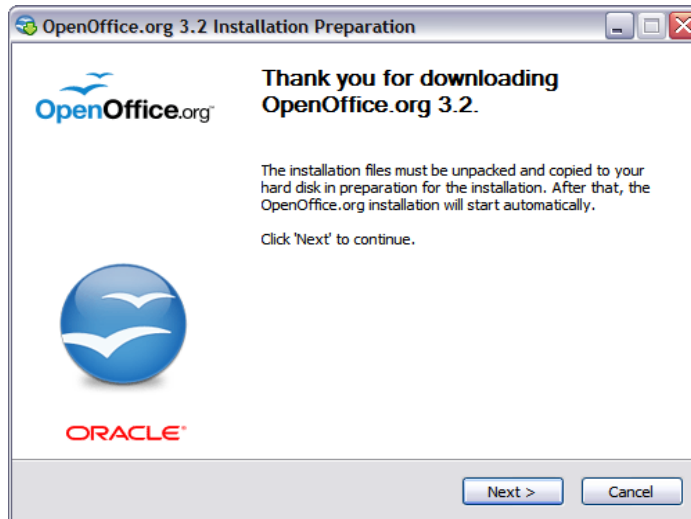


OpenOffice.org Download and Installation for Windows

Go to OpenOffice.org website, click on **Download**

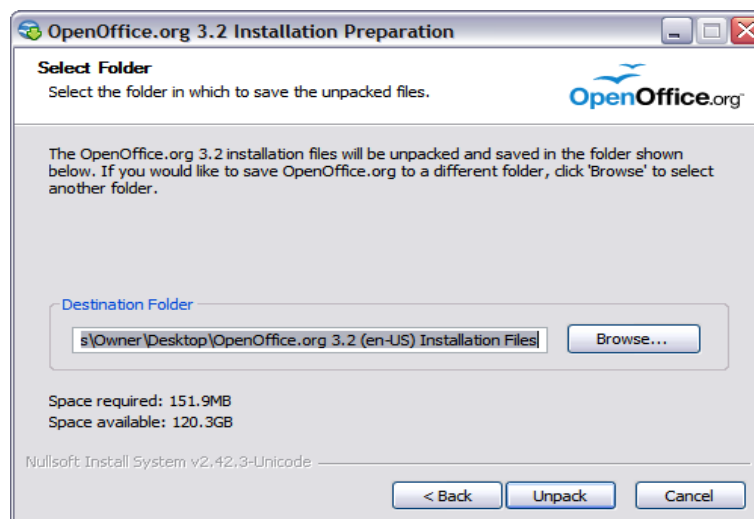
A file will be downloaded to your computer. Note the location of the downloaded file, find the file and double click on it.

The file will run and you will see this Installation Preparation dialog box.



Click **Next**

The installation program will be unpacked into the folder specified on the next page. It's best to NOT change this location.



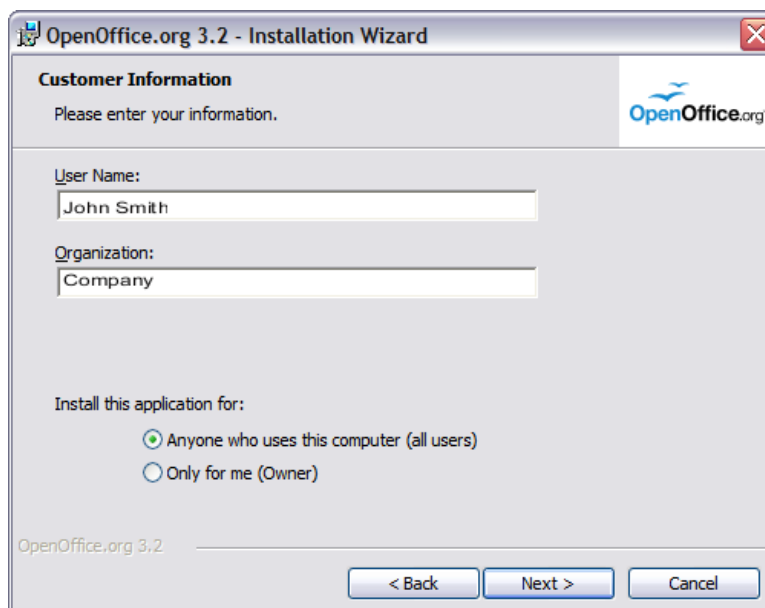
Click **Unpack** to unpack the installer.

Once the files are unpacked, the Openoffice.org installation program will launch automatically. On the Welcome Page of the Installation Wizard, click **Next**.

NOTE: If you receive an error message “*Internal error 2755.110*” while installing OOo, do the following:

1. Right-click the folder *OpenOffice.org 3.x Installation Files*.
2. Click **Properties** → **Advanced**.
3. Uncheck **Encrypt contents to secure data**. Click **OK**

The Customer Information page appears.

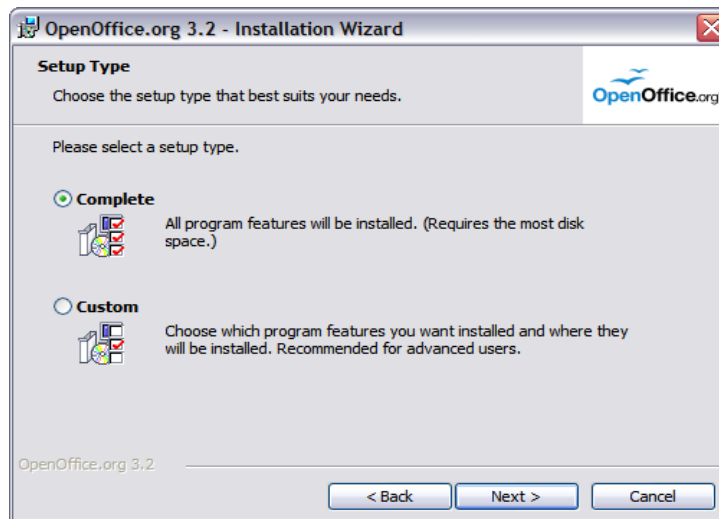


The screenshot shows the 'Customer Information' window of the OpenOffice.org 3.2 installation wizard. The window title is 'OpenOffice.org 3.2 - Installation Wizard'. The main heading is 'Customer Information' with the instruction 'Please enter your information.' and the OpenOffice.org logo. There are two text input fields: 'User Name:' containing 'John Smith' and 'Organization:' containing 'Company'. Below these is a section 'Install this application for:' with two radio button options: 'Anyone who uses this computer (all users)' (which is selected) and 'Only for me (Owner)'. At the bottom left, it says 'OpenOffice.org 3.2'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

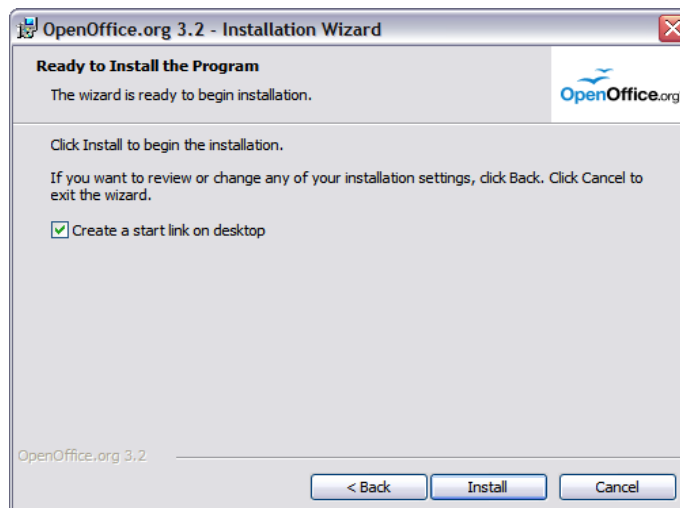
Select **Anyone who uses this computer**.

You may leave the boxes User Name and Organization blank or enter applicable information.

Click **Next**. The **Setup Type** page appears. Select the type of installation you wish to perform. Selecting **Complete** will install all the features (recommended for most users). Selecting **Custom** lets you choose which features to install (recommended for more experienced users).



Click **Next**. The **Ready To Install the Program** page is displayed. If you want to create a start link (Icon) on the desktop, check the option on this page.



Click **Install** to begin the installation process, or click the **Back** button to return to previous pages to change your installation options.

Wait until the installation completes. Click **Finish**.

NOTE: The installer detects whether an installation of Microsoft Office with associations to the file types .doc, .xls, .ppt etc. is present. If associations to MS Office are found, the installer WILL NOT associate these with OpenOffice.org. If the associations are not found, OpenOffice.org will associate these file types. You can change these association later using Windows.

REMOVING OPENOFFICE.ORG

1. Go to **Add/Remove Programs** (typically under **Settings, Control Panel**). **Win7** users click Start, Programs in the Search box.
2. Scroll down in the list of currently installed programs and select OpenOffice.org 3.x.
3. Click the **Remove** button on the right. Click **yes** on the message box asking if you are sure you want to remove OpenOffice.org 3.x from your computer.
4. Removal may take several minutes. When removal is complete, a survey form will open in your browser (if you are connected to the internet). Answering the survey is completely optional.

The removal procedure does not normally delete your personal setup folders (containing auto-text, templates, custom dictionaries, configuration choices, and other information). If these folders are no longer required, you need to remove them manually.

The location of these folders varies with the version of Windows, but is usually something like c:\Documents and Settings\User\Application Data\OpenOffice.org\3\User