



# Installation Guide

MYOFFICE TEXT, MYOFFICE SPREADSHEET,  
MYOFFICE PRESENTATION DESKTOP EDITORS

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## LIST OF ABBREVIATIONS

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

**Table 1. Abbreviations and definitions**

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

## **1 About**

### **1.1 General information**

This guide describes the steps for installing, updating, configuring and uninstalling the following desktop applications under Linux, Windows, and macOS 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.

These applications are part of the following products:

- MyOffice Professional
- MyOffice Standard

For a detailed description of the features of these applications, please refer to your product-specific Feature list.

## 1.2 System requirements

Product (software installer)	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Desktop Editors for 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> </ul>
MyOffice Desktop Editors for macOS	In accordance with the requirements of the operating system		<ul style="list-style-type: none"> <li>– macOS Monterey 12</li> <li>– macOS Ventura 13</li> <li>– macOS Sonoma 14</li> </ul>

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Desktop Editors for Linux (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>– Alt 8 SP (64-bit) (FSTEC)</li> <li>– Alt Workstation 10.0 (64-bit)</li> <li>– Alt Workstation K 10.0 (64-bit)</li> <li>– Alt Education 9 (64-bit)</li> <li>– Alt Education 10 (64-bit)</li> <li>– Astra Linux Common Edition release 2.12 (64-bit)*</li> <li>– Astra Linux Special Edition release 1.6 (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Oryol (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Smolensk (64-bit)</li> <li>– ROSA Chrome Workstation 12 (64-bit)</li> <li>– RED OS Workstation 7.3 (64-bit)</li> </ul>
<p><i>* Due to discontinuation of OS development, there may be limitations in operation of some functions of MyOffice Standard.</i></p>			

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Mail for 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: 4GB RAM or more</li> <li>– Hard disk: 5GB or more 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> </ul>



Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Mail for macOS	<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: 4GB RAM or more</li> <li>– Hard disk: 5GB or more 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>– macOS Monterey 12</li> <li>– macOS Ventura 13</li> <li>– macOS Sonoma 14</li> </ul>

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
MyOffice Mail for Linux (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: 4GB RAM or more</li> <li>– Hard disk: 5GB or more 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>– Alt 8 SP (64-bit) (FSTEC)</li> <li>– Alt Workstation 10.0 (64-bit)</li> <li>– Alt Workstation K 10.0 (64-bit)</li> <li>– Astra Linux Common Edition release 2.12 (64-bit)*</li> <li>– Astra Linux Special Edition release 1.6 (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Oryol (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Smolensk (64-bit)</li> <li>– ROSA Chrome Workstation 12 (64-bit)</li> <li>– RED OS Workstation 7.3 (64-bit)</li> </ul>
<p><i>* Due to discontinuation of OS development, there may be limitations in operation of some functions of MyOffice Mail.</i></p>			

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
Presentation Editor for Windows (64-bit)	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 256Mb RAM</li> <li>– Hard disk: 1.55GB 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: 512Mb RAM or more</li> <li>– Hard disk: 2GB or more 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> </ul>
<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"> <li>– Microsoft Windows 7 (64-bit) – Update KB2999226;</li> <li>– Microsoft Windows 8.1 (64-bit) – Update KB2919355.</li> </ul>			
Presentation Editor for macOS (64-bit)	In accordance with the requirements of the operating system		<ul style="list-style-type: none"> <li>– macOS Monterey 12</li> <li>– macOS Ventura 13</li> <li>– macOS Sonoma 14</li> </ul>

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
Presentation Editor for Linux, rpm-based (64-bit)	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 256Mb RAM</li> <li>– Hard disk: 1.55GB 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: 512Mb RAM or more</li> <li>– Hard disk: 2GB or more 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>– Alt 8 SP (64-bit) (FSTEC)</li> <li>– Alt Workstation 9.2 (64-bit)</li> <li>– Alt Workstation K 9.2 (64-bit)</li> <li>– Alt Workstation 10.1 (64-bit)</li> <li>– Alt Workstation K 10.1 (64-bit)</li> <li>– Alt Education 9.2 (64-bit)</li> <li>– Alt Education K 9.2 (64-bit)</li> <li>– Alt Education 10.1 (64-bit)</li> <li>– Alt Education K 10.1 (64-bit)</li> </ul>
Presentation Editor for Linux, deb-based (64-bit)	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 256Mb RAM</li> <li>– Hard disk: 1.55GB 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: 512Mb RAM or more</li> <li>– Hard disk: 2GB or more 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>– Astra Linux Special Edition release 1.7 Oryol (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)</li> <li>– Astra Linux Special Edition release 1.7 Smolensk (64-bit)</li> </ul>
Presentation Editor for Linux, deb-based	<ul style="list-style-type: none"> <li>– Processor: 1 GHz x86-64</li> <li>– Memory: 256Mb RAM</li> </ul>	<ul style="list-style-type: none"> <li>– Processor: 2 GHz or faster x86-64 processor</li> <li>– Memory: 512Mb RAM or more</li> </ul>	<ul style="list-style-type: none"> <li>– Astra Linux Common Edition release 2.12 Oryol (64-bit)</li> </ul>

Installation package	Hardware requirements		Software requirements
	Minimal	Recommended	
(64-bit), Oryol	<ul style="list-style-type: none"> <li>– Hard disk: 1.55GB of available disk space</li> <li>– Display: 1024x768 screen resolution</li> <li>– Peripherals: Mouse, keyboard</li> </ul>	<ul style="list-style-type: none"> <li>– Hard disk: 2GB or more 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>– Astra Linux Special Edition release 1.6 Smolensk (64-bit)</li> </ul>

### 1.3 Limitations

Supported interface languages:

- English
- French
- Russian

If you want to install MyOffice applications, the OS interface language will be defined by the following:

- In Windows OS: by the regional format.
- In Linux OS: by the main language of the OS interface.
- In macOS: by the preferred 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_Standard_Documents_Win_3.1.0_x86_64.msi
Linux	<ol style="list-style-type: none"><li>1. myoffice-standard-documents-3.1.0-x86_64.rpm</li><li>2. myoffice-standard-documents_3.1.0_amd64.deb</li></ol>
macOS	MyOffice_Standard_Documents_macOS_3.1.0_x86_64.dmg

### 2.2 Install and update on Windows OS

To install or update MyOffice software on Windows OS, place the software installer 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**.

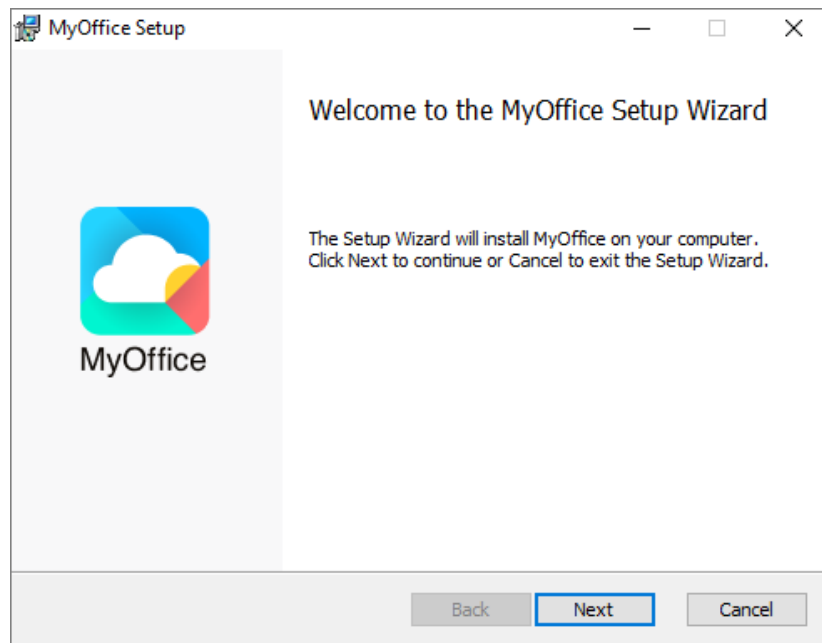


Figure 1. Setup Wizard welcome window

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**.

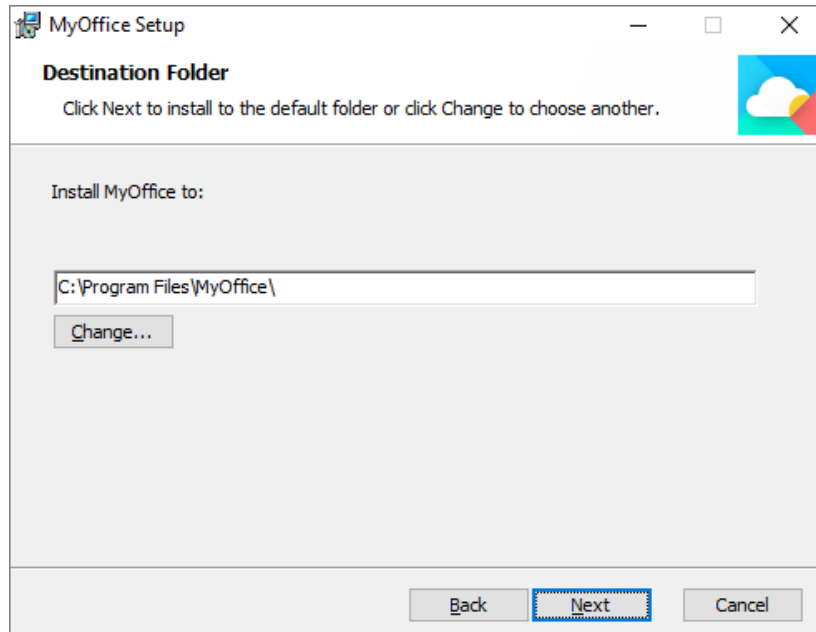


Figure 2. Destination Folder window

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

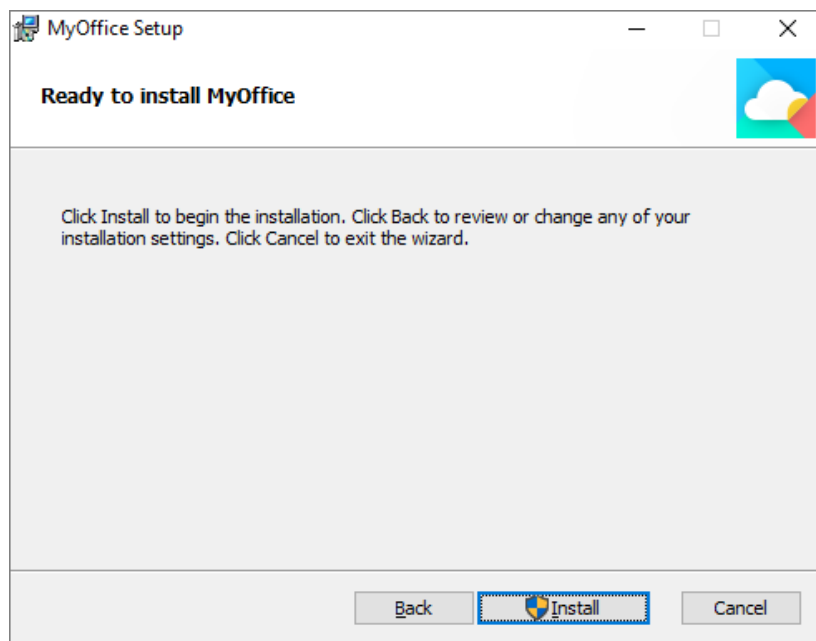


Figure 3. Ready to setup MyOffice window



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

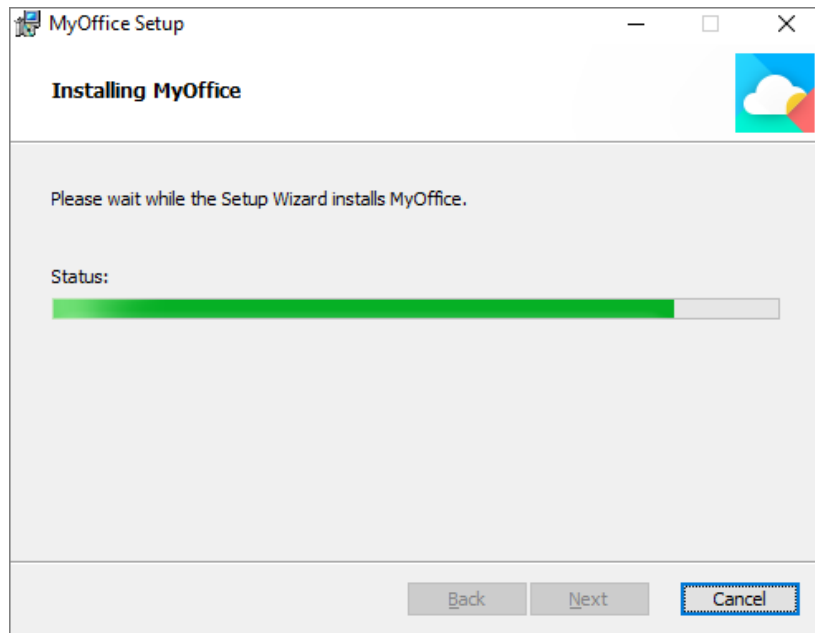


Figure 4. MyOffice Setup window

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

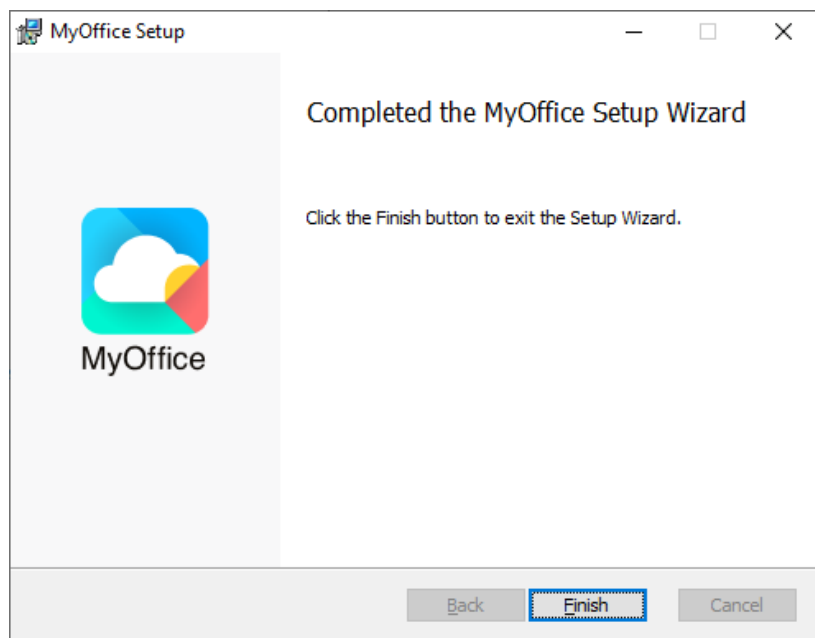



Figure 5. Completed MyOffice Setup Wizard window

## 2.3 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.

 This installation or update method is not supported in Astra Linux Special Edition Smolensk 1.7 OS. To install the MyOffice software on this operating system, contact your system administrator for assistance.

In this example, MyOffice software will be installed in the Alt Workstation 10.0 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 6).

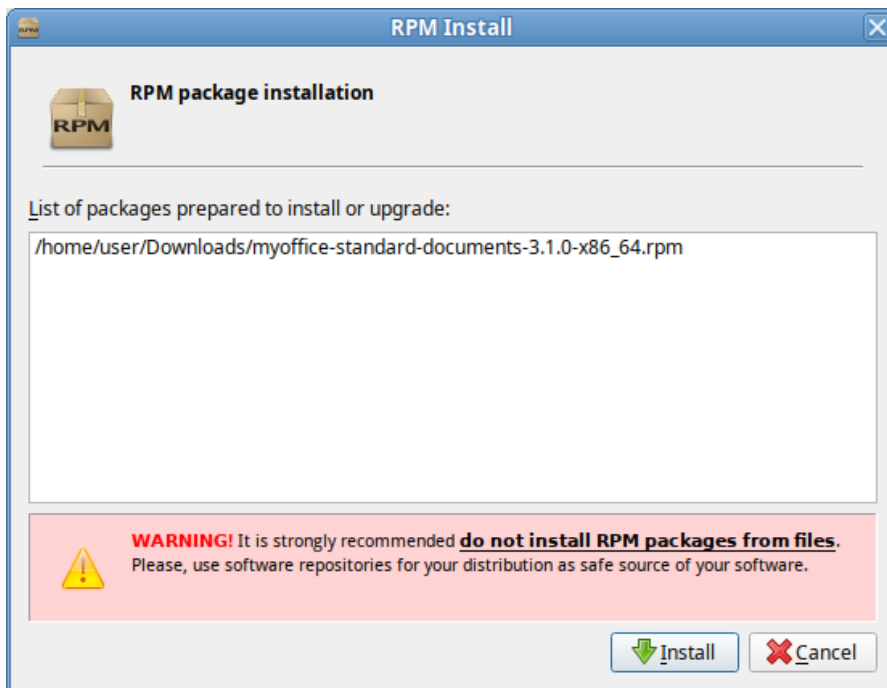


Figure 6. Install RPM window

4. In the login window, specify the administrator password and click **OK** (see Figure 7).

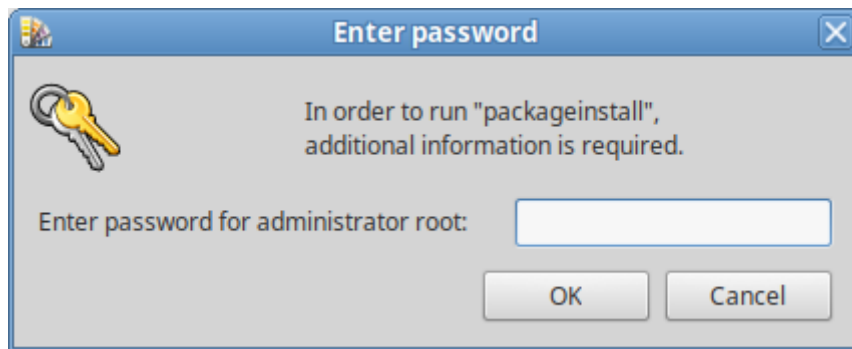


Figure 7. Log in window

5. Wait until the package installation is complete and click **Exit** (see Figure 8).

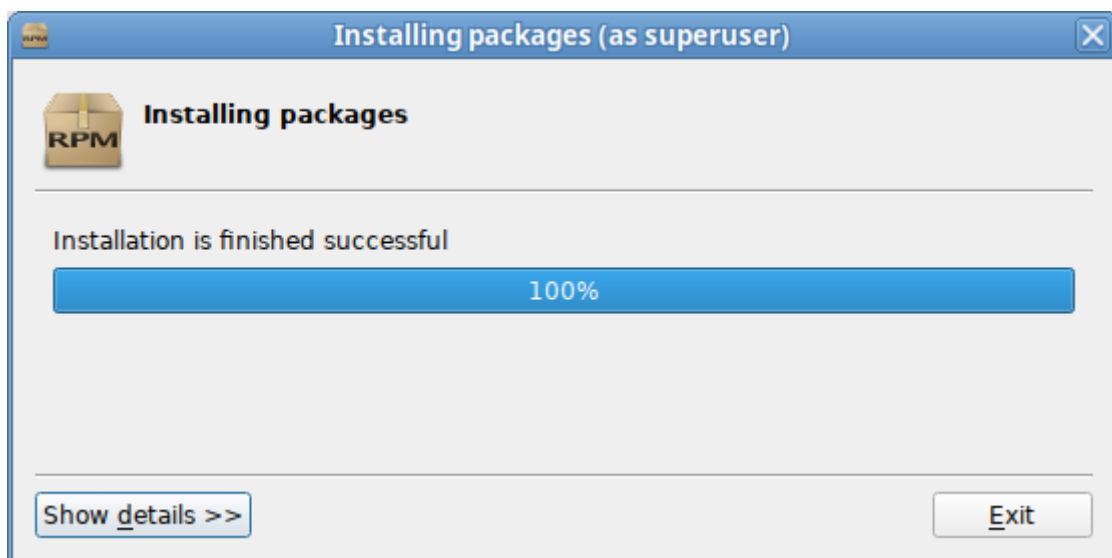


Figure 8. Package installation complete

## 2.4 Install and update on macOS

To install or update MyOffice software on macOS, follow these steps:

1. Place the .dmg file in a local folder.
2. Double-click the file to mount the disk image.

3. In the window shown in Figure 9, copy MyOffice Text, MyOffice Spreadsheet and MyOffice Presentation applications into the **Applications** folder. To do this, drag the application shortcuts to the **Applications** folder by holding the left mouse button down.

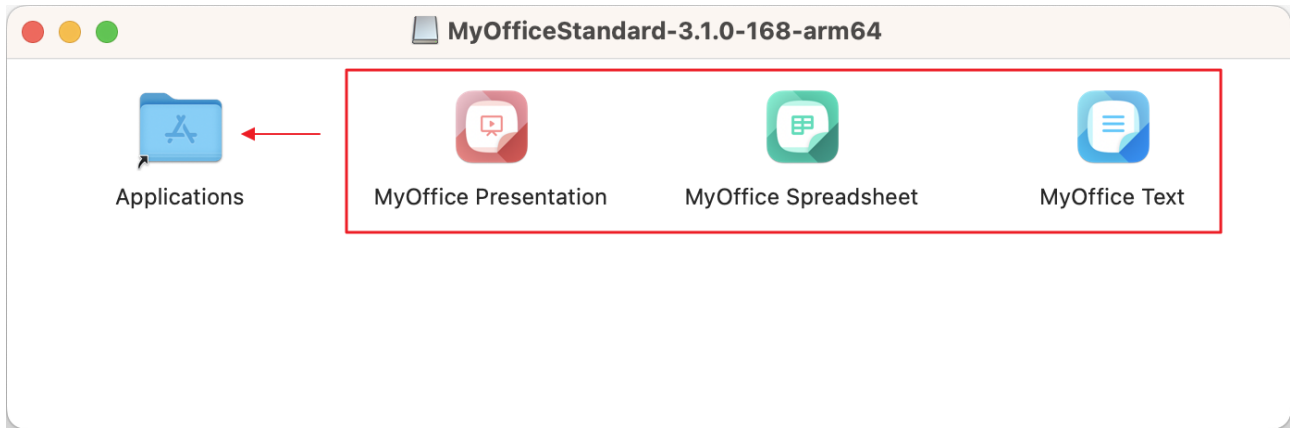


Figure 9. Virtual disk

4. If you update MyOffice software, confirm that you want to replace MyOffice Text, MyOffice Spreadsheet and MyOffice Presentation applications (see Figure 10) in the **Applications** folder.

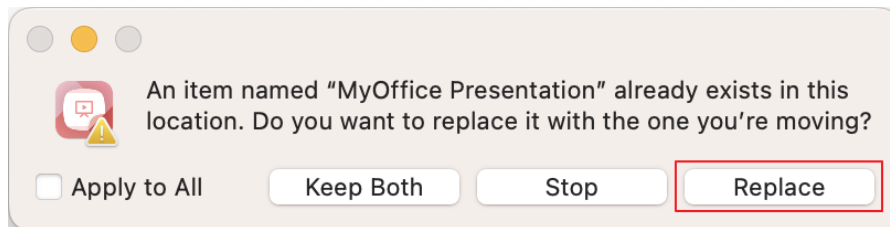


Figure 10. Request to confirm application replacement based on the example of MyOffice Presentation

5. Wait until the applications are copied (see Figure 11).

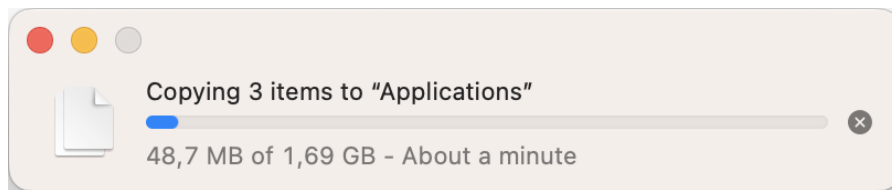



Figure 11. Copy the applications

6. Close the window with the contents of the virtual disk.

7. Dismount the disc image using one of the following methods:

- In the Finder, click  to the right of the virtual disk name (see Figure 12).

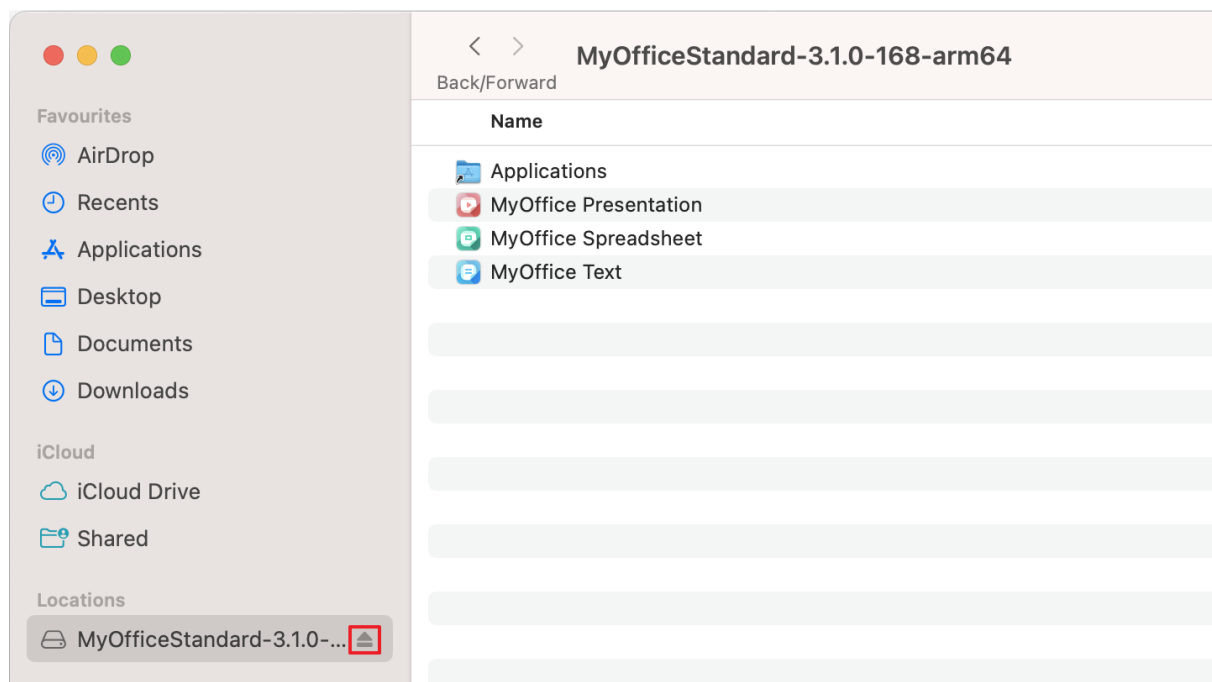


Figure 12. Button to dismount the disk image

- On the desktop, move the virtual disk to the **Trash** by holding the left mouse button down (see Figure 13).



Figure 13. Move a virtual disk to Trash

- Press **⌘+E**.

## 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 14 and in the main menu of the OS (see Figure 15) and, when clicked, the corresponding applications open correctly without any error messages, that means you have successfully installed MyOffice software.

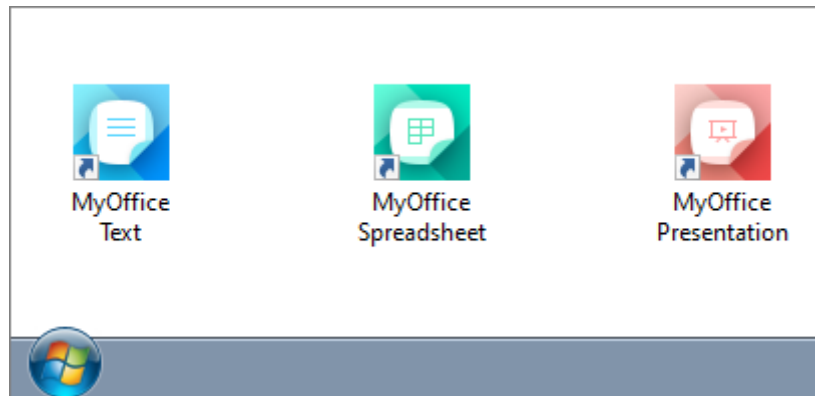


Figure 14. MyOffice applications Windows OS desktop shortcuts

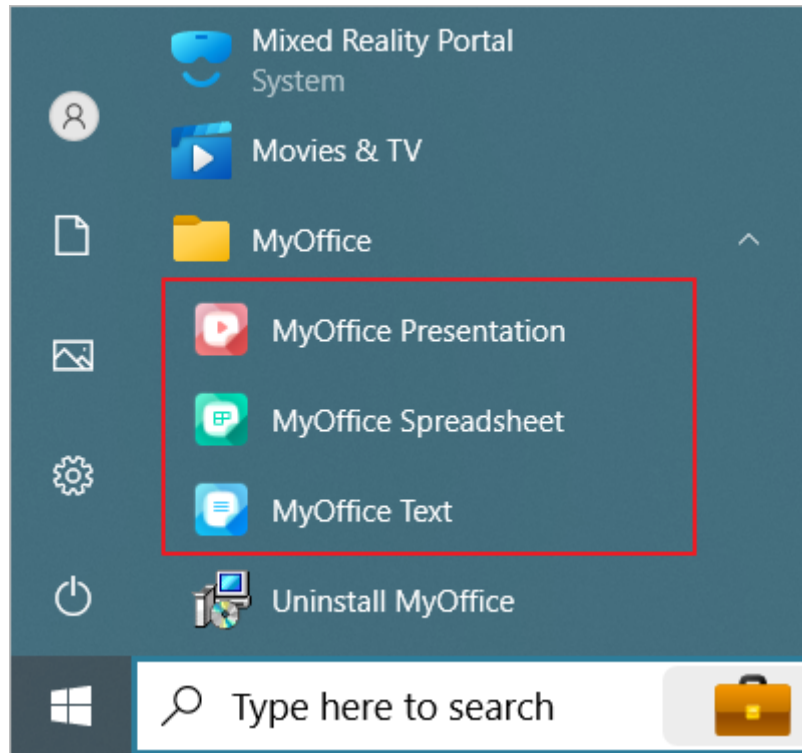


Figure 15. MyOffice application shortcuts in the Windows main menu



## 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 16), and the respective applications are launched without any error messages, that means you have successfully installed MyOffice software.

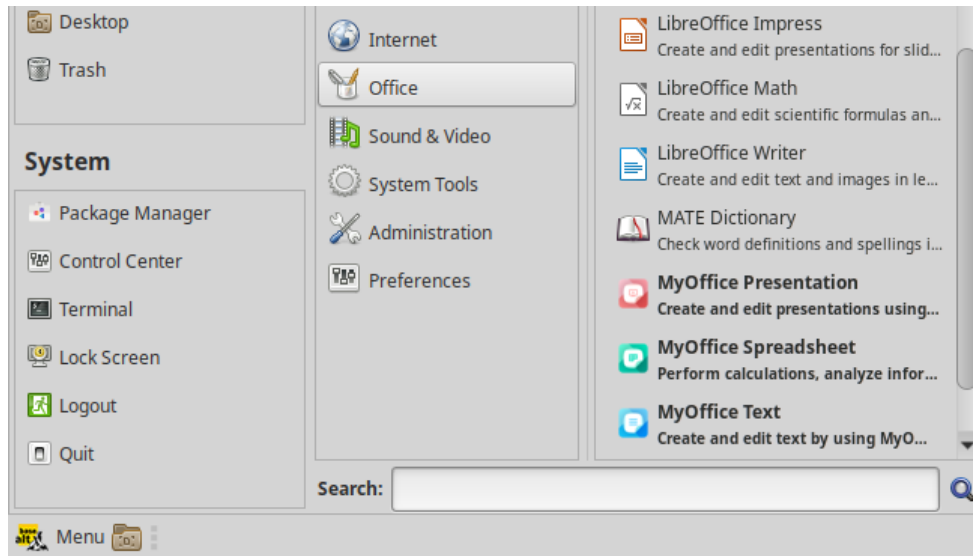


Figure 16. MyOffice applications Linux OS desktop shortcuts

### 3.3 Verify successful installation on macOS

If you [installed](#) MyOffice applications on macOS, the icons are displayed in the Launchpad (see Figure 17), and the respective applications are launched without any error messages, that means you have successfully installed MyOffice software.

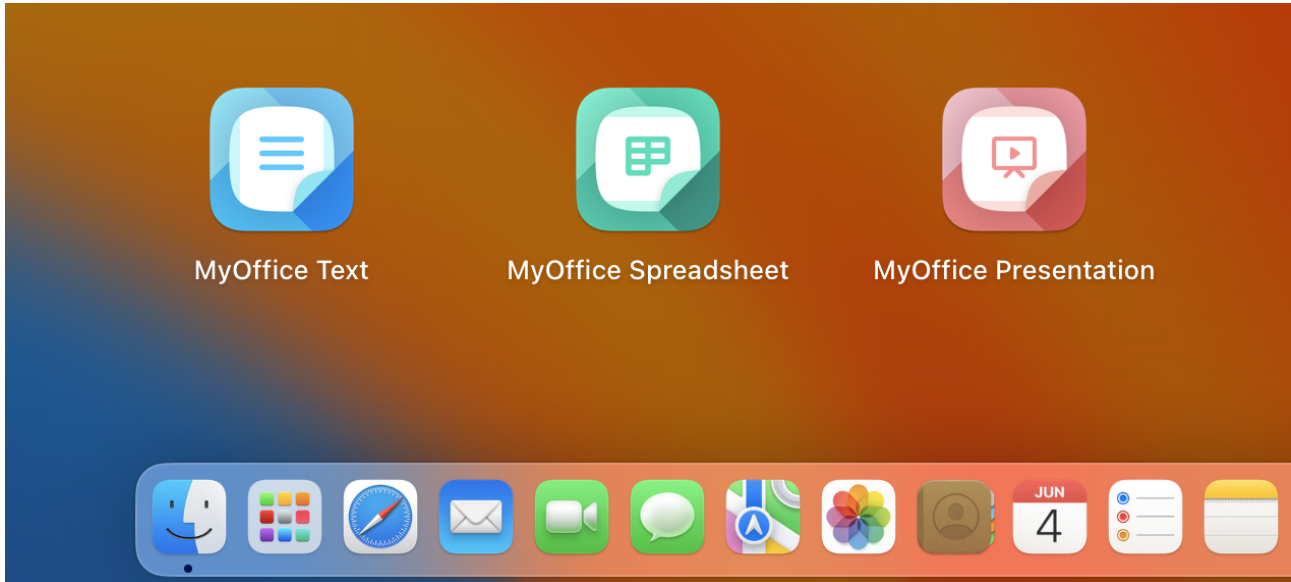


Figure 17. Application icons in Launchpad

## 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** command (see Figure 18).



You can configure the **File > Open With** command menu option only in Windows and Linux OS.

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.

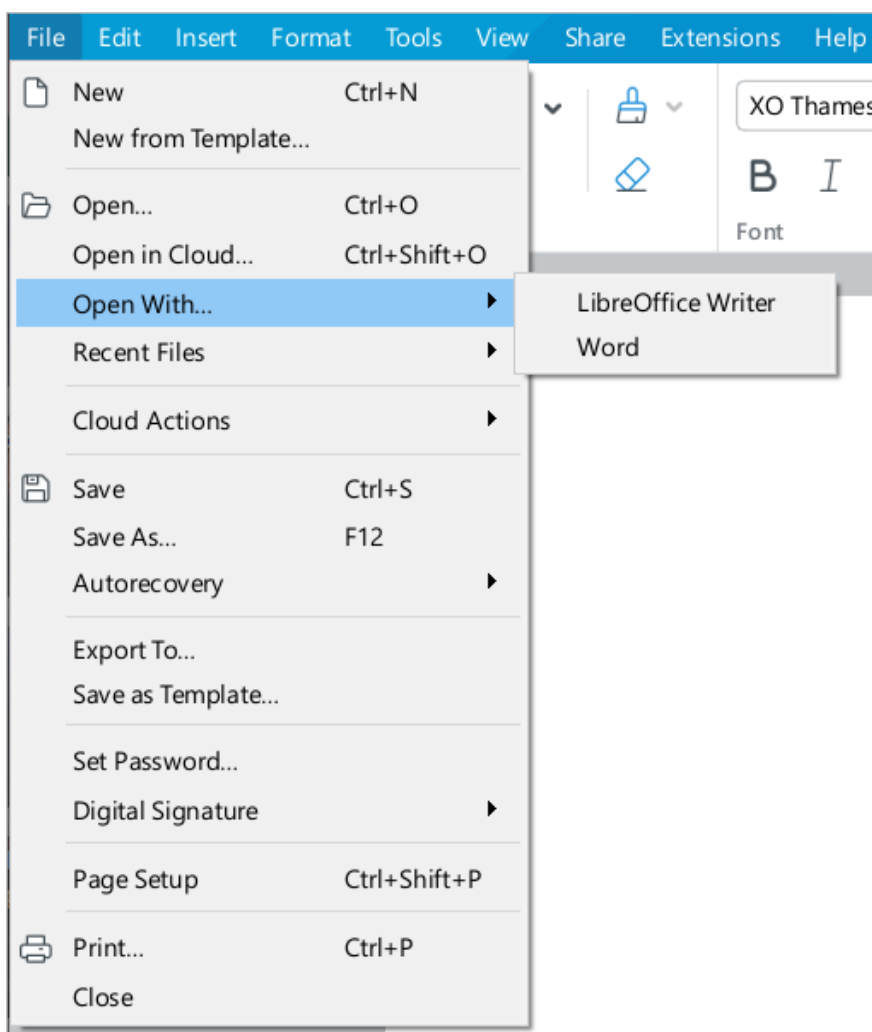


Figure 18. Open With command

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 suite.
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 suite 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** folder (see Figure 19).

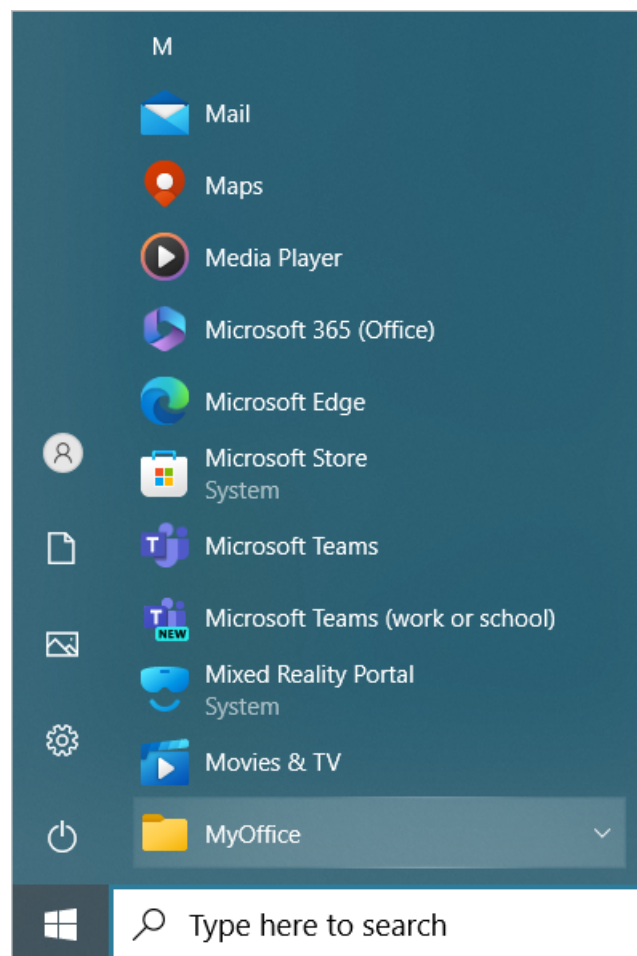


Figure 19. MyOffice folder

4. Select **Uninstall MyOffice** (see Figure 20).

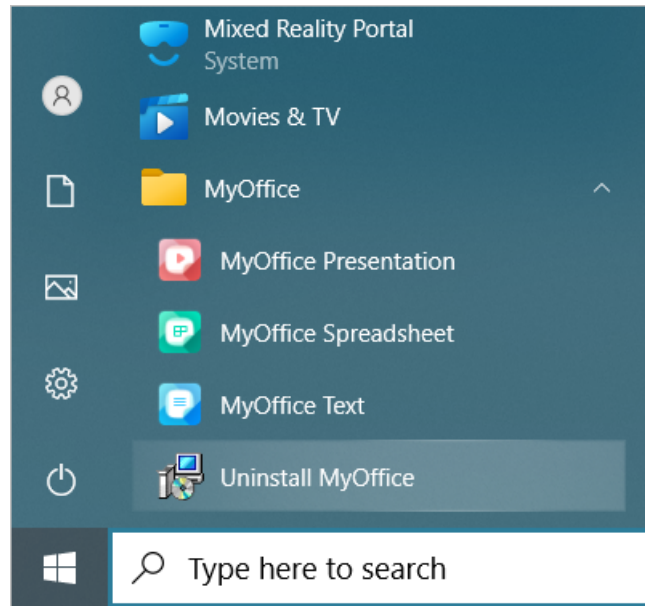


Figure 20. Running the Windows Installer

5. In the **Windows Installer** dialog box, click **Yes** (see Figure 21).

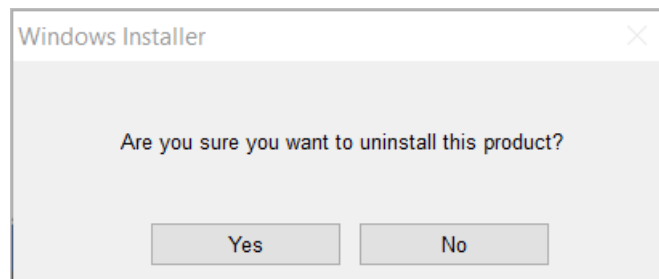


Figure 21. Windows Installer dialog box

6. Wait until all MyOffice software components are uninstalled (see Figure 22).

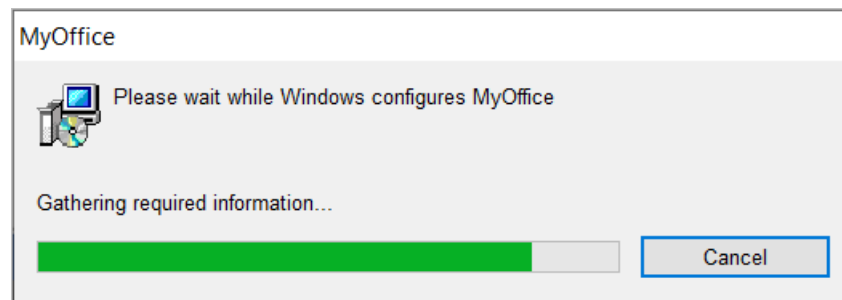


Figure 22. Uninstall components

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** and click **Uninstall** (see Figure 23).

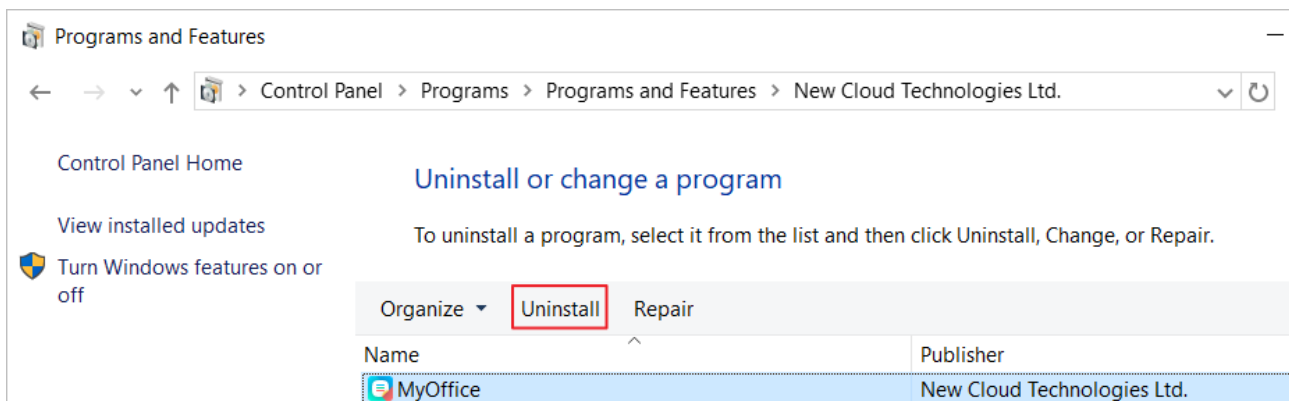


Figure 23. Uninstall or change a program window

4. In the **Programs and Features** dialog box, click **Yes** (see Figure 24).

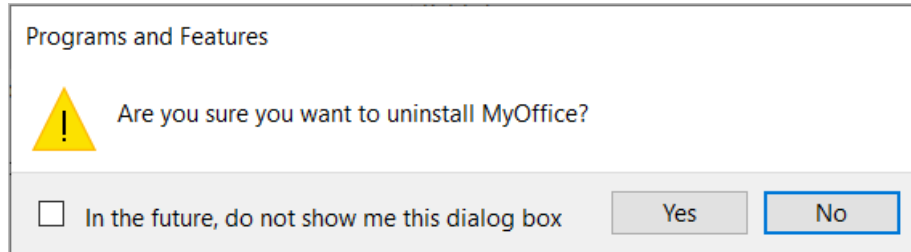


Figure 24. Programs and Features dialog box

5. Wait until all MyOffice software components are uninstalled (see Figure 22).



## 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 Workstation 10.0 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 25).
4. In the list on the right, select the **myoffice-standard-documents** package.
5. Open the context menu of the package by right-clicking and run the **Mark for Removal** command.

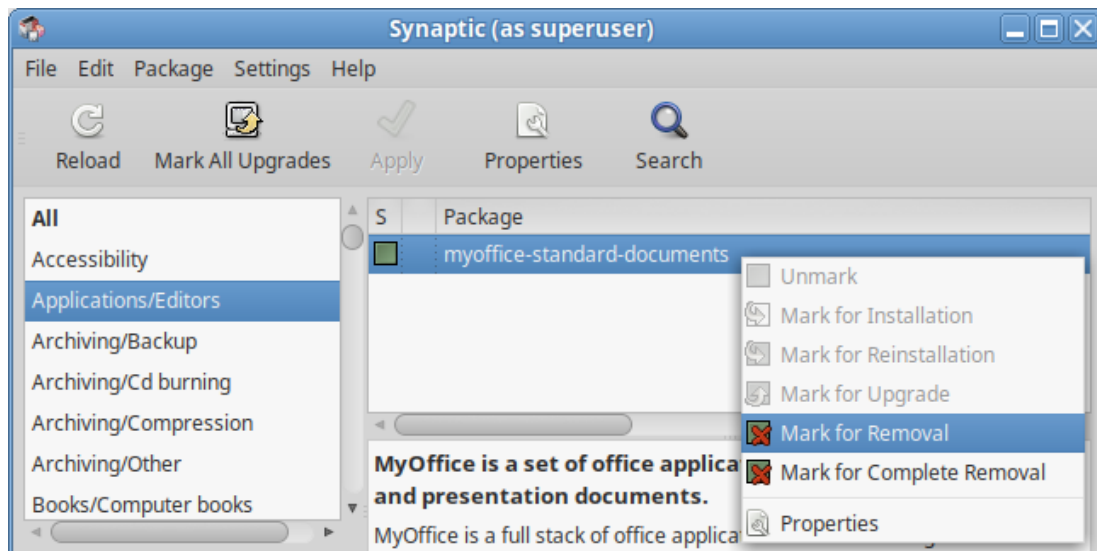


Figure 25. Select a package to be deleted

6. Click **Apply** (see Figure 26).

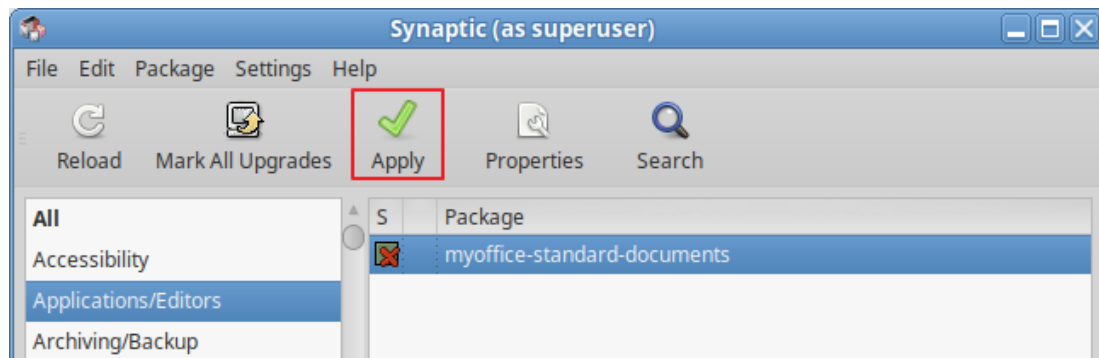


Figure 26. Confirmation of operation selection

7. In the **Summary** window, click **Apply** (see Figure 27).

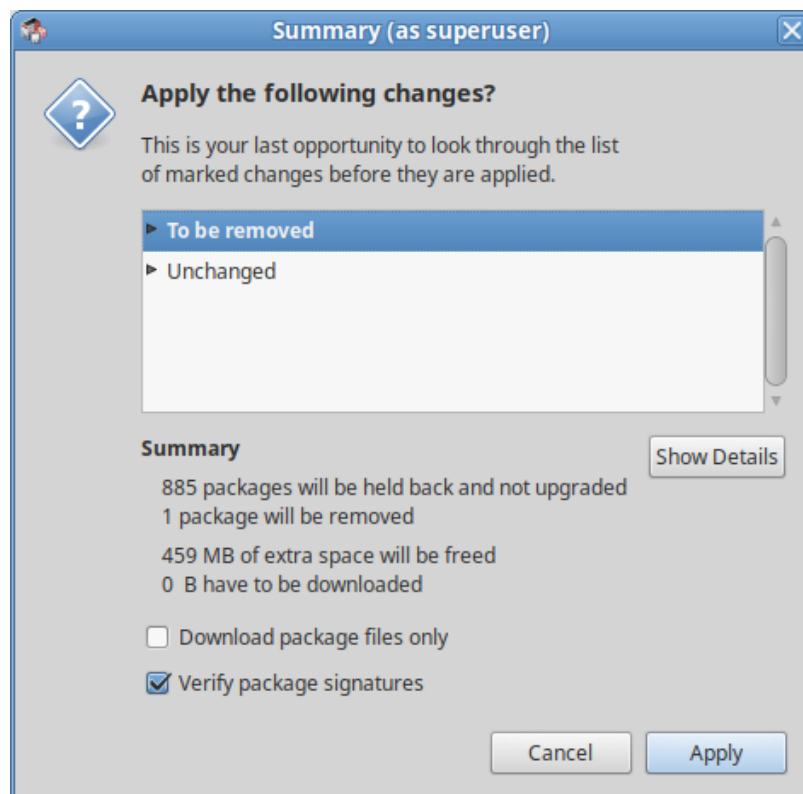


Figure 27. Summary window

8. In the **Package Manager output** window, click **Close** (see Figure 28).

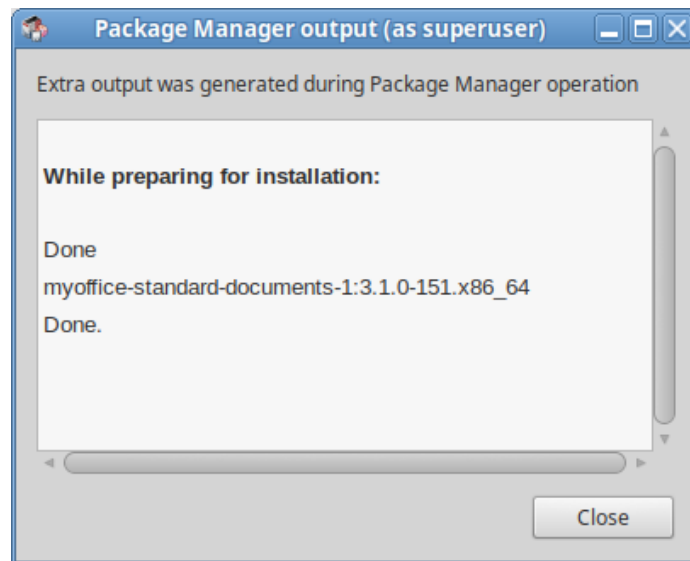


Figure 28. Package Manager output window


9. Close the Synaptic software.

## 5.3 Uninstall the software on macOS



Before uninstalling, close all applications from the MyOffice suite.

You can uninstall the MyOffice software on macOS using the Finder. To do this, proceed as follows:

1. Open the Finder (see Figure 29).
2. In the Sidebar, select **Applications**.
3. In the **Applications** folder, select MyOffice Text, MyOffice Spreadsheet and MyOffice Presentation applications.
4. Delete the applications in one of the following ways:
  - At the top of the Finder window, click  **Action** and select **Move to Bin** from the drop-down list.

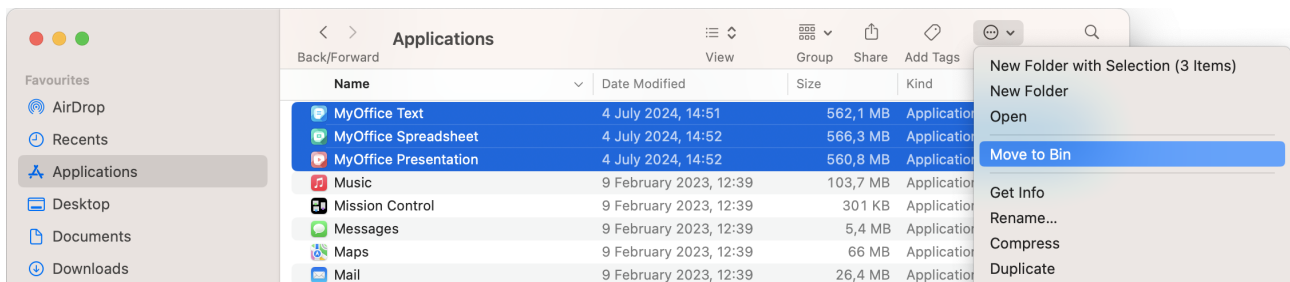


Figure 29. Action button

- Right-click to open the context menu and run the **Move to Bin** command (see Figure 30).

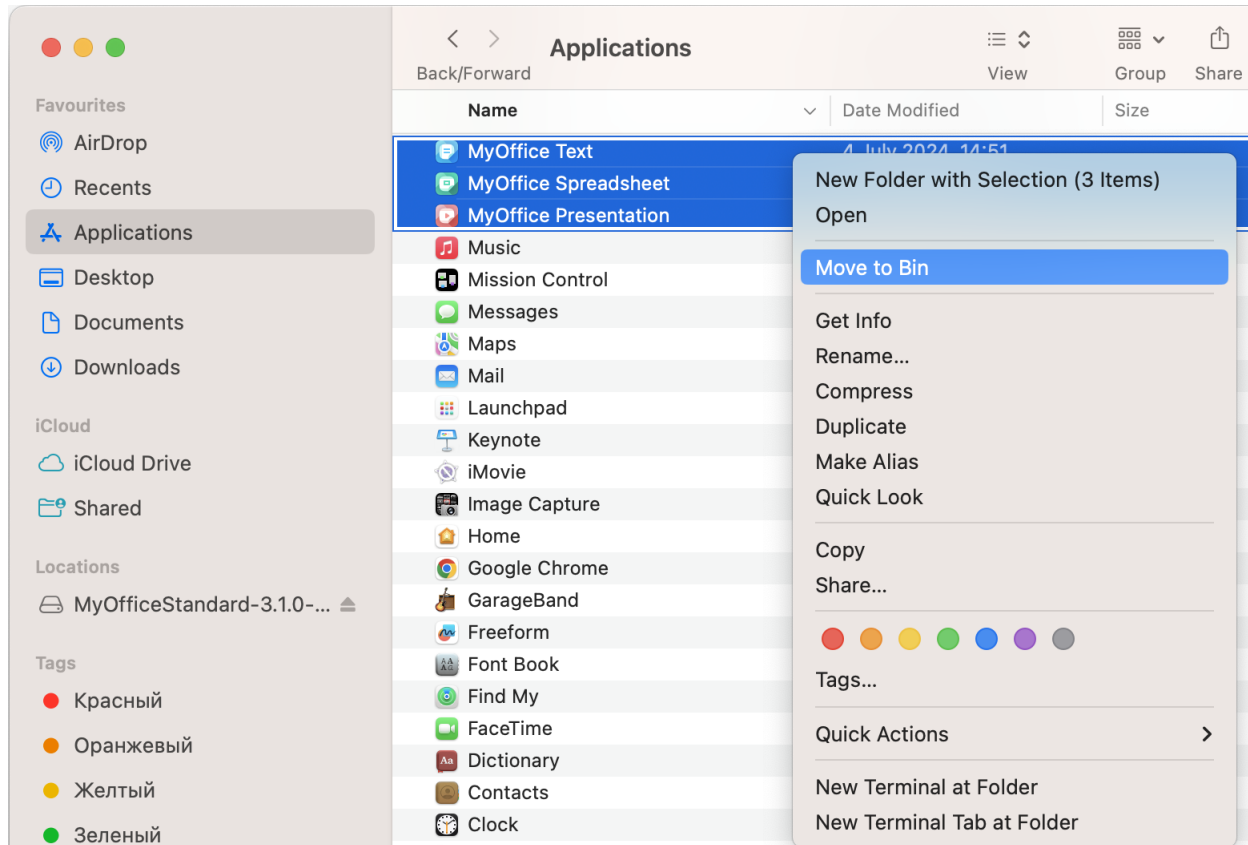


Figure 30. Context menu

- Hold the left mouse button down and move the applications to the **Bin** in the Dock.