# 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 and configuring 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 viewing and demonstrating presentations.

For macOS operating system, only MyOffice Text and MyOffice Spreadsheet applications are available.

These applications are part of the following products:

– MyOffice Professional 2

– MyOffice Standard 2

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) | – Processor: 1 GHz x86-64<br><br>– Memory: 2GB RAM<br><br>– Hard disk: 3GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 3GB RAM or more<br><br>– Hard disk: 5GB of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Microsoft Windows 7 (64-bit)<br><br>– Microsoft Windows 8.1 (64-bit)<br><br>– Microsoft Windows 10 (64-bit)<br><br>– Microsoft Windows 11 (64-bit) |
| MyOffice Desktop Editors for macOS | In accordance with the requirements of the operating system | | – macOS Big Sur 11.7<br><br>– macOS Monterey 12.6<br><br>– macOS Ventura 13.3<br><br>– macOS Sonoma 14.1 |
| *\* The first time you run desktop editors on Mac computers with Apple processors, you may need to install the Rosetta system.* | | | |

| Product (software installer) | Hardware requirements | | Software requirements |
| --- | --- | --- | --- |
| | **Minimal** | **Recommended** | |
| MyOffice Desktop Editors for Linux (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 2GB RAM<br><br>– Hard disk: 3GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 3GB RAM or more<br><br>– Hard disk: 5GB of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Alt Workstation 9 (64-bit)<br><br>– Alt Workstation K 9 (64-bit)<br><br>– Alt Workstation 10.0 (64-bit)<br><br>– Alt Workstation K 10.0 (64-bit)<br><br>– Alt Education 9 (64-bit)<br><br>– Alt Education 10 (64-bit)<br><br>– Astra Linux Common Edition release 2.12 (64-bit)*<br><br>– Astra Linux Special Edition release 1.6 (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Oryol (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Smolensk (64-bit)<br><br>– Alt 8 SP Workstation (64-bit)<br><br>– Alt SP Workstation release 10 (64-bit) |
| *** Due to discontinuation of OS development, there may be limitations in operation of some functions of desktop editors.* | | | |

| Product (software installer) | Hardware requirements | | Software requirements |
|---|---|---|---|
| | **Minimal** | **Recommended** | |
| MyOffice Mail 2 for Windows (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 2GB RAM<br><br>– Hard disk: 3GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 4GB RAM or more<br><br>– Hard disk: 5GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Microsoft Windows 7 (64-bit)<br><br>– Microsoft Windows 8.1 (64-bit)<br><br>– Microsoft Windows 10 (64-bit)<br><br>– Microsoft Windows 11 (64-bit) |
| MyOffice Mail 2 for macOS | In accordance with the requirements of the operating system | | – macOS Big Sur 11.7<br><br>– macOS Monterey 12.6<br><br>– macOS Ventura 13.3<br><br>– macOS Sonoma 14.1 |
| ***** *The first time you run MyOffice Mail 2 application on Mac computers with Apple processors, you may need to install the Rosetta system.* | | | |

| Product (software installer) | Hardware requirements | | Software requirements |
|---|---|---|---|
| | **Minimal** | **Recommended** | |
| MyOffice Mail 2 for Linux (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 2GB RAM<br><br>– Hard disk: 3GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 4GB RAM or more<br><br>– Hard disk: 5GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Alt Workstation 9 (64-bit)<br><br>– Alt Workstation K 9 (64-bit)<br><br>– Alt Workstation 10.0 (64-bit)<br><br>– Alt Workstation K 10.0 (64-bit)<br><br>– Alt Education 9 (64-bit)<br><br>– Alt Education 10 (64-bit)<br><br>– Astra Linux Common Edition release 2.12 (64-bit)*<br><br>– Astra Linux Special Edition release 1.6 (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Oryol (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Smolensk (64-bit)<br><br>– Alt 8 SP Workstation (64-bit)<br><br>– Alt SP Workstation release 10 (64-bit) |
| *\* Due to discontinuation of OS development, there may be limitations in operation of some functions of MyOffice Mail 2.* | | | |

| Product (software installer) | Hardware requirements | | Software requirements |
| --- | --- | --- | --- |
| | **Minimal** | **Recommended** | |
| Presentation Editor for Windows (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 256Mb RAM<br><br>– Hard disk: 1.55GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 512Mb RAM or more<br><br>– Hard disk: 2GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Microsoft Windows 7 (64-bit)*<br><br>– Microsoft Windows 8.1 (64-bit)*<br><br>– Microsoft Windows 10 (64-bit)<br><br>– Microsoft Windows 11 (64-bit) |
| *Before installing the Presentation Editor application, make sure that the following updates are installed in your OS:*<br>*– Microsoft Windows 7 (64-bit) – Update KB2999226;*<br>*– Microsoft Windows 8.1 (64-bit) – Update KB2919355.* | | | |
| Presentation Editor for macOS | In accordance with the requirements of the operating system | | – macOS Big Sur 11.7.3<br><br>– macOS Monterey 12.6.5<br><br>– macOS Ventura 13.3<br><br>– macOS Sonoma 14.1 |
| *\* The first time you run Presentation Editor application on Mac computers with Apple processors, you may need to install the Rosetta system.* | | | |

| Product (software installer) | Hardware requirements | | Software requirements |
|---|---|---|---|
| | **Minimal** | **Recommended** | |
| Presentation Editor for Linux, rpm-based (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 256Mb RAM<br><br>– Hard disk: 1.55GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 512Mb RAM or more<br><br>– Hard disk: 2GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Alt Workstation 9.2 (64-bit)<br><br>– Alt Workstation K 9.2 (64-bit)<br><br>– Alt Workstation 10.1 (64-bit)<br><br>– Alt Workstation K 10.1 (64-bit)<br><br>– Alt Education 9.2 (64-bit)<br><br>– Alt Education K 9.2 (64-bit)<br><br>– Alt Education 10.1 (64-bit)<br><br>– Alt Education K 10.1 (64-bit)<br><br>– Alt 8 SP Workstation (64-bit)<br><br>– Alt SP Workstation release 10 (64-bit) |
| Presentation Editor for Linux, deb-based (64-bit) | – Processor: 1 GHz x86-64<br><br>– Memory: 256Mb RAM<br><br>– Hard disk: 1.55GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 512Mb RAM or more<br><br>– Hard disk: 2GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Astra Linux Special Edition release 1.7 Oryol (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Voronezh (64-bit)<br><br>– Astra Linux Special Edition release 1.7 Smolensk (64-bit) |

| Product (software installer) | Hardware requirements | | Software requirements |
|---|---|---|---|
| | **Minimal** | **Recommended** | |
| Presentation Editor for Linux, deb-based (64-bit), Oryol | – Processor: 1 GHz x86-64<br><br>– Memory: 256Mb RAM<br><br>– Hard disk: 1.55GB of available disk space<br><br>– Display: 1024x768 screen resolution<br><br>– Peripherals: Mouse, keyboard | – Processor: 2 GHz or faster x86-64 processor<br><br>– Memory: 512Mb RAM or more<br><br>– Hard disk: 2GB or more of available disk space<br><br>– Display: 1920x1080 screen resolution and above<br><br>– Peripherals: Mouse, keyboard | – Astra Linux Common Edition release 2.12 (64-bit)<br><br>– Astra Linux Special Edition release 1.6 (64-bit) |

### 1.3 Limitations

To install MyOffice software on Microsoft Windows 11, you may need to have access to the Internet.

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 OS: by the preferred language of the OS interface.

## 2 Install and update MyOffice software

### 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_2.8.0_x86_64.msi |
| Linux | 1.  myoffice-standard-documents-2.8.0-x86_64.rpm<br>2.  myoffice-standard-documents_2.8.0_amd64.deb |
| macOS | MyOffice_Standard_Documents_MacOS_2.8.0_x86_64.dmg |

### 2.2 Install and update MyOffice software 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**.
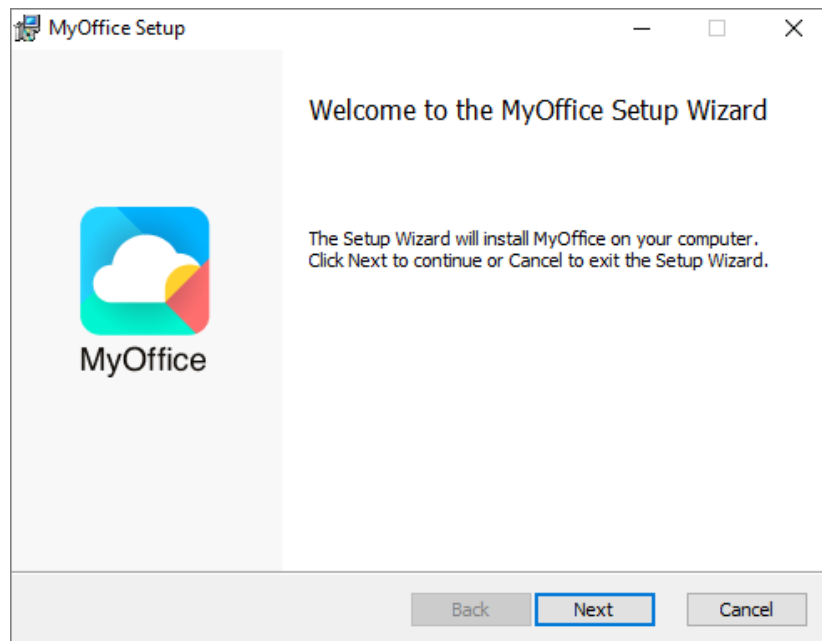


Figure 1. Setup Wizard welcome window

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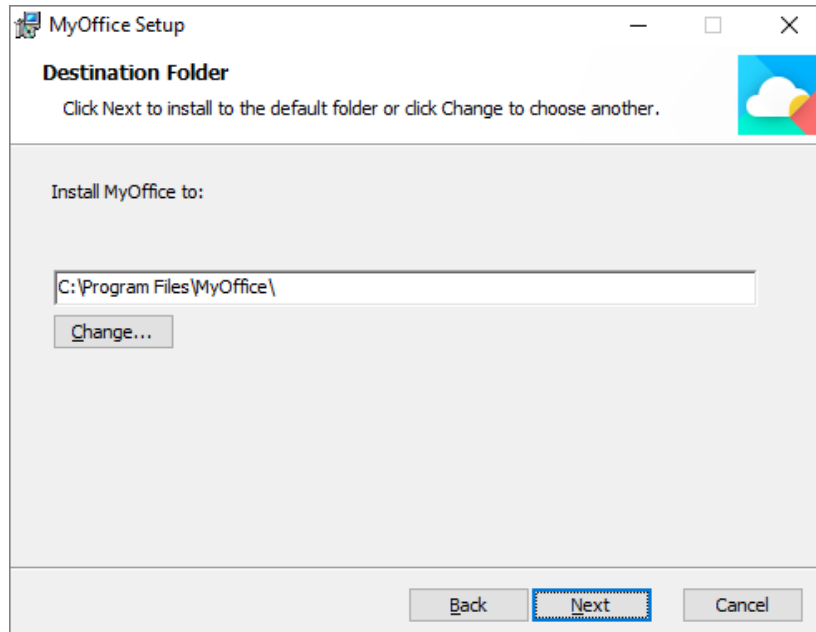
To go to the next window, click **Next**.



Figure 2. Destination Folder window

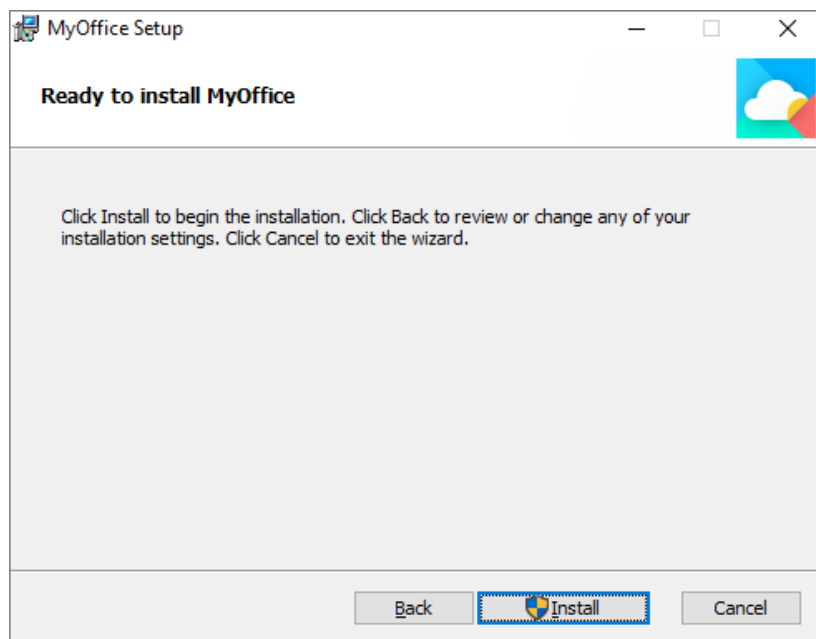In the **Ready to setup MyOffice** window (see Figure 3), click **Install**.



Figure 3. Ready to setup MyOffice window

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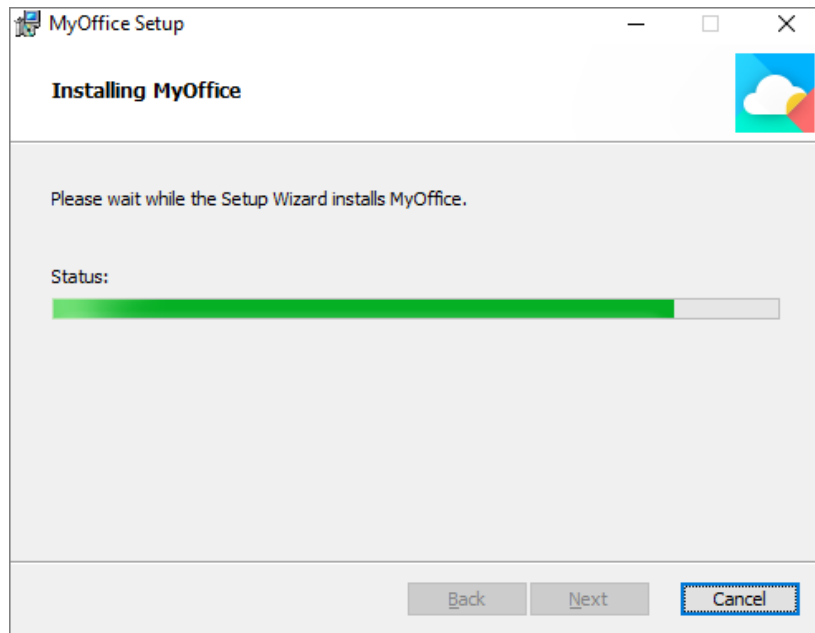


Figure 4. MyOffice Setup window

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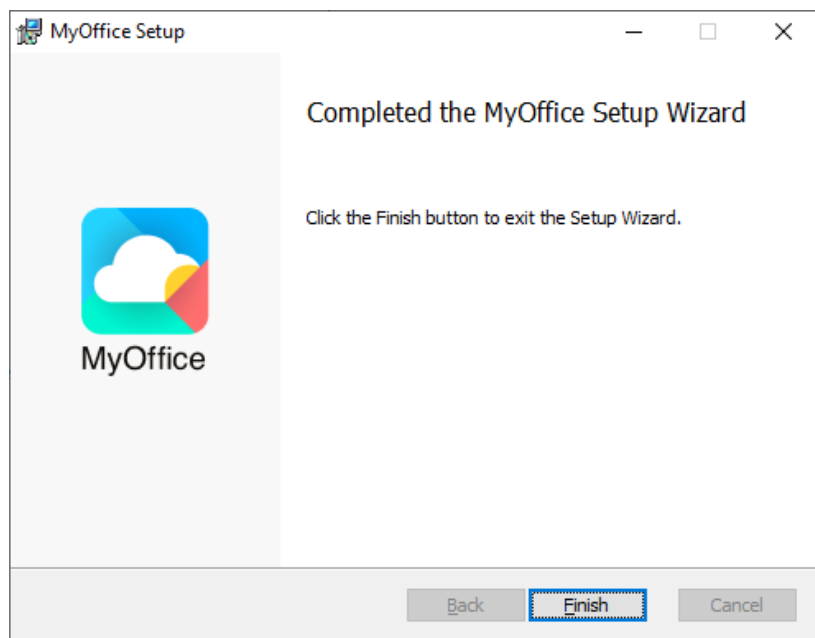


Figure 5. Completed MyOffice Setup Wizard window

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

**2.3 Install and update MyOffice software 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 1.6 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 the **Install** button (see Figure 6).
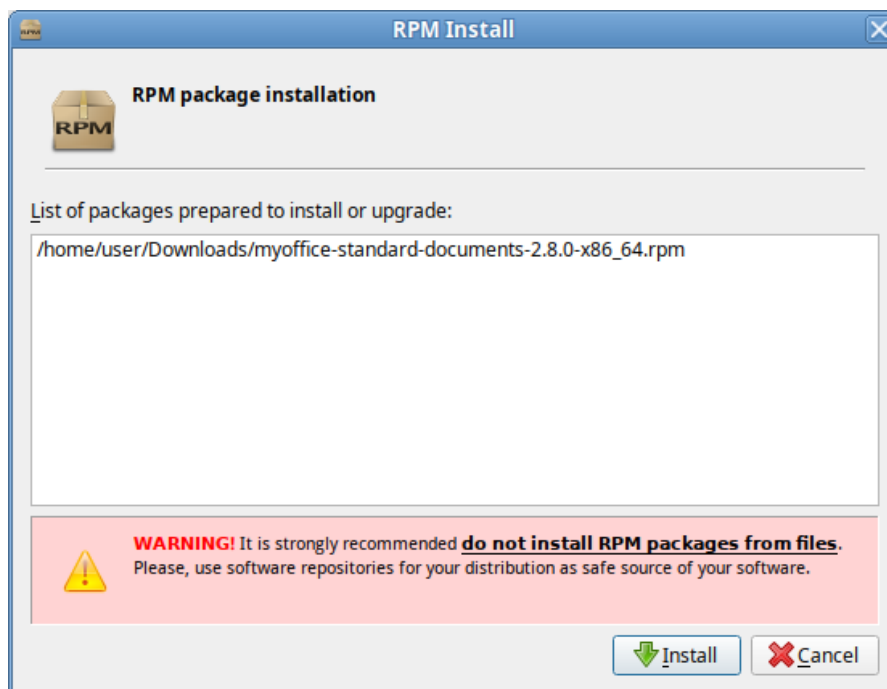


Figure 6. Install RPM window

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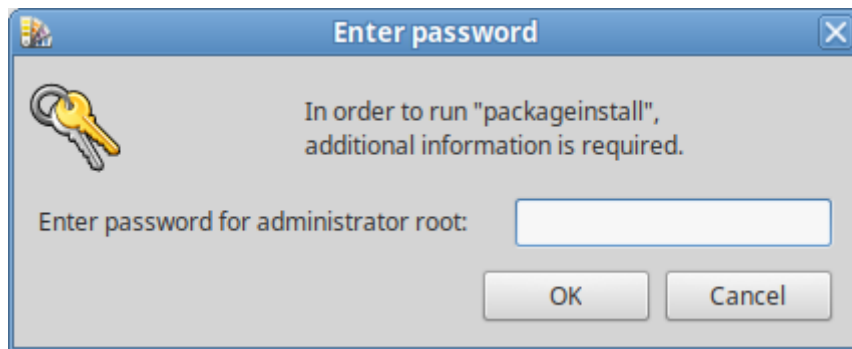


Figure 7. Log in window

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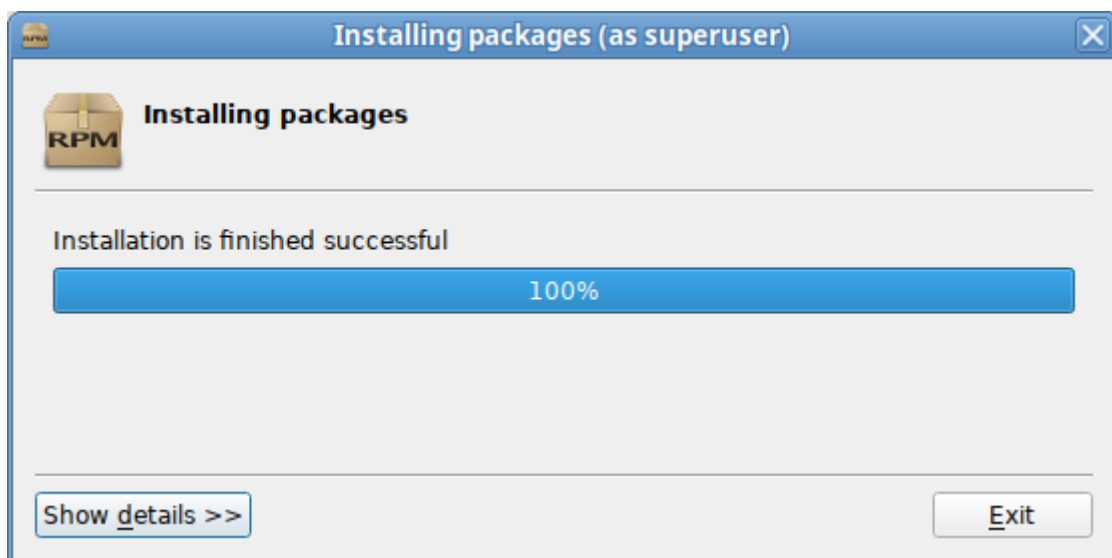


Figure 8. Package installation complete

**2.4 Install and update MyOffice software 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 and MyOffice Spreadsheet applications into the Applications folder.
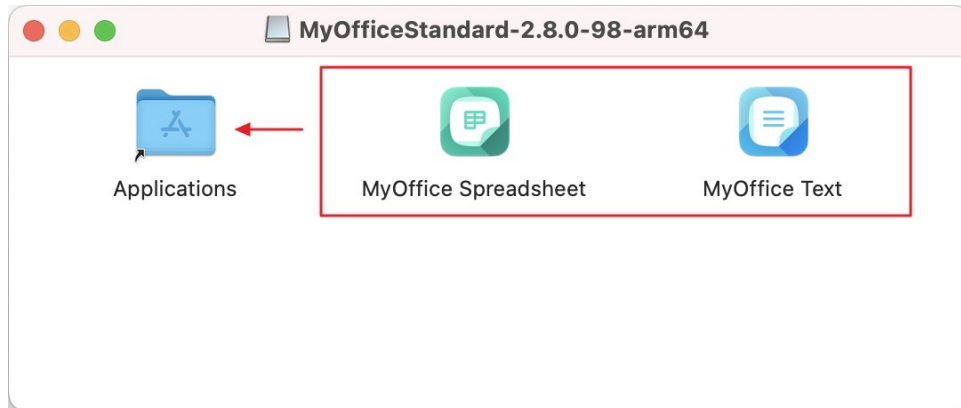


Figure 9. Virtual disk

4. If you update MyOffice software, confirm that you want to replace MyOffice Spreadsheet (see Figure 10) and MyOffice Text applications (see Figure 11) in the Applications folder.
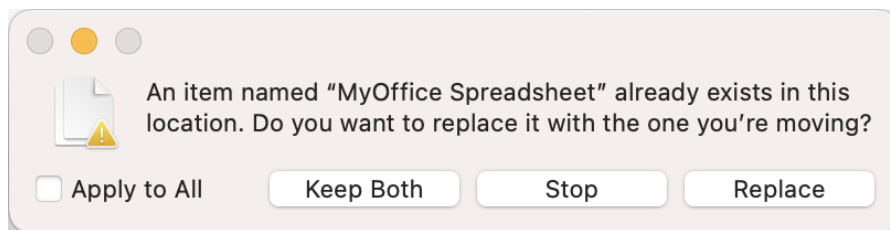


Figure 10. Request to confirm the replacement of MyOffice Spreadsheet
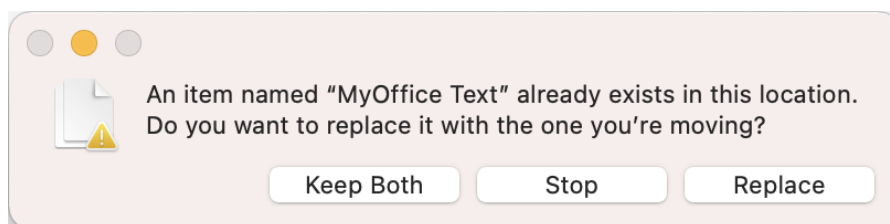


Figure 11. Request to confirm the replacement of MyOffice Text

5.  Wait until the applications are copied (see Figure 12).
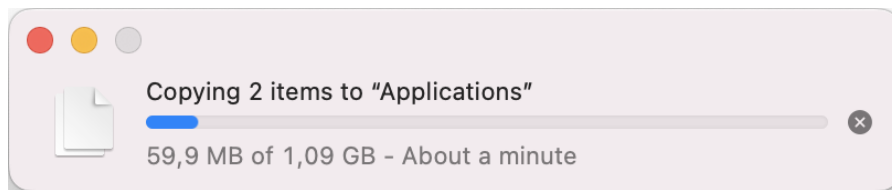


Figure 12. Copy the applications

6.  Close the window with the contents of the virtual disk.
7.  Dismount the disc image using one of the following methods:
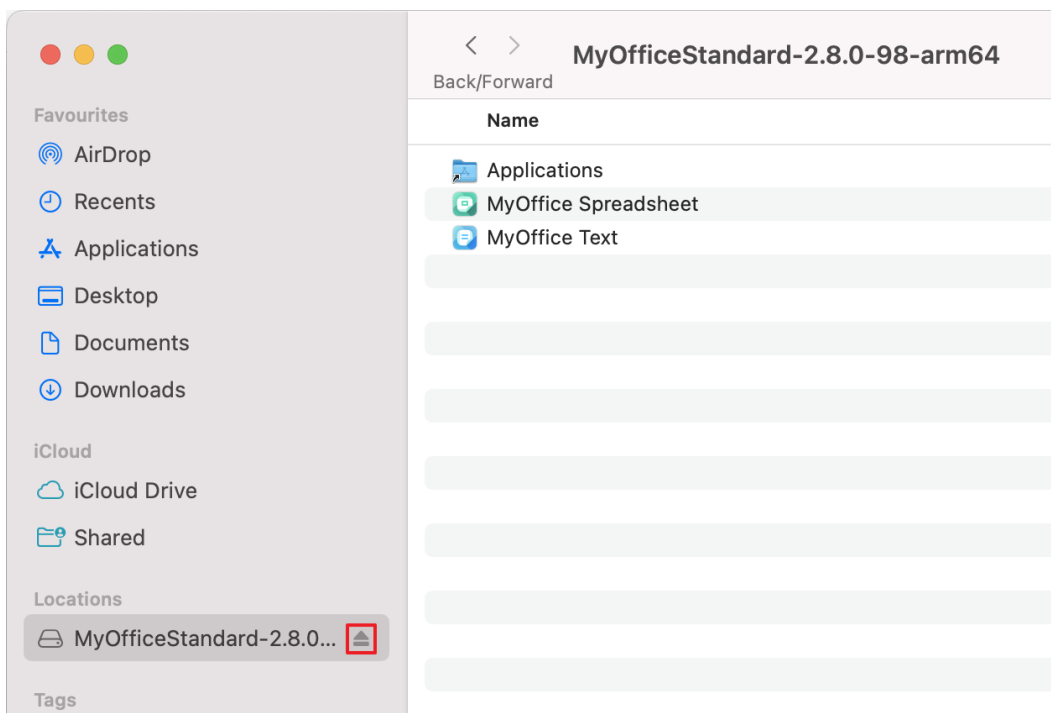    – In the Finder, click ⏏ to the right of the virtual disk name (see Figure 13).



Figure 13. 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 14).



Figure 14. Move a virtual disk to Trash

– Press ⌘ **Cmd**+**E**.

MyOffice

**3 Verify successful installation of MyOffice applications**

If you installed MyOffice applications on Windows OS and you see the shortcuts shown on Figure 15 and 16 on your desktop and in the main menu of the OS, that means you've successfully installed MyOffice software.
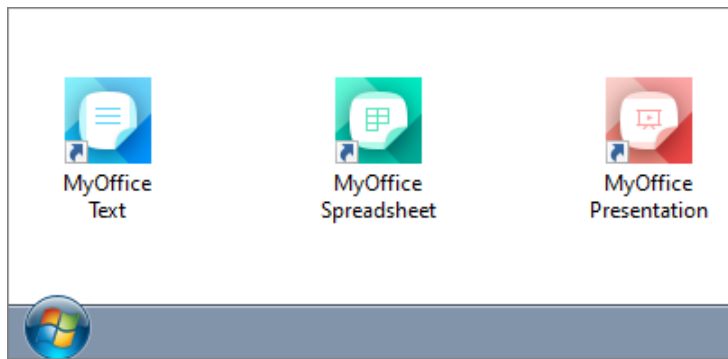


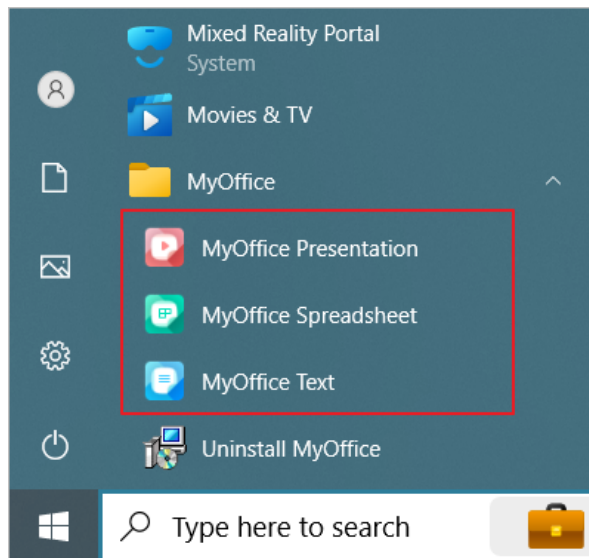Figure 15. MyOffice applications Windows OS desktop shortcuts



Figure 16. MyOffice Start menu shortcuts for Windows OS

If you installed MyOffice applications on Linux OS, the shortcuts are displayed in the OS Application menu (see Figure 17), and the respective applications are launched without any error messages, that means you have successfully installed MyOffice software.
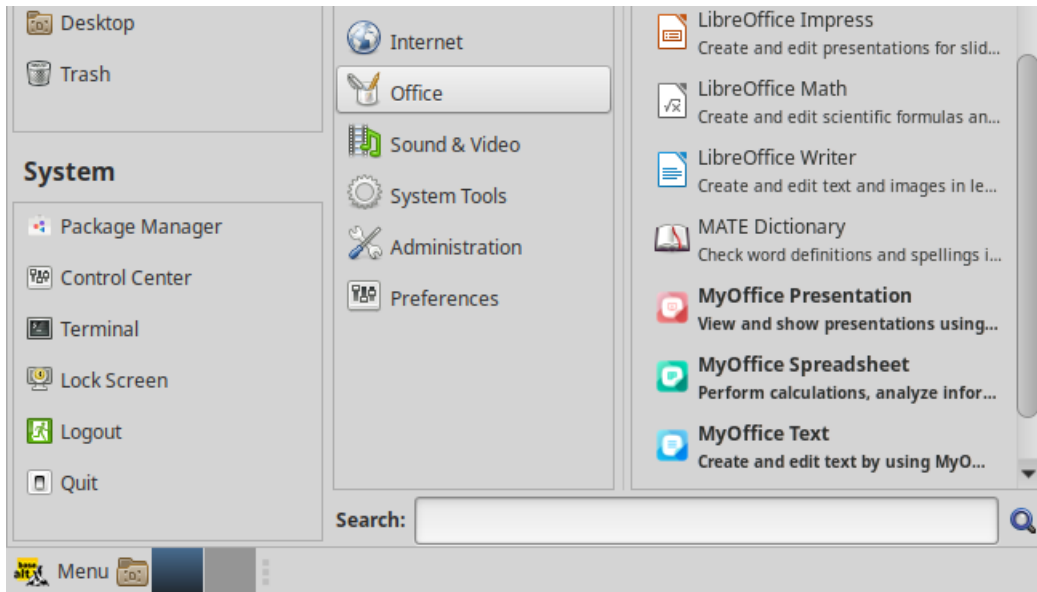


Figure 17. MyOffice applications Linux OS desktop shortcuts

If you installed MyOffice applications on macOS OS and the icons shown on Figure 18 are displayed in Launchpad and, when clicked, the corresponding applications open correctly without issuing failure messages, that means you have successfully installed MyOffice software.
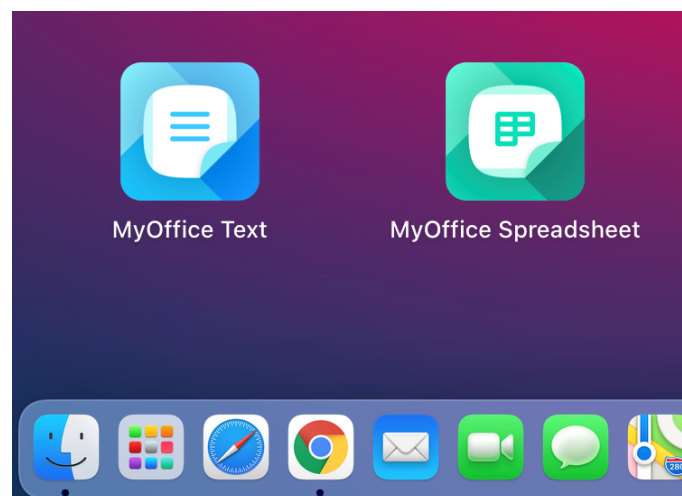


Figure 18. Application icons in Launchpad

**4 Configure MyOffice software**

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 19).

> ⊘ You can configure the Command menu option **File** > **Open With** command only in Microsoft 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** command is not displayed in the Command menu.
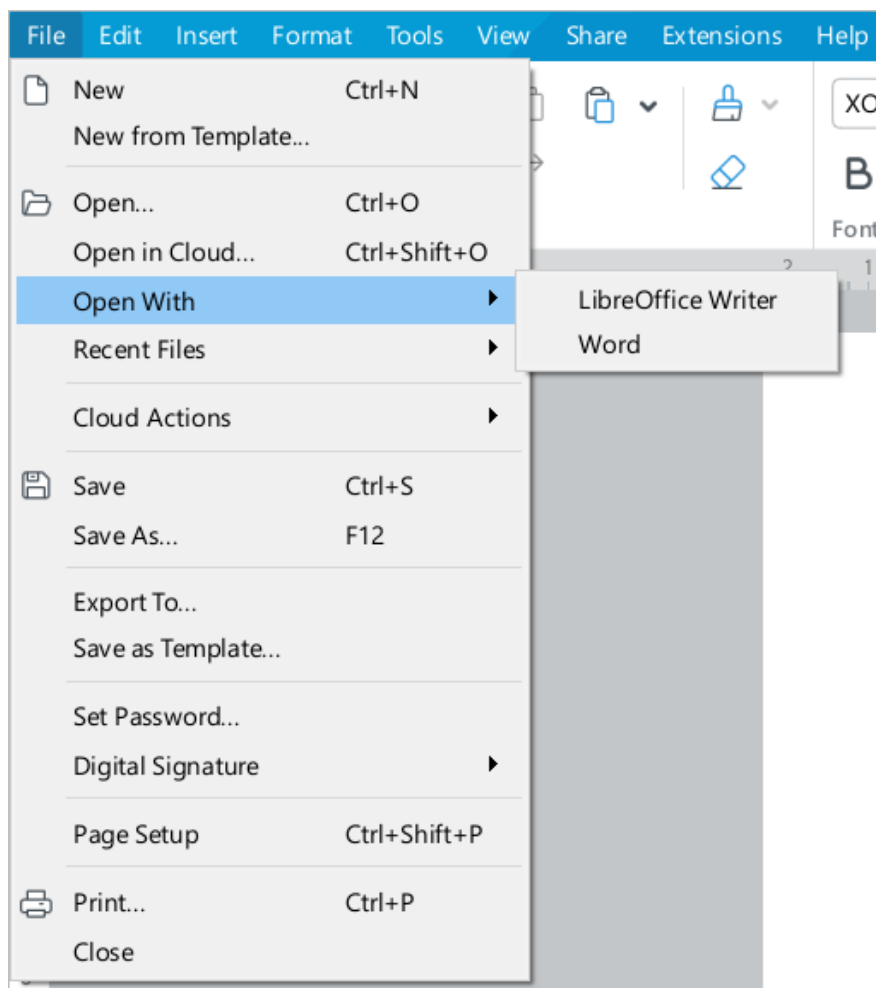


Figure 19. Open With command

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 suitefor 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"
```