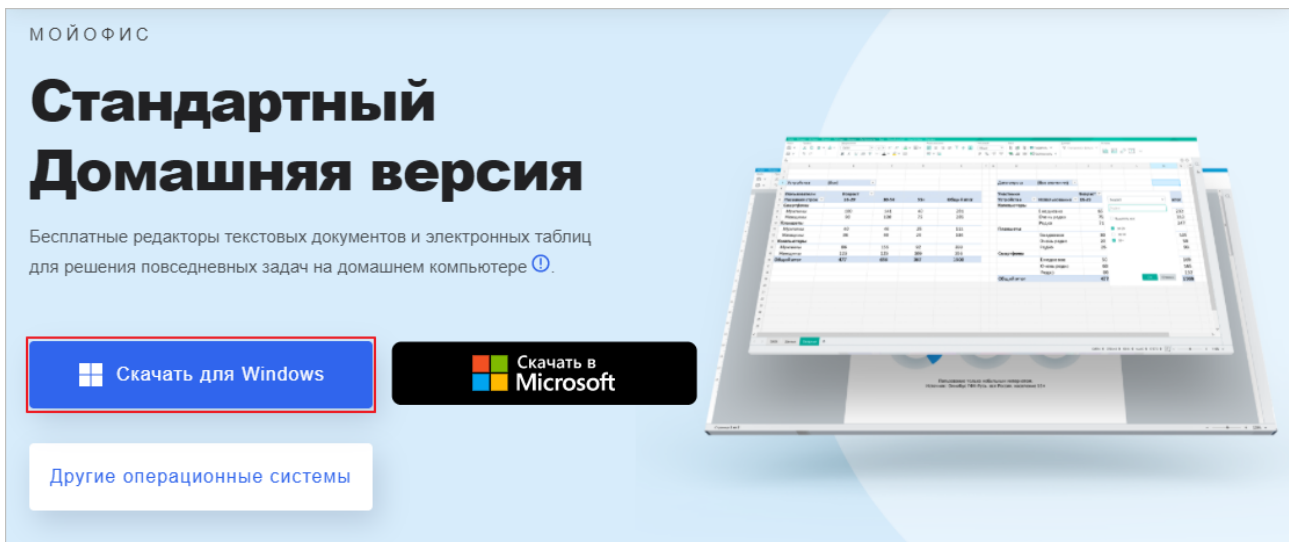


Figure 1. Скачать для Windows (Download for Windows) button



3. Fill in the form that opens (see Figure 2): in the first field, fill in your name and in the second one, your email. Give your consent to the processing of personal data and consent to the terms of the license agreement by selecting the corresponding checkboxes at the bottom of the form. After that, click **Получить (Get)**.

"МойОфис Стандартный. Домашняя версия"

Заполните заявку и получите дистрибутив прямо сейчас

Имя\*

Е-mail\*

Получить

Я даю согласие на получение рекламных и информационных рассылок о продуктах компании МойОфис

Я даю [Согласие](#) на обработку персональных данных в соответствии с [Политикой](#) в отношении обработки персональных данных

Я даю согласие с условиями [Лицензионного договора](#)

Figure 2 . Fill in form to get a software installer

4. In the file manager dialog box, select the path to save the software installer and click **Save**.
5. Wait until the software installer is downloaded to your computer and double-click to run it.
6. If Windows prompts you to confirm the installation, enter the OS administrator password.

7. In the welcome window of the Setup Wizard (see Figure 3), click **Next**.

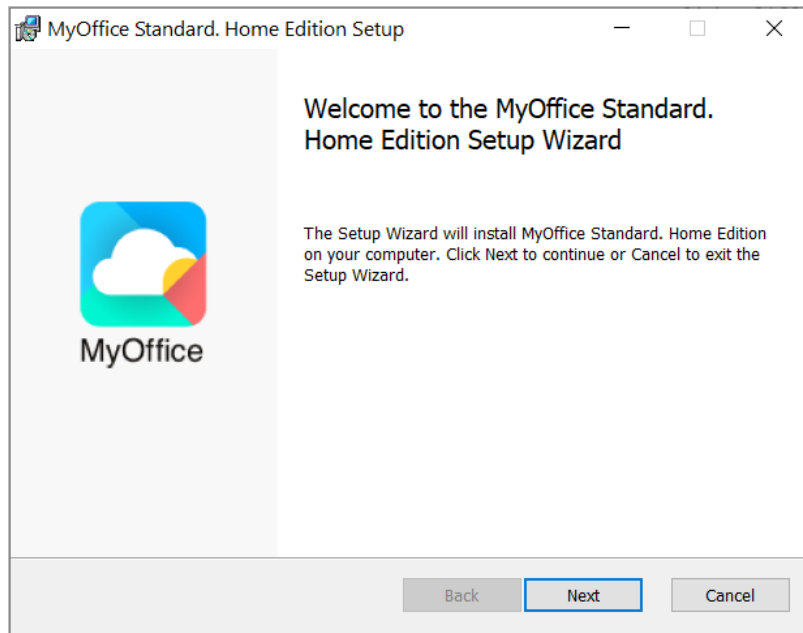


Figure 3. Setup Wizard welcome window

8. In the **Destination Folder** window (see Figure 4) specify the folder to install MyOffice Standard. Home Edition or keep the folder selected by default.

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

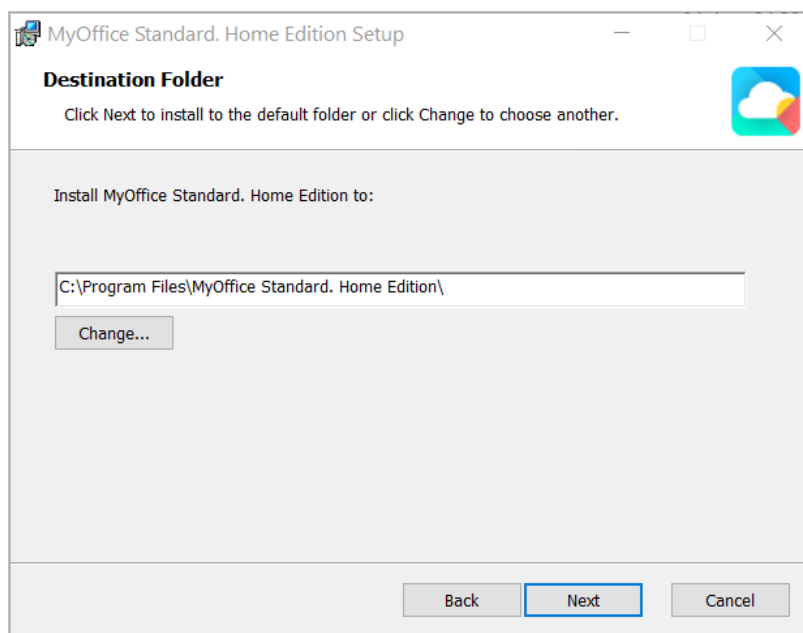


Figure 4. Destination Folder window

10. In the **Ready to setup MyOffice Standard. Home Edition** window (see Figure 5), click **Install**.

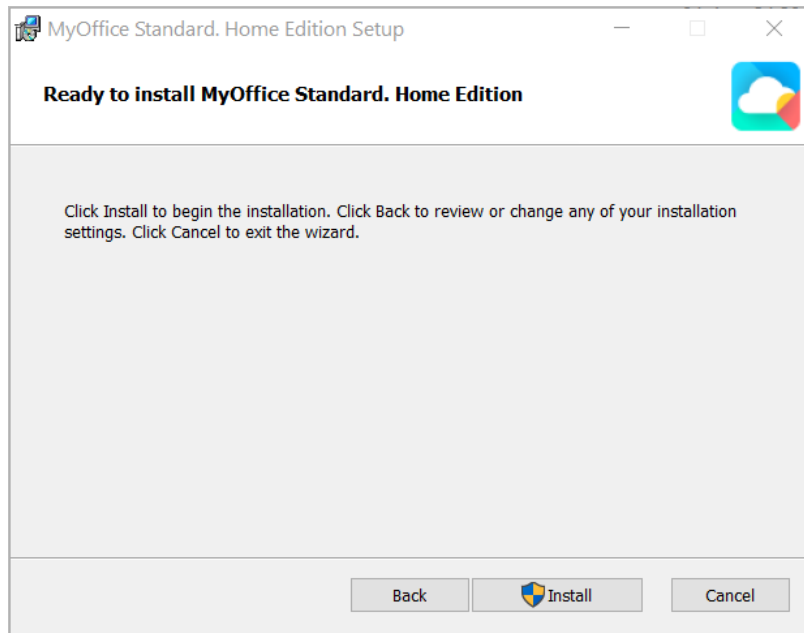


Figure 5. Ready to setup MyOffice Standard Home Edition window

11. Wait until all the components of MyOffice Standard. Home Edition are installed (see Figure 6).

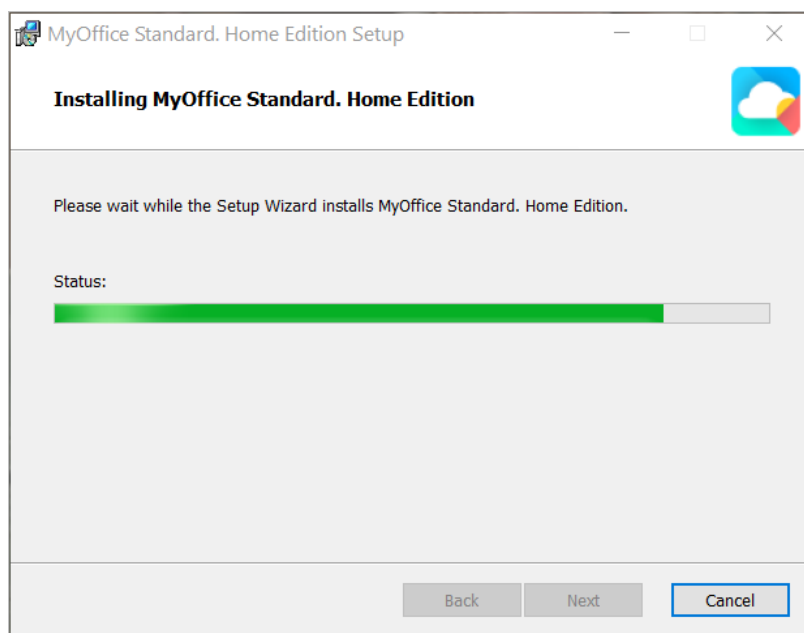


Figure 6. Installation of MyOffice Standard. Home Edition window

12. In the **Completed the MyOffice Standard. Home Edition Setup Wizard** window (see Figure 7), click **Finish**.

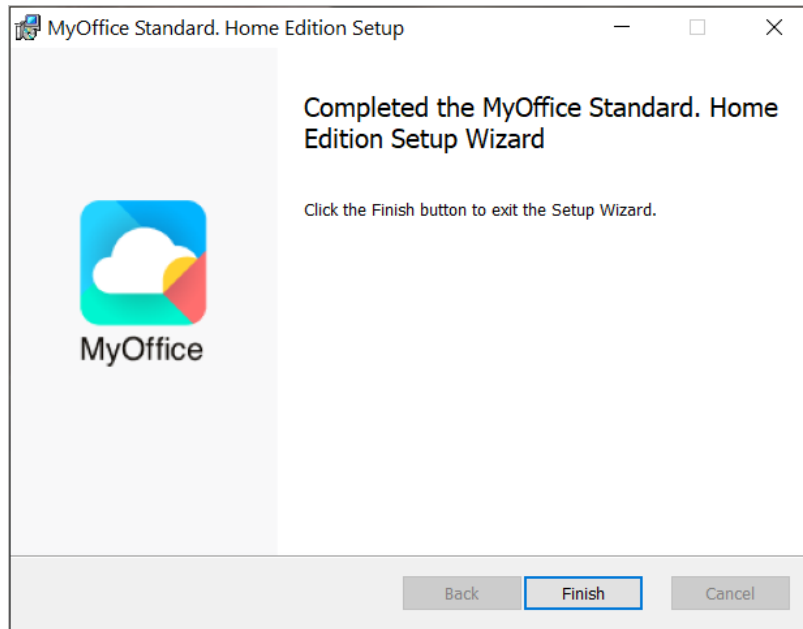


Figure 7. Installation of MyOffice Standard. Home Edition is complete

13. If a message appears on the screen asking you to restart the system, allow this action.

Please note that the software is downloaded from the website in Russian. The screenshots in the Installation Guide are taken from the Russian version of the web site. For your convenience, the button names in Russian are translated into English in parentheses.

## 2.1.2 Update the application installed from MyOffice website

If you need to update MyOffice Standard. Home Edition [installed from MyOffice website](#), refer to the window on Figure 9.

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

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 or MyOffice Spreadsheet application (see Figure 8).

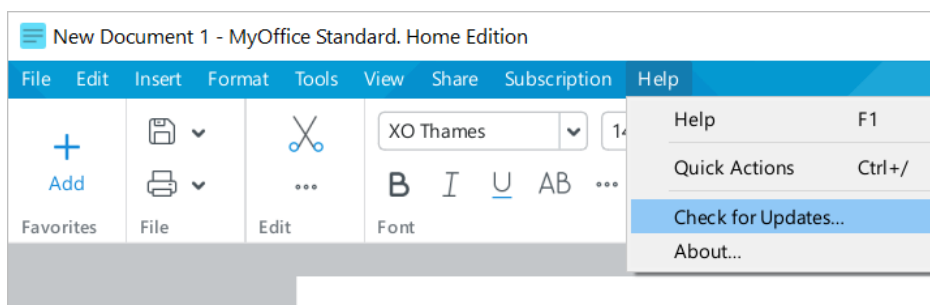


Figure 8. Check for Updates menu

To download and install the new version, click **Install** (see Figure 9).

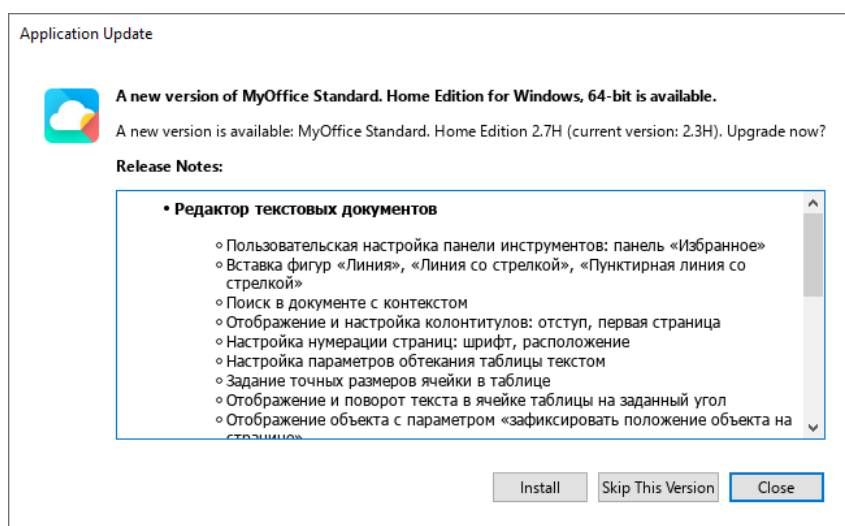


Figure 9. Window with information on new version

Wait for the new version of the product to be downloaded to your computer (see Figure 10).

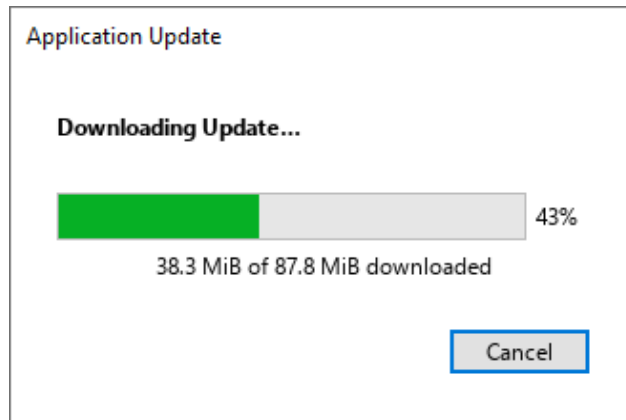


Figure 10. Application Update window

In the **Application Update** window (see Figure 11), click **Install**.

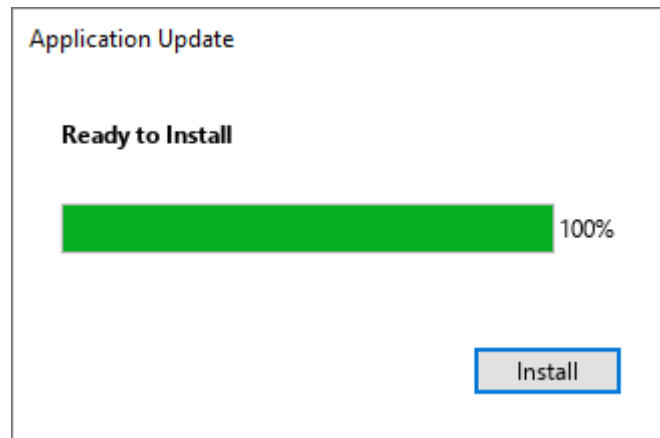


Figure 11. Ready to Install window

The welcome dialog box of MyOffice Standard. Home Edition software setup wizard will open (see Figure 12).

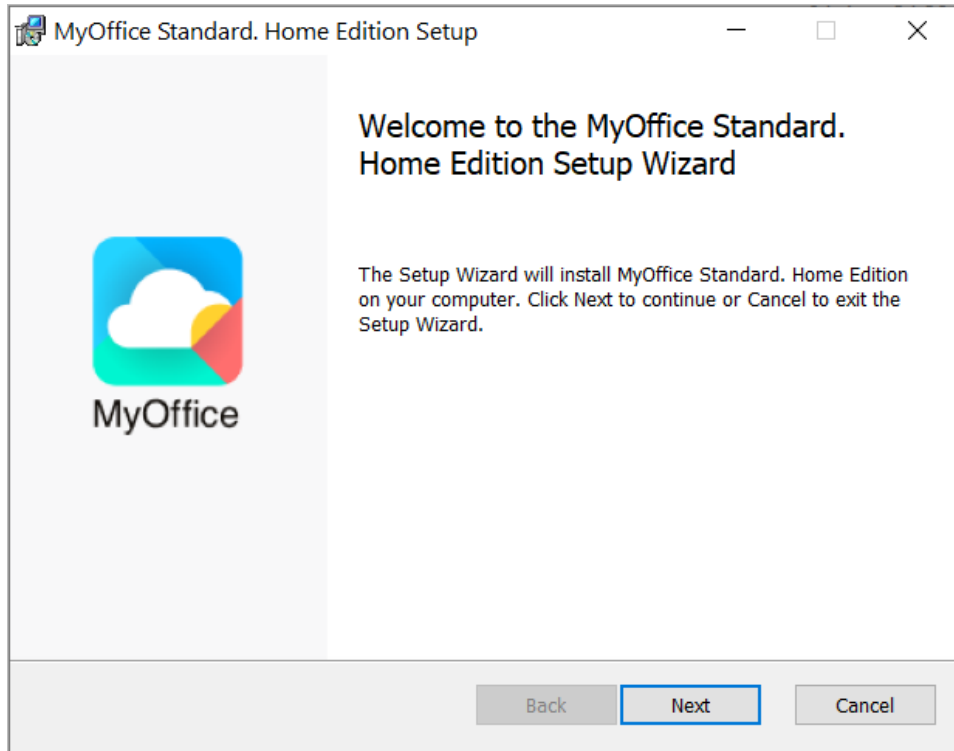


Figure 12. Setup wizard welcome window

Close MyOffice Text, MyOffice Spreadsheet, and MyOffice Presentation and follow steps 5-11 described in [Install the software from MyOffice website](#) section.

## 2.1.3 Install the software from Microsoft Store

The following is the example of installation of MyOffice Standard. Home Edition on Windows 10 OS.

To download and install MyOffice Standard. Home Edition from Microsoft Store, do the following:

1. Open the webpage of MyOffice Standard. Home Edition on MyOffice website: <https://myoffice.ru/products/standard-home-edition>. Please note that the software is downloaded from the website in Russian. The screenshots in the Installation Guide are taken from the Russian version of the web site. For your convenience, the button names in Russian are translated into English in parentheses.
2. Click **Скачать в Microsoft (Download in Microsoft)** (see Figure 13).

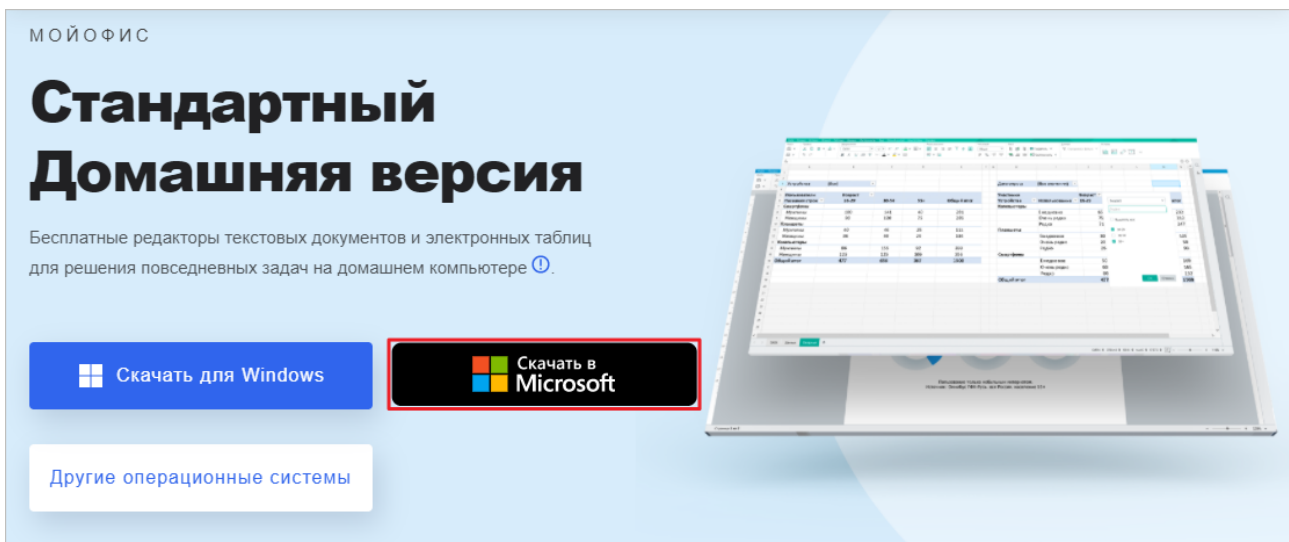


Figure 13. Скачать в Microsoft (Download in Microsoft) button



3. On the Microsoft website page, click **View in Store** (see Figure 14).

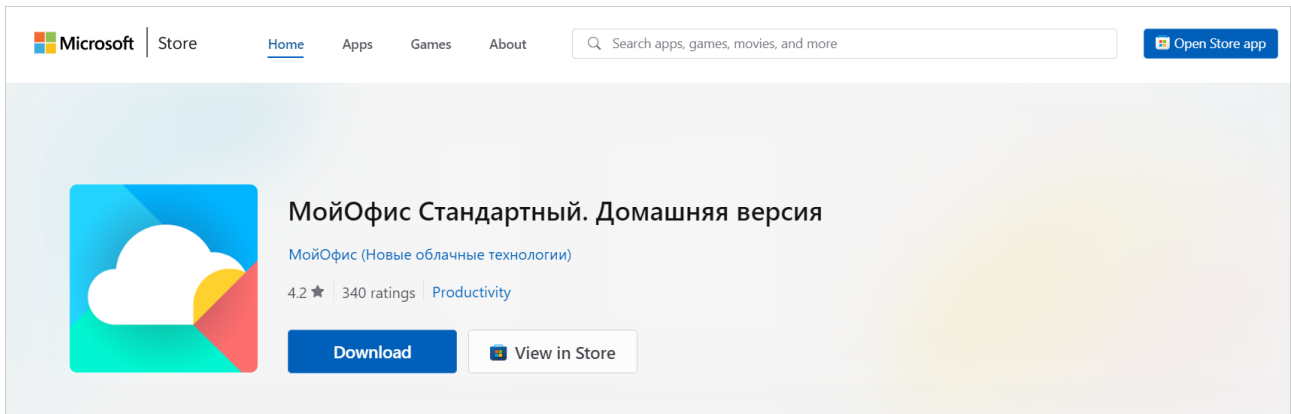


Figure 14. Get from Store

4. If <https://apps.microsoft.com> site does not have permission to always open links in the Microsoft Store app, in the pop-up message (see Figure 15), click **Open Microsoft Store**.

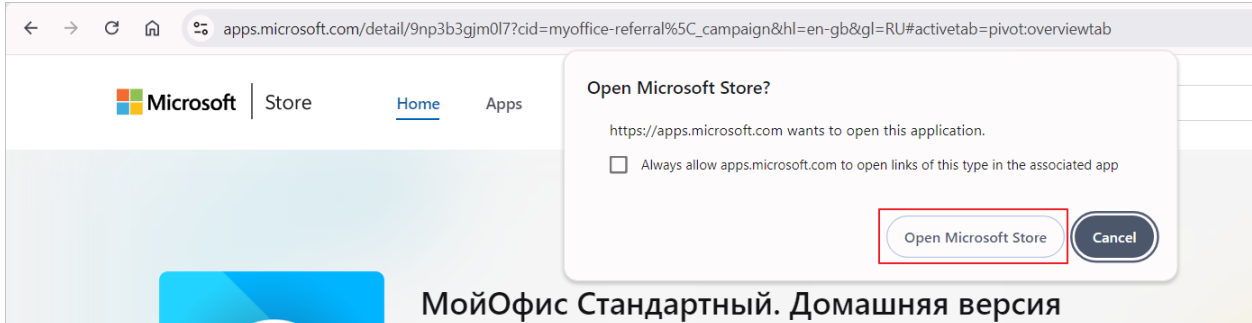


Figure 15. Pop-up message

5. In Microsoft Store application window, click **Install** (see Figure 16). To update MyOffice Standard. Home Edition, in the Microsoft Store application window, click **Update**.

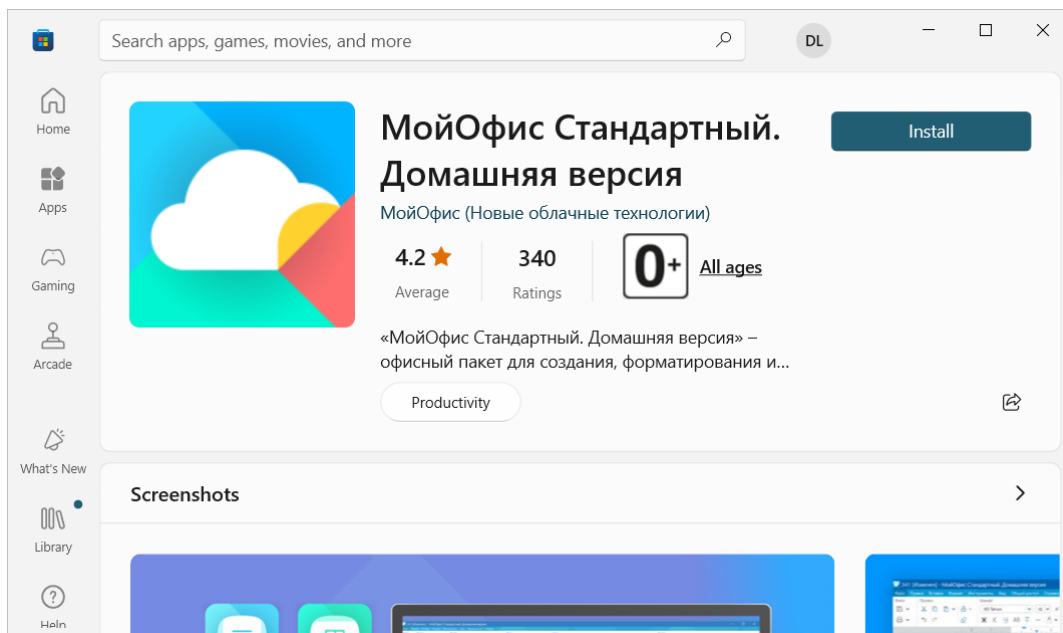


Figure 16. Install button

6. Wait for the download and installation of MyOffice Standard. Home Edition or its update to complete from Microsoft Store.

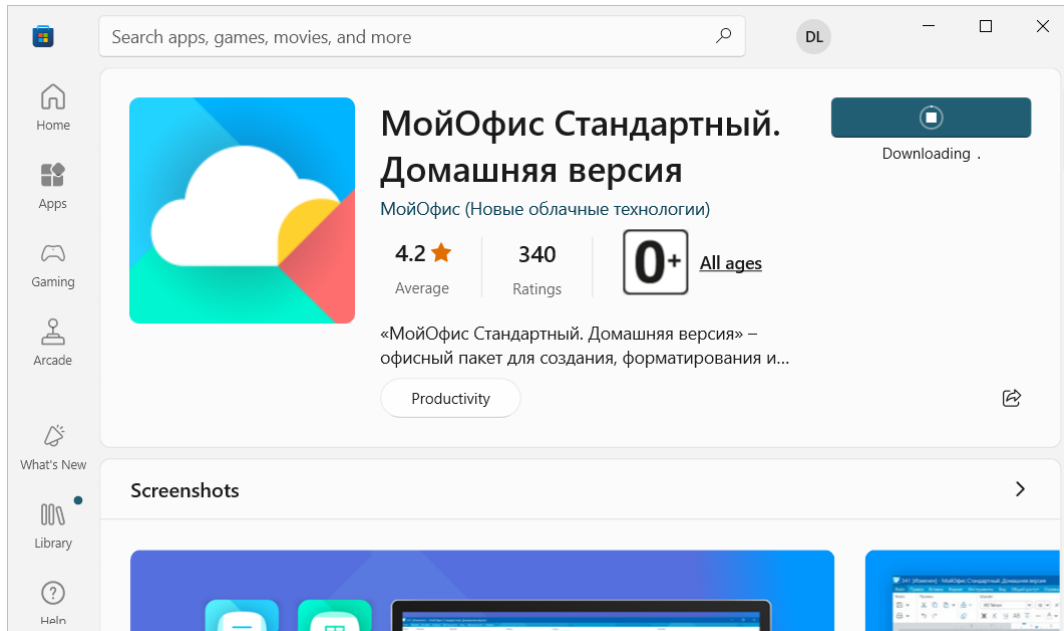


Figure 17. Download of MyOffice Standard. Home Edition

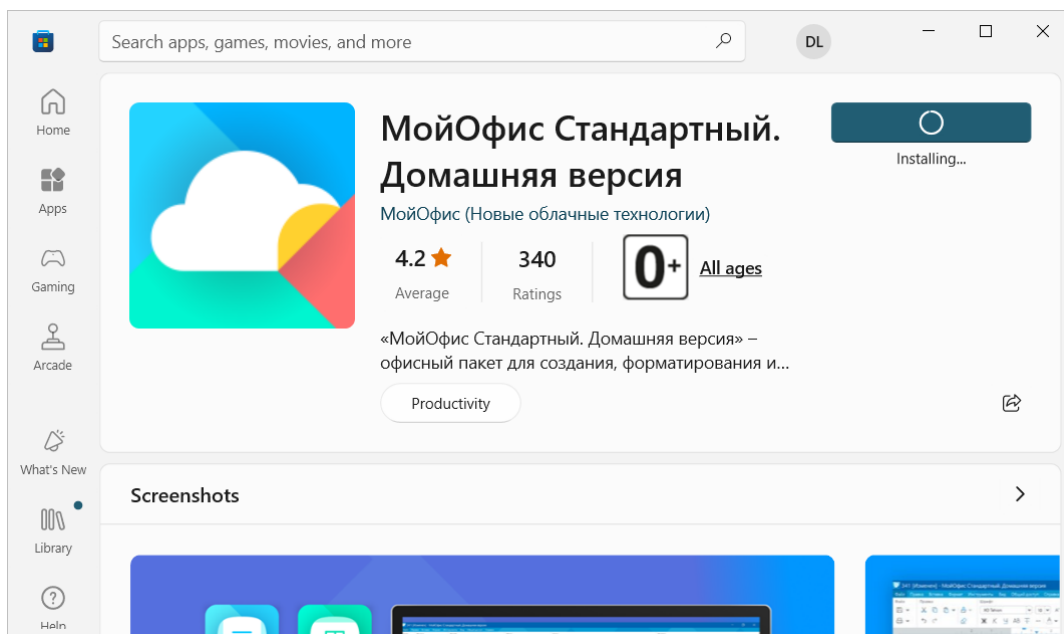


Figure 18. Installation of MyOffice Standard. Home Edition

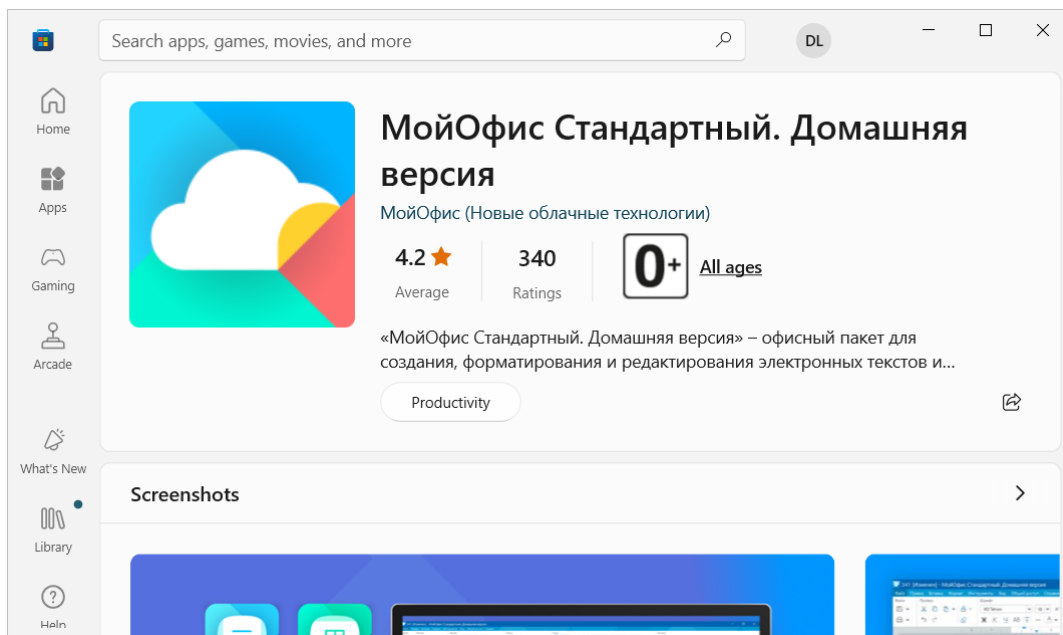


Figure 19. Download and installation of MyOffice Standard. Home Edition is complete

## 2.2 Install and update the software on macOS OS

On macOS, downloading and installing MyOffice Standard. Home Edition is available from the App Store application.

To **install** MyOffice Standard. Home Edition, go to the App Store application from MyOffice website and update the software as described below.

To **update** MyOffice Standard. Home Edition manually, do one of the following:

- In the App Store's **Updates Available** pop-up notification, click the **Install** button.
- Open the App Store app, select the **Updates** section in the Sidebar and click the **Update** button next to MyOffice Standard. Home Edition.
- Go to the App Store app from the MyOffice website and update the software as described below.



If macOS OS is set to automatically update applications downloaded from the App Store, MyOffice Standard. Home Edition will be updated automatically when a new version is released.

To access the App Store application using MyOffice website, follow the steps below:

1. Open the webpage of MyOffice Standard. Home Edition on MyOffice website: <https://myoffice.ru/products/ofis-dlya-doma/>. Please note that the software is downloaded from the website in Russian. The screenshots in the Installation Guide are taken from the Russian version of the web site. For your convenience, the button names in Russian are translated into English in parentheses.

2. Click **Загрузите в Mac App Store (Download from Mac App Store)** (see Figure 20).

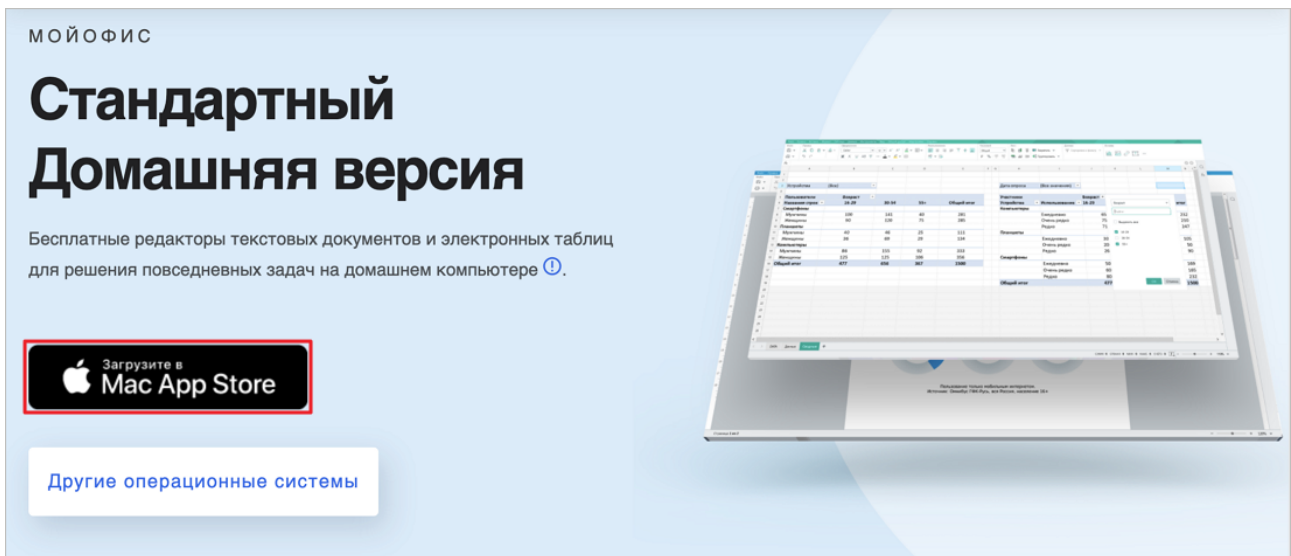


Figure 20. Загрузите в Mac App Store (Download from Mac App Store) button

3. If <https://apps.apple.com> site does not have permission to always open links in App Store application, in the pop-up message (see Figure 21), click **Открыть приложение "App Store" (Open App Store)**.

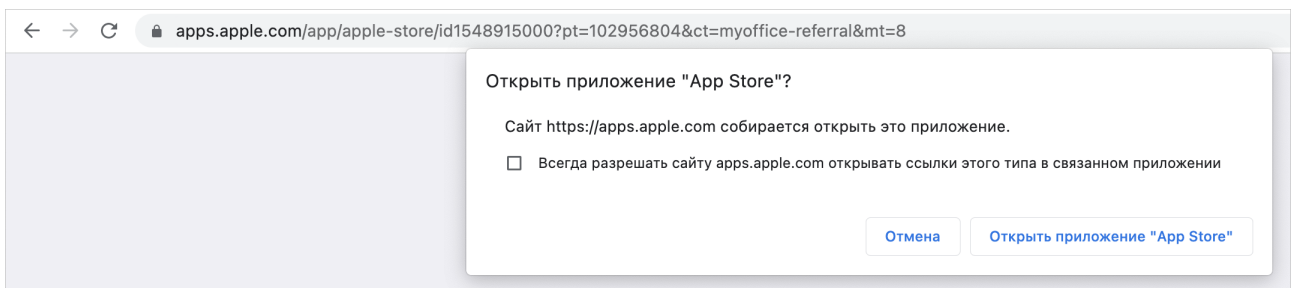


Figure 21. Pop-up message

To install or update the software MyOffice Standard. Home Edition, follow the steps below:

1. To install MyOffice Standard. Home Edition, in App Store application window, click

 (see Figure 22). To update MyOffice Standard. Home Edition, click **Update**.

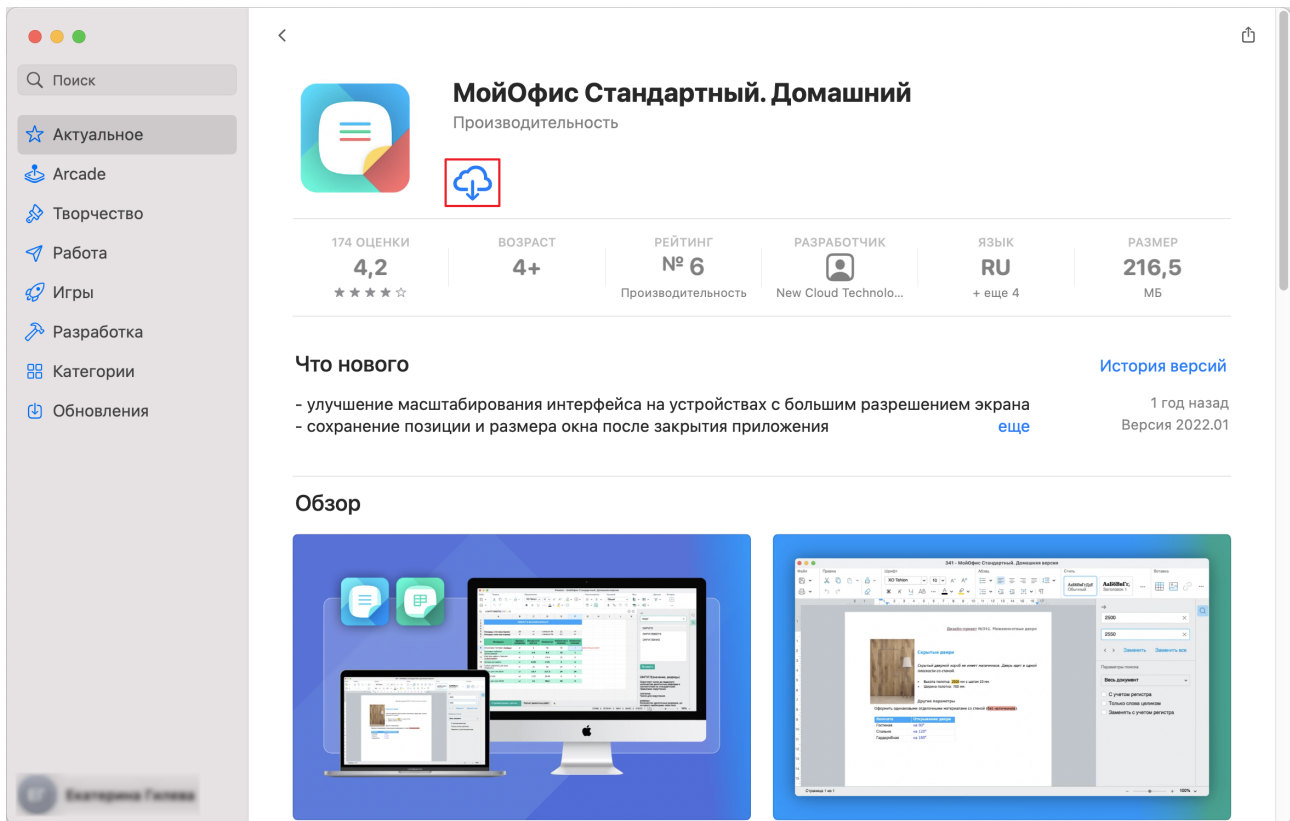


Figure 22. Download button

2. Wait until MyOffice Standard. Home Edition download from App Store and installation is complete (see Figure 23).

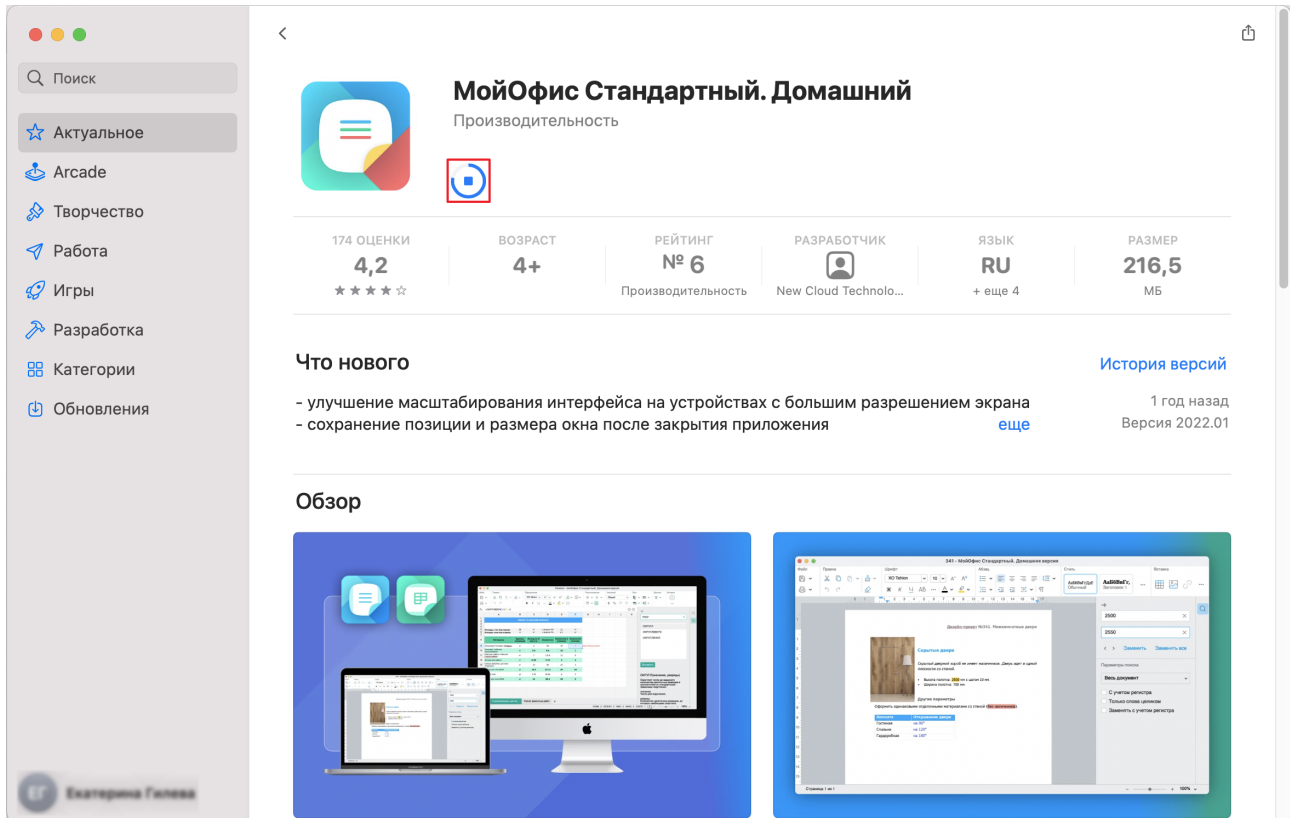


Figure 23. Download and installation process



To open MyOffice Standard. Home Edition, do one of the following:

- In App Store application, click **Open** (see Figure 24).

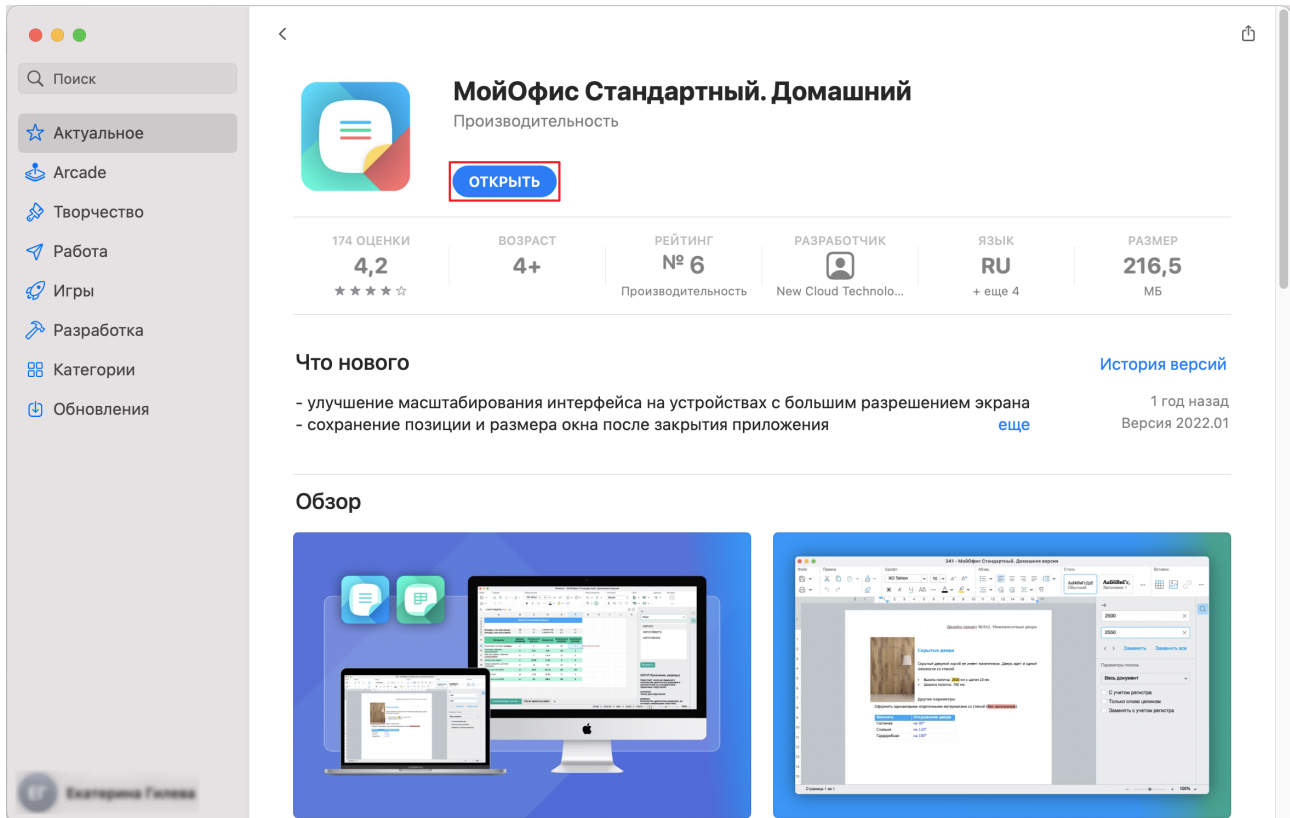


Figure 24. Open button

- Open the Launchpad and click the **MyOffice Standard. Home Edition** icon (see Figure 28).

## 3 VERIFY SUCCESSFUL INSTALLATION

### 3.1 Verify successful installation on Windows OS

If you installed MyOffice Standard. Home Edition [from MyOffice website](#), and you see the shortcuts shown on Figure 25, and in the main menu of the OS (see Figure 26) and, when clicked, the corresponding applications open correctly without issuing failure messages, that means you have successfully installed MyOffice software.

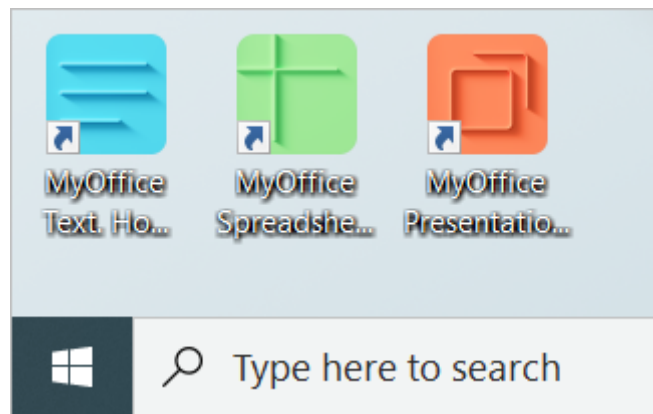


Figure 25. MyOffice Standard. Home Edition Windows OS desktop shortcuts

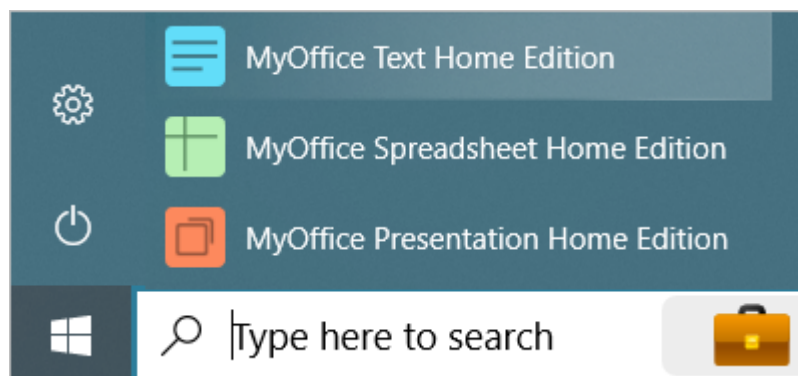


Figure 26. MyOfficeMyOffice Standard. Home Edition shortcuts in the Windows OS main menu

# MyOffice

If you installed MyOffice Standard. Home Edition [from Microsoft Store](#), and the application shortcuts are displayed in the Start menu of the OS (see Figure 27), which, when clicked, open the corresponding applications without issuing failure messages, that means you have successfully installed MyOffice software.

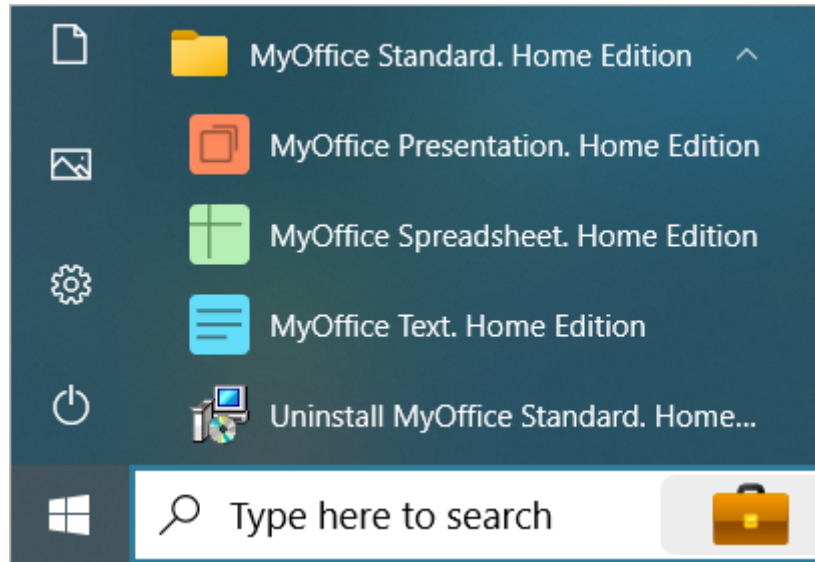


Figure 27. MyOffice Standard. Home Edition shortcuts in the Windows OS main menu

## 3.2 Verify successful installation on macOS

If you installed MyOffice Standard. Home Edition [from Mac App Store](#), and the icons shown on Figure 28 are displayed in Launchpad and, when clicked, the home page opens correctly without issuing failure messages, that means you have successfully installed MyOffice Standard. Home Edition.



Figure 28. Icons of MyOffice Standard. Home Edition in Launchpad

## 4 CONFIGURE MYOFFICE APPLICATIONS

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** command (see Figure 29) in the Command menu.



You can configure the Command menu item **File > Open With** command only for MyOffice Text and MyOffice Spreadsheet editors in Microsoft Windows.

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** command is not displayed in the Command menu.

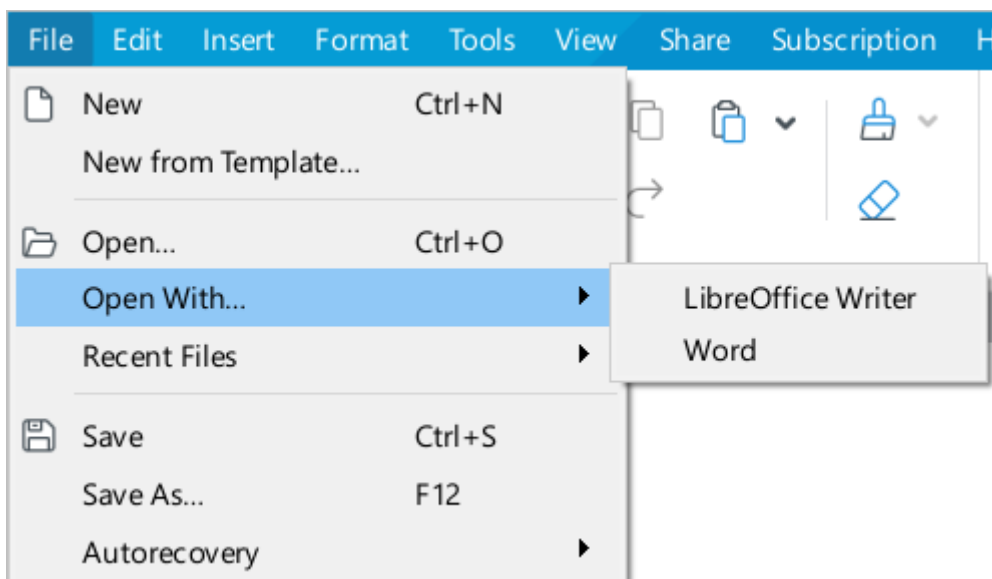


Figure 29. Open With menu

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 Standard. Home Edition.
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 Standard. Home Edition for which the list is created:
    - **[MyOffice Text Home Edition]** is MyOffice Text application.
    - **[MyOffice Spreadsheet Home Edition]** 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 Home Edition]
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 Home Edition]
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 on Windows OS

#### 5.1.1 Uninstall the software installed from MyOffice website

If you installed MyOffice Standard. Home Edition [from the MyOffice website](#), you can uninstall it using the main menu or the Windows Control Panel. The following is the example of how the applications can be deleted in Windows 10 OS.

To delete MyOffice Standard. Home Edition from the Windows Start menu, follow these steps:

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 Standard. Home Edition** folder (see Figure 30).

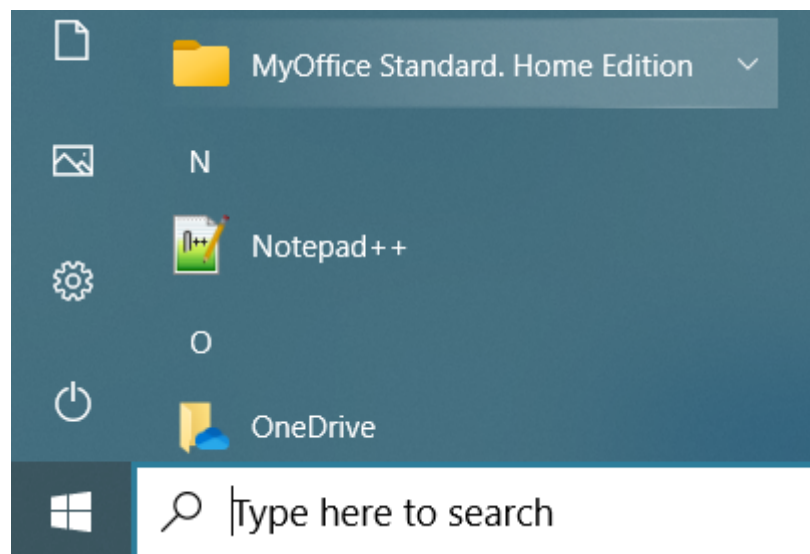


Figure 30. MyOffice Standard. Home Edition folder

4. Select **Uninstall MyOffice Standard. Home Edition** (see Figure 31).

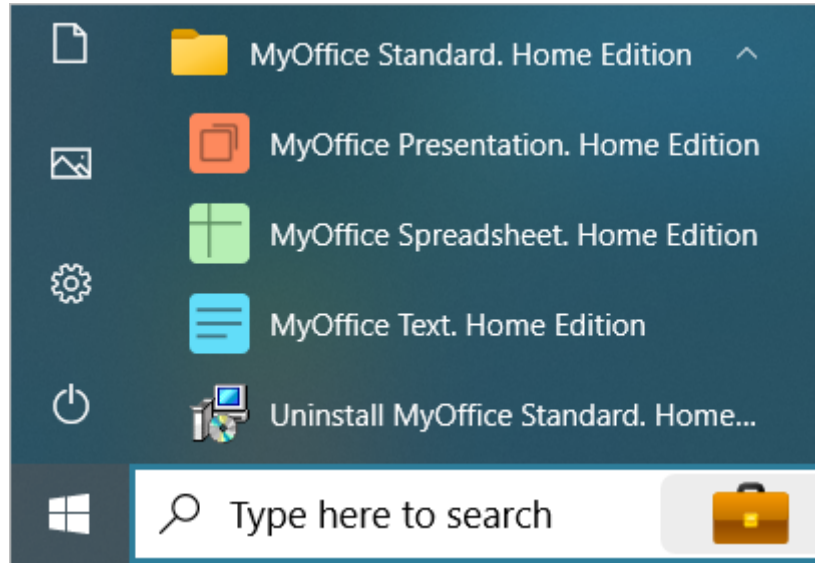


Figure 31. Run the Windows Installer

5. In the **Windows Installer** dialog box, click **Yes** (see Figure 32).

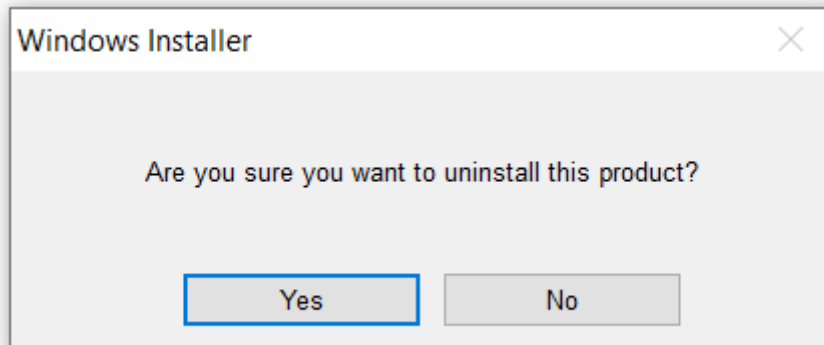


Figure 32. Windows Installer



6. Wait until all the components of MyOffice Standard. Home Edition are deleted (see Figure 33).

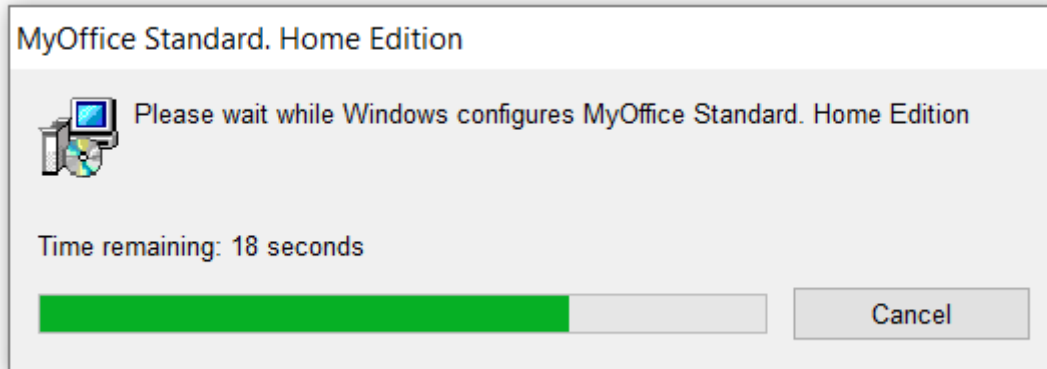


Figure 33. Delete all components

To delete MyOffice Standard. Home Edition from the Windows Control Panel, follow these steps:

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 Standard. Home Edition** and click **Uninstall** (see Figure 34).

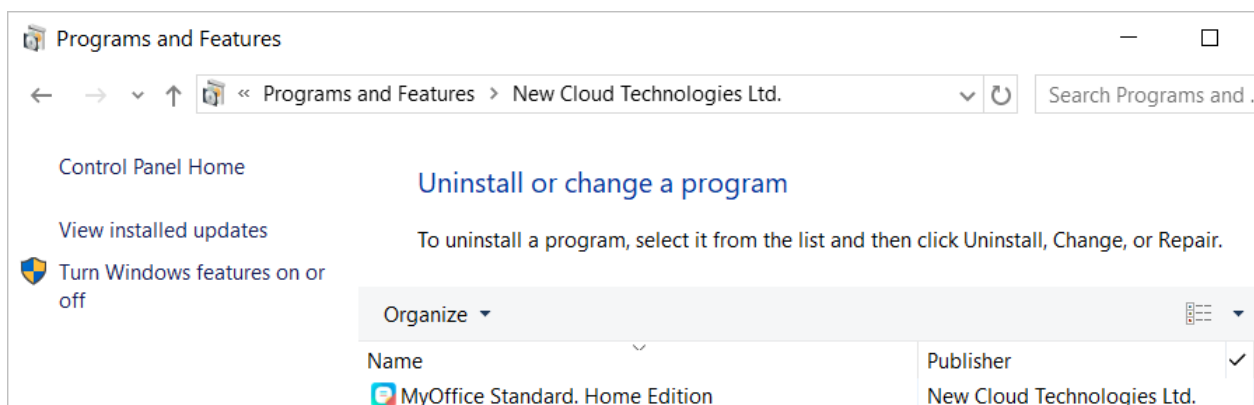


Figure 34. Uninstall or change a program window

4. In the **Programs and Features** dialog box, click **Yes** (see Figure 35).

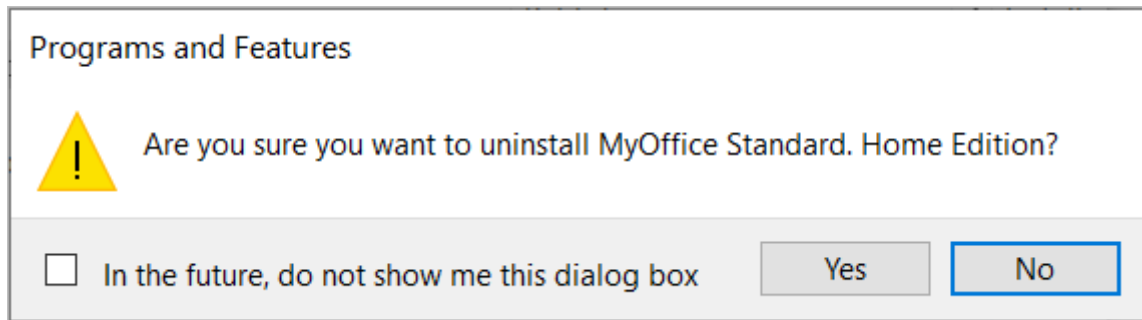


Figure 35. Programs and Features window

5. Wait until all the components of MyOffice Standard. Home Edition are deleted (see Figure 33).

## 5.1.2 Uninstall the software installed from Microsoft Store

If you installed MyOffice Standard. Home Edition [from Microsoft Store](#), you can delete it using the Start menu of Windows OS. The following is the example of how the applications can be deleted in Windows 10 OS.

To delete the applications, do the following:

1. Open the Start menu in Windows OS.
2. Scroll down the list of installed applications until you reach the letter **M**.
3. Right-click on the line where you will see **MyOffice Text. Home Edition**, **MyOffice Spreadsheet. Home Edition** or **MyOffice Presentation. Home Edition** to open the context menu and click **Uninstall** (see Figure 36).

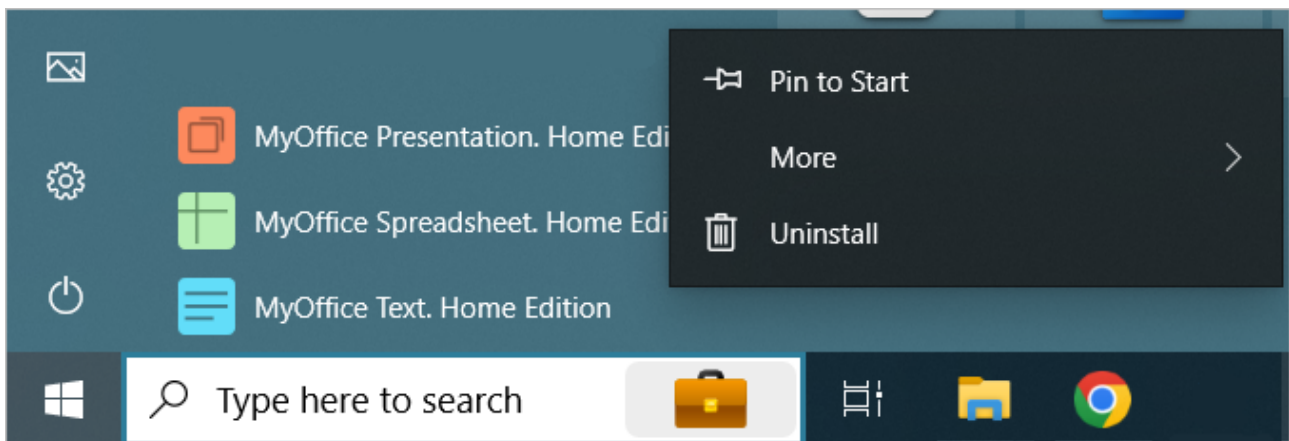


Figure 36. Delete MyOffice Standard. Home Edition from the main menu

4. In the window with the message “**This application and its related info will be uninstalled**”, click **Uninstall** (see Figure 37). All MyOffice Standard. Home Edition components will be uninstalled.

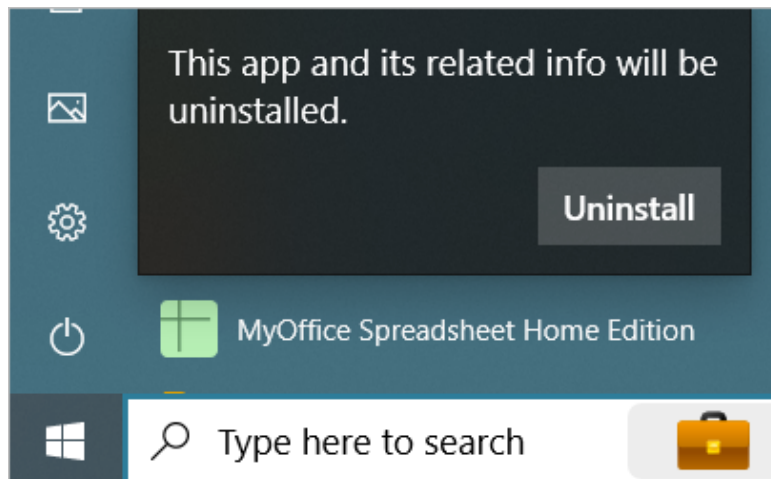



Figure 37. Selected action confirmation window

## 5.2 Uninstall the software installed on macOS OS

If you want to uninstall MyOffice Standard. Home Edition, you can use the Finder. To do this, proceed as follows:

1. Open the Finder (see Figure 38).
2. On the Sidebar, select **Applications** folder.
3. In the **Applications** folder, select **MyOffice Standard. Home Edition**.
4. Delete the application(s) in one of the following ways:
  - At the top of the Finder window, click  **Action** button and in the drop-down list, select **Move to Bin** command.

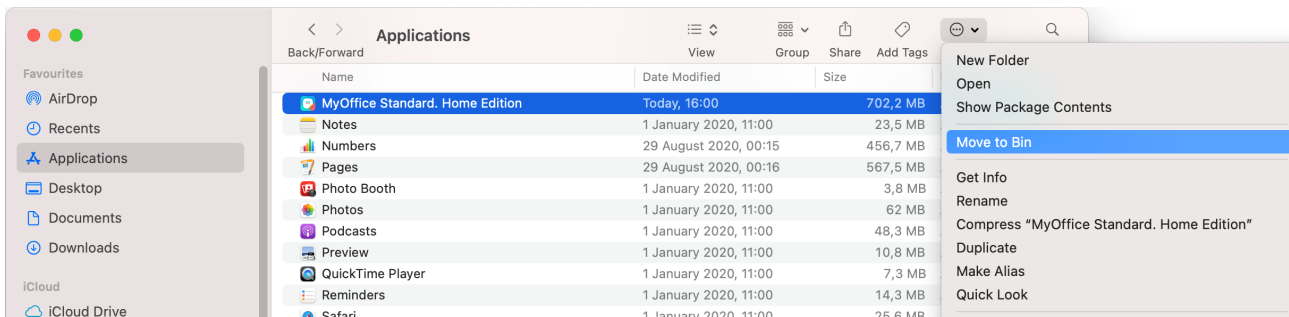


Figure 38. Action button

- Right-click to open the context menu and run the **Move to Bin** command (see Figure 39).

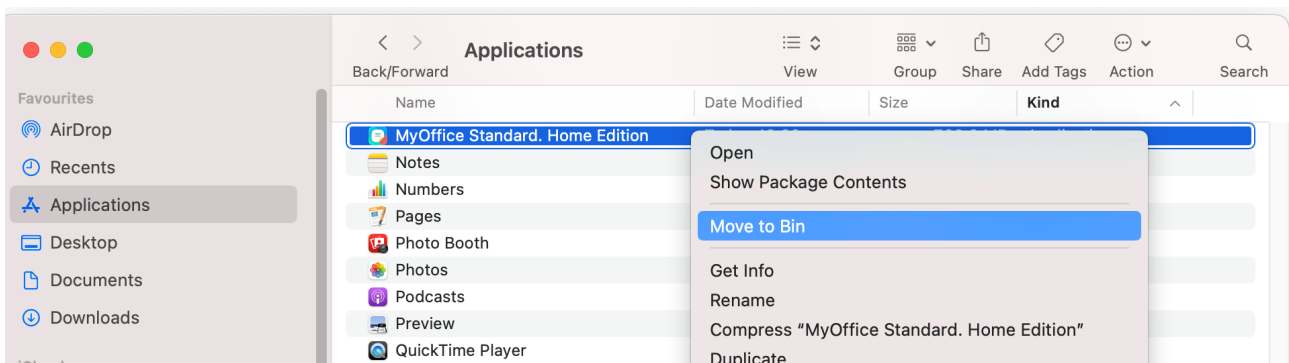


Figure 39. Context menu

- Hold down the left mouse button and drag **MyOffice Standard. Home Edition** to the **Bin** folder in Dock.