Installing Open Office

Browse to www.openoffice.org/download

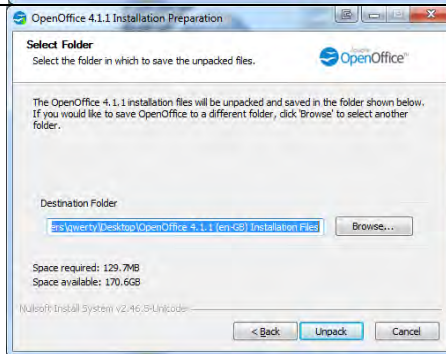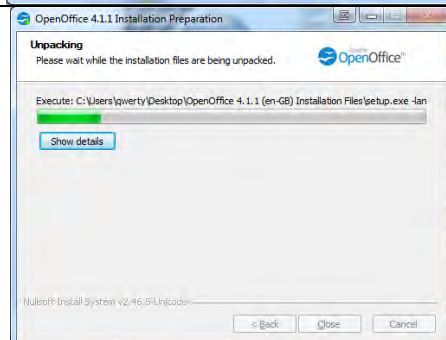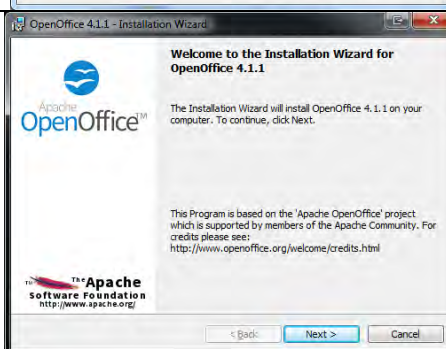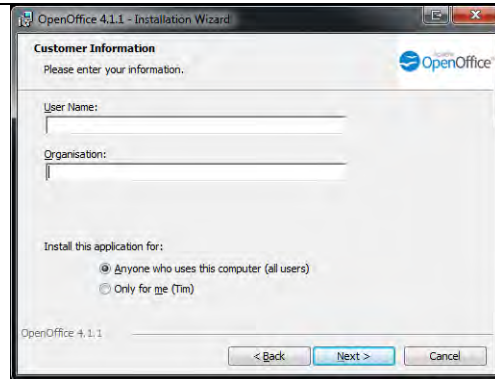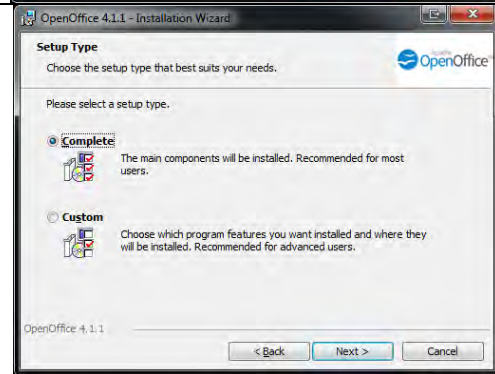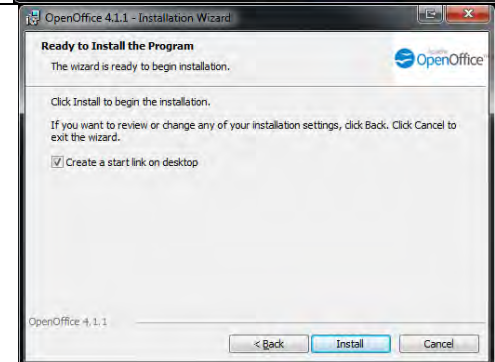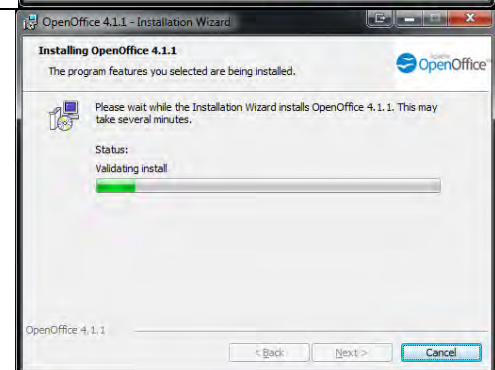|	
Click on "Download Full Installation". You will be taken to SourecForge but please wait for the download to start – you shouldn't need to click on anything. You will be asked if you want to Run or Save the program. Click "Run".	
Click on Next.	
Click on Unpack.	
Wait for machine to unpack the installation files.	
Once the installation files have been unpacked you should see this installation screen. Click on Next to start the installation.	

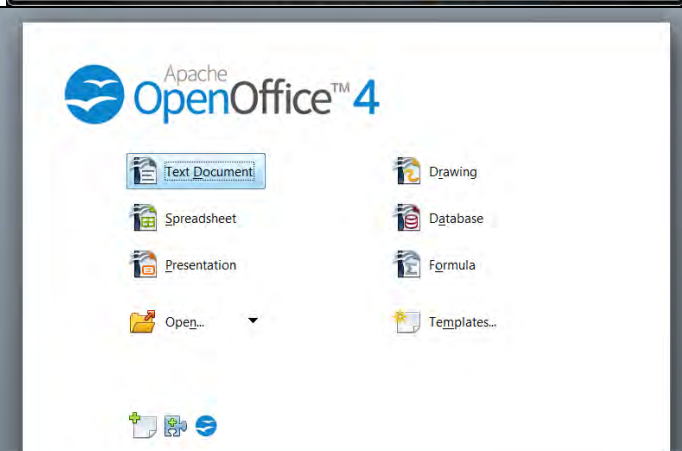|	
Click on Next to confirm these details.	OpenOffice 4.1.1 - Installation Wizard **Customer Information** Please enter your information. User Name: Organisation: Install this application for: ○ Anyone who uses this computer (all users) ○ Only for me (Tim) OpenOffice 4.1.1 < Back Next > Cancel
Make sure complete is selected and click on Next.	OpenOffice 4.1.1 - Installation Wizard **Setup Type** Choose the setup type that best suits your needs. Please select a setup type. ○ **Complete** The main components will be installed. Recommended for most users. ○ **Custom** Choose which program features you want installed and where they will be installed. Recommended for advanced users. OpenOffice 4.1.1 < Back Next > Cancel
Leave Create a Start Link on Desktop ticked and click on Install.	OpenOffice 4.1.1 - Installation Wizard **Ready to Install the Program** The wizard is ready to begin installation. Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard. ☑ Create a start link on desktop OpenOffice 4.1.1 < Back Install Cancel
Wait for the machine to install Open Office on your machine.	OpenOffice 4.1.1 - Installation Wizard **Installing OpenOffice 4.1.1** The program features you selected are being installed. Please wait while the Installation Wizard installs OpenOffice 4.1.1. This may take several minutes. Status: Validating install OpenOffice 4.1.1 < Back Next > Cancel
Once installation is complete, click on Finish.	OpenOffice 4.1.1 - Installation Wizard **Installation Wizard Completed** Apache OpenOffice™ The Installation Wizard has successfully installed OpenOffice 4.1.1. Click Finish to exit the wizard. The Apache Software Foundation http://www.apache.org/ < Back Finish Cancel
On the desktop, you should see this icon, double click on to start Open Office.	OpenOffice 411
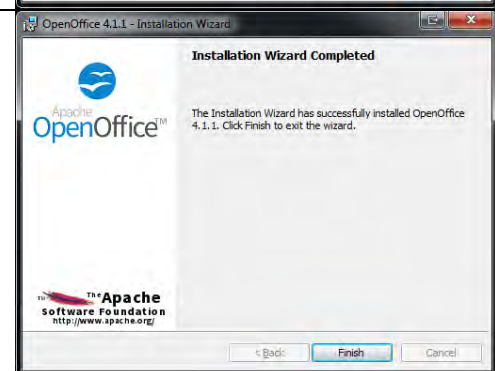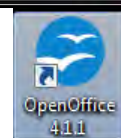
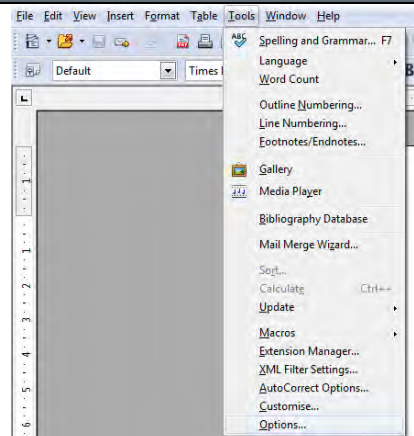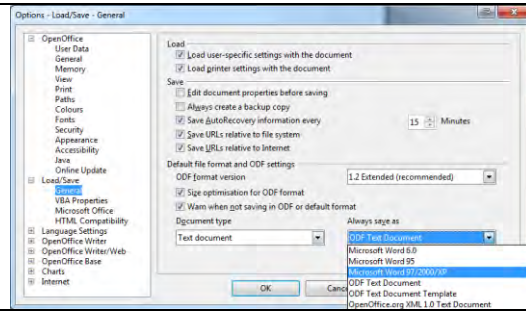|	
The welcome screen will only display once, click on Next.	
There is no need to fill in these details so click on Finish.	
Click on Text Document to launch the Text Editor (Alternative to Word).	
Once Text Document has opened up, click Tools then select Options.	
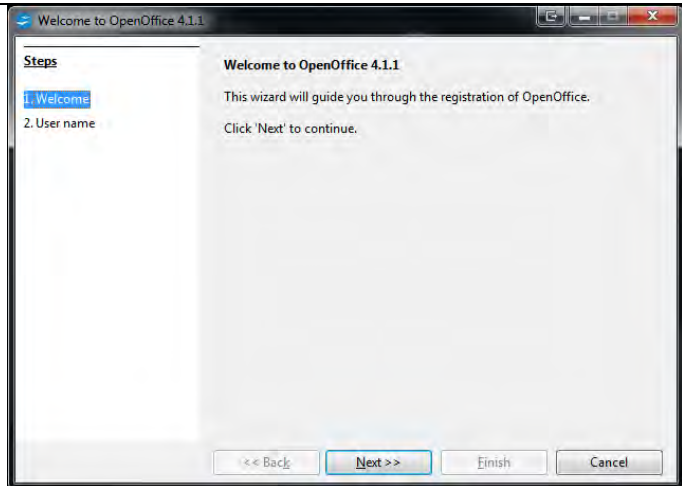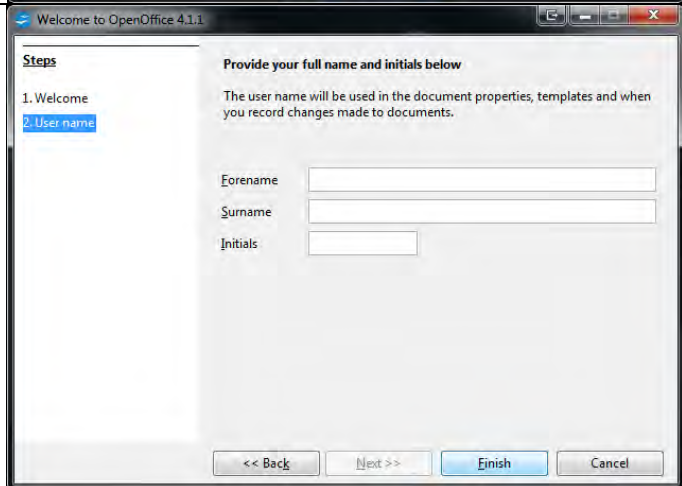
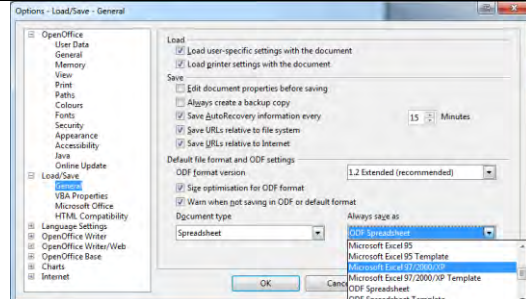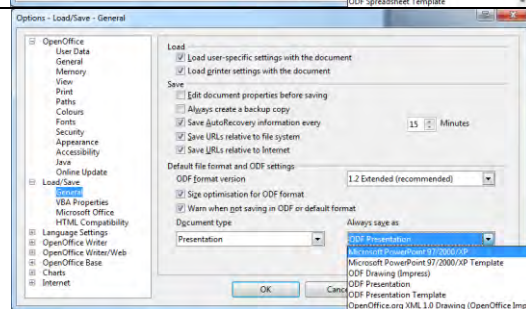|	
From the Left Hand Side, look for Load/Save. Click on the + and select General. You need to change the Always Save As to Microsoft Word XP/2000/XP	
Now change the dropdown menu to the left (Document Type) to Spreadsheet and change the Always Save As to Microsoft Excel XP/2000/XP	
Now change the dropdown menu to the left (Document Type) to Presentation and change the Always Save As to Microsoft Powerpoint XP/2000/XP Once all these have been changed, click OK.	
Now when you save a document (Writer, Impress, Calc) they will open in the Office format. Writer = Microsoft Office Word Impress = Microsoft Office Powerpoint Calc = Microsoft Office Excel	