

# OpenOffice.org. Program installation

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## Introduction

The OpenOffice.org suite, born of the project of the same name created by the US company Sun Microsystems, represents of the biggest free software advances of recent years. To be able to compete face-to-face with other business solutions and platforms, it is essential to have a tool that can boast the same features as the competition. Nowadays, we cannot imagine a production environment without the ubiquitous Microsoft Office suite with its Word, Excel, Access and PowerPoint. In this unit, we will look at an alternative that we really need to start taking seriously.

This project dates back to the StarOffice package of a German firm called StarDivision, which began to develop a comprehensive cross-platform tool for office work in the 1980s. This package became increasingly popular towards the end of the 1990s in UNIX and free software environments, though it did not have the blessing of the movement's gurus or many users because it was a proprietary project. Nonetheless, many distributions began to include it as an option in their commercial versions, which included proprietary programs.

In 1999, the German company was taken over by the multinational Sun Microsystems, which launched the most recent version (5.2), based on the original StarDivision code, in June 2000. This led to the creation of the OpenOffice.org free software project, which would form the basis of the new version of the program.

There are two versions of the program: OpenOffice.org, which is the free software version with a dual LGPL licence (GNU *Lesser General Public License*) and SISSL (*Sun Industry Standards Source License*) and a proprietary version called StarOffice, produced by Sun Microsystems from the original OpenOffice.org code but with a number of improvements, such as support, filters and commercial spellcheckers, templates etc.

This unit on OpenOffice.org will look at the general installation of the program. It will focus primarily on the installation of the product as this is very important if it is to run correctly and it can be rather complicated in network environments. In the other units, we will look at the configuration of a range of elements such as printers, fonts and user dictionaries, which can also create problems.

The main purpose of this unit is to provide a reference should you need to install OpenOffice.org yourselves and to provide information so that you can weigh up the various installation options available.

The main aims of this unit are:

- 1) to explain how to choose the most appropriate installation for your platform and working environment, and
- 2) to describe how to install an OpenOffice.org version correctly. We will go through the process step by step and look at all of the program's options.

# 1. Installing the program

This section will look at installation of the application. Although it will focus mainly on the GNU/Linux environment, we will also discuss its installation on Microsoft Windows.

The first part of this unit is designed to be a comprehensive source of reference for the diverse installation possibilities of the program. This means that we will have to repeat some of the concepts common to the different types of installation in order to keep the description very clear. However, we will try to keep repetition to a minimum within the limits of the topic under discussion.

Most recent distributions already come with this program. Whenever we have access to a package prepared for use with our distribution, this will be the best one to use. This is basically because due to integration of the product with the system (for instance, OpenOffice.org will appear in the desktop menus or a document will automatically open in the appropriate application when you click on it). The installation program is not always able to integrate with the system because of the sheer number of distributions available.

## 1.1. Installation requirements

The minimum requirements for installing the program are not demanding by today's standards but bear in mind that it might be slower if it is run on a low-RAM machine. The other requirements are easily met by any computer on which one of the latest distributions of GNU/Linux can be installed.

- Computer with **Pentium** or compatible processor.
- A **kernel version of 2.2.13 or higher**. All distributions now have at least version 2.4.
- A C standard system library, **glibc, version 2.2.0 or newer**. The latest version is currently 2.3.
- An X server (usually **Xfree86**) for a minimum 256-colour display resolution of 800x600 **with a windows manager**. Although OpenOffice.org works with any windows manager, it integrates particularly well with the GNOME environments and some of the program's accessibility features do require GNOME version 2.0 or higher.
- **128 Mb RAM** (minimum). Although, as always, the more memory the system has available, the quicker and better programs will run.

- **A file system for creating symbolic links**, such as ext2, ext3, reiserfs etc. All UNIX file systems can create symbolic links but Windows file systems cannot. GNU/Linux has a file system called VFAT or Virtual FAT, which is a clone of the Windows and MS-DOS file system. OpenOffice.org cannot be installed on a partition formatted with this file system.

If OpenOffice.org is installed on Windows, the requirements are as follows:

- **Microsoft Windows 98, ME, NT (Service Pack 6 or higher), 2000 or XP.** Although it runs correctly on 98, ME and NT, we recommend using a 2000 or XP system. Some older versions of OpenOffice.org run into problems with Windows 98, although these do appear to have been resolved.
- Computer with **Pentium** or compatible processor.
- The OpenOffice.org documentation states that the minimum for system memory is 64 MB of RAM. We have tried this and recommend **128 MB** for Windows 2000 or XP.
- **Administrator permissions** on NT, 2000 and XP systems. For these systems, you will need to launch installation as the Administrator unless your personal user already has these privileges.

OpenOffice.org can be used on an old Windows 95 system but only the very outdated 1.0.x branch. Neither 1.1 nor 2.0 work with this operating system.

## 1.2. Obtaining a version of OpenOffice.org

There are a number of ways to obtain a version of the OpenOffice.org program. One is to go to the program website and download it. However, as this is a very big program, we recommend trying to obtain it in other ways (IT publications, promotions etc.), particularly if you connect to the Internet with a 56 Kb-modem.

The website address of the OpenOffice.org project is:  
<http://www.openoffice.org>.

The site contains all of the documentation you will need to use the program as well as the most recent versions. Unless you are an advanced user willing to write and send bug reports, it is always best to use the last stable version of the program, which is called the Legacy Build in this project. You will find the link on the main page. There are also links to pages in different languages offering translated versions of the program.

There are versions of OpenOffice.org for Windows, GNU/Linux, MacOS X and Solaris. This means that we can use the same office tool on different platforms if we need to work on different ones.

Once you have selected your platform, you will be redirected to a page with links to different servers around the world from to download the program. Click on the link to download the program. This process will take a while, even if you have a fast connection.

### **1.3. Decompressing the installation package**

Once the download is complete, you will have the installation package, the name of which will vary depending on the platform you selected.

If you use Windows and have version 1.1.x of OpenOffice.org, the file name for Windows will be OOo\_1.1\_Win32Intel\_install.zip. To decompress the file, you can use Winzip, WinRAR or any other program. Unzipping the package will produce a folder containing the program installation files.

To obtain the installation folder in GNU/Linux, you will also need to decompress the file. To do this, open a terminal and enter the following command:

```
$tar -xvzf OOo_1.1_LinuxIntel_install.tar.gz
```

This will create a new folder named OOo\_1.1.0\_Win32Intel\_install or similar containing the installation files. In this example, to launch installation of OpenOffice.org, we must enter in the terminal:

```
$ cd / OOo_1.1.0_Win32Intel_install  
$ ./setup
```

In this unit, we will look at diverse ways of installing OpenOffice.org, which means that we will also need to launch installation using different settings. By typing in these commands, we will launch a standard installation.

If you are working in Windows, you will need to look for the setup.exe file created during unzipping and run it by double-clicking on it. In both cases, the welcome screen will appear and installation will launch.

If you want to install version 2.0 or higher of OpenOffice.org, you will already have native installers for the application. These installers make light work of installation because the user simply has to double-click on the installer icon and the program installs almost automatically.

However, before launching installation, you will need to decide on the type of installation that best suits your needs. We will look at all of this in the next section.

#### 1.4. Types of installation

There are two possible ways of installing OpenOffice.org: installation for a single user and multi-user or network installation. We will now explain the differences between the two.

- **Installation in a single-user environment** allows a user who does not have full system privileges to install the program in his or her personal folder. This obviously applies to GNU/Linux but also to Windows versions allowing multiple users with different privileges: Windows NT4, 2000 and XP.

In this case, only the user who installed the program will have access to it and there will only be one customised setup of the program. This type of installation can be useful if, for example, you already have a copy of OpenOffice.org installed on the system that works correctly but you would like to install a new version for testing without modifying the stable version, which is the version you use for your work.

- **Network installation** allows all system users to run OpenOffice.org from a single installation and for each user to have his or her own profile with custom settings. In this case, the typical client-server structure is used, even allowing users to connect remotely to the server. This installation is recommended for multi-user environments.

We will now describe the two types of installation for the two most common versions of OpenOffice.org, 1.x and 2.x. Even though we may only work with one of the two versions, installation of the other one can be used as a reference for discovering the internal workings of the program.

## 2. Installing OpenOffice.org 1.x

As we saw in the previous section, installation for a single user installs the application on a computer and, as the name implies, it is for the personal use of the user who installed it. In GNU/Linux, the program is installed in the user's personal folder (or any other folder to which the user has full access), so this type of installation does not require superuser privileges. The downside to this type of installation is that only the user who installed the application can use it.

### 2.1. Requirements

The size of the installation will vary according to the elements you install. For a single-user installation, 190 - 250 MB of free hard drive space are required, plus another 80 MB for the installation process. These 80 MB will be used for copying temporary files which will be deleted later, at the end of installation.

### 2.2. Installation

If you already have an earlier version of the program on your computer (perhaps you have a version of OpenOffice.org installed on your system but would like to try a newer one), you will need to modify certain files first. To do this, go to your user folder. In GNU/Linux, simply open a terminal window or a file browser (such as Nautilus or Konqueror) and this will take you to your user folder.

Finding the user folder in Windows is rather more complicated. If you are working in a system with multiple users, the path to the folder is usually: C:\Documents and Settings\{Username}\Application Data where {Username} is the name you use to log on to the system.

The files you need to modify are .sversionrc, if you use GNU/Linux, or sversion.ini, if you use Windows.

These files contain the path to the version of OpenOffice.org installed on the system and the number of this version. You will need to check the version number to confirm that it is not the same as the one that you are about to install. If it is, uninstall the previous version first. Two installations with different version numbers can coexist without problems on one computer or you may prefer to update the previous installation, maintaining all of the setting and data.

If you have tried any beta versions of the program, it is very important to uninstall these before launching installation. Beta versions are very useful, serving for users to detect bugs so that they can be fixed for the final version, but they can create problems if they are not deleted before the final version of the product is installed.

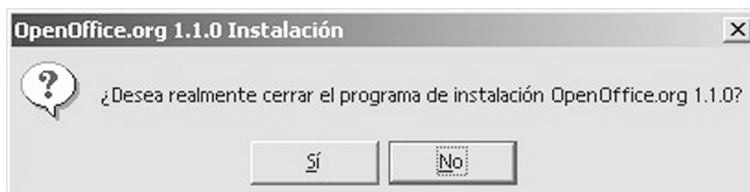
At this point, installation can begin. To launch it, run the installation program called setup.exe in Windows by double-clicking on it in your installation folder. In GNU/Linux, go to the installation folder and run the setup script as we saw in 1.3.

If everything goes according to plan, the OpenOffice.org installation program will generate a welcome screen on a blue background. Before fully launching the process, we will look at some of the general features of this program.

Clicking on the Cancel button at any point during installation will pause the process. If the program had already started copying the files, we can now tell it whether we want the installation folder and its contents to be deleted.

We can also access a range of information on the installation process by clicking on the Help button found in most of the dialog boxes prompting us to make a decision. Once you have read the help text, click on the Back button to return to the installation program window. If you click on the X button in the top right of the title bar, this will close the application.

Figure 1. Cancelling installation dialog box





## 2.3. Welcome screen

Figure 2. Welcome screen



The first screen you will see during installation is the welcome screen. It is an informative screen so simply click on Next to continue the installation.

## 2.4. Updating screen

Figure 3. Updating screen



If the installation program finds an earlier version of OpenOffice.org or StarOffice on the system, this screen will appear. The program cannot install very old versions (only StarOffice 5.2 and OpenOffice.org 1.0 and above) nor can it install the same version twice.

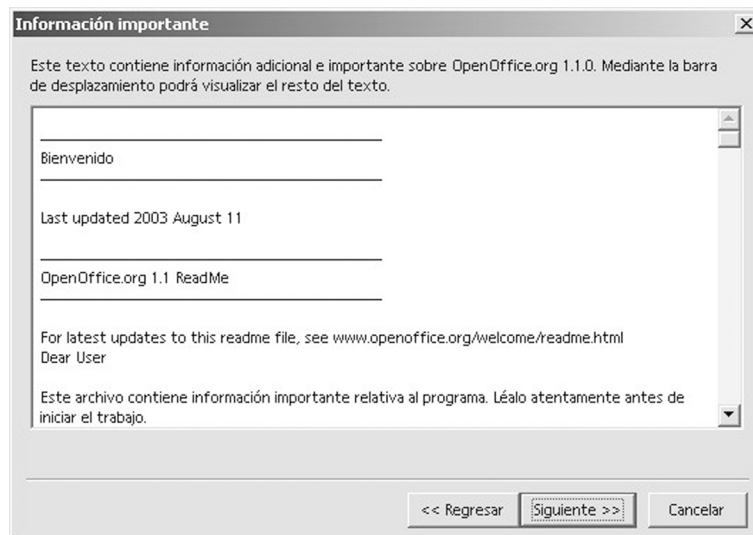
This window will give you the option of updating the older version or installing the new one in another folder. There is usually no reason to keep an older version of the product because the new versions contain numerous improvements and corrections.

After selecting your preferred option, click on Next.

## 2.5. Important information screen

The important information screen displays the contents of the README file, which is located in the installation packages folder for later access.

Figure 4. Important information screen

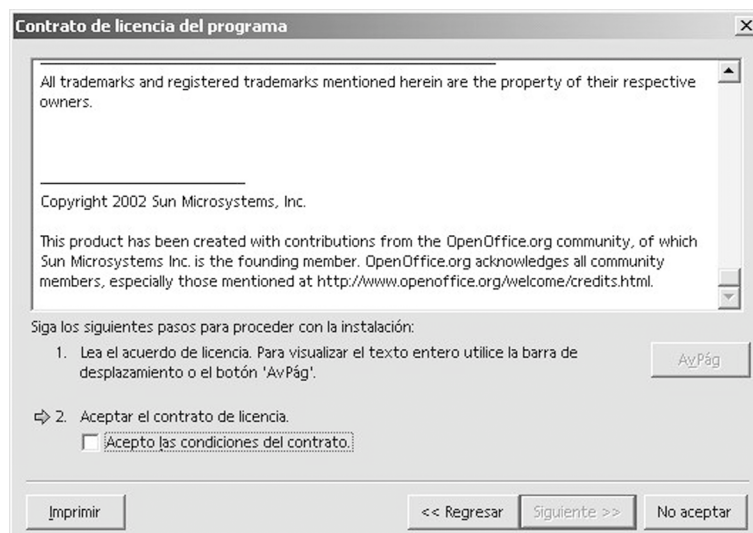


Its contents may be standard but some versions and translations of OpenOffice.org use it to point out certain features or known problems with the version. Although this screen is generally ignored, we consider it necessary to read the file contents at least once. This is particularly important when the application is going to be used for serious work.

Read the contents and then click on Next.

## 2.6. License acceptance screen

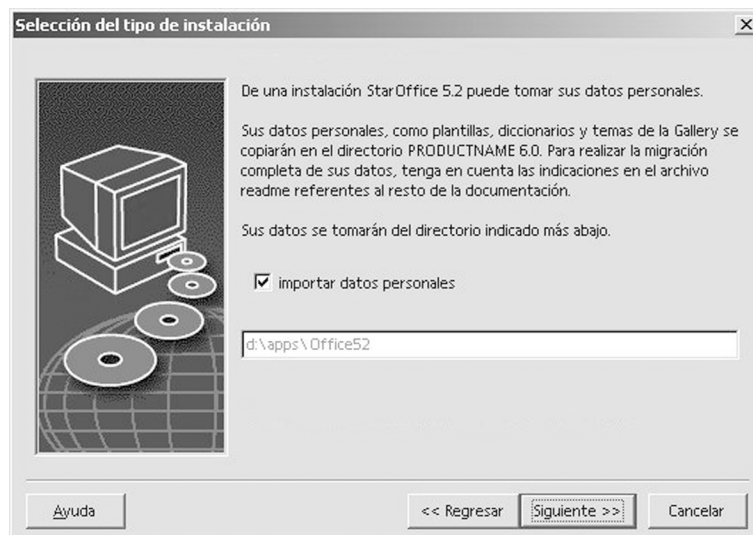
Figure 5. Licence acceptance screen



In the licence acceptance screen, you will need to accept the contents to continue the installation process. If you do not accept the licence, the program will not install. To be able to accept the licence, you must read it to the end, which means that you have to place the cursor at the end of the document to enable the acceptance button.

## 2.7. Migration screen

Figure 6. Migration screen



If an earlier version of the program was installed on the computer and you selected the new installation option in the updating screen, this screen will appear to import your data into the new installation.

If you wish to migrate your personal data and settings, check the Import Personal Data option.

Then click on Next to continue the installation process.

## 2.8. User Data screen

Figure 7. User Data screen

Introducción de los datos de usuario

Empresa	UOC		
Nombre/Apellidos/Iniciales	Jesús	Corrius	JC
Calle	Verge de Fussimanya, 4		
C.P./Ciudad	08271	Artés	
País/Región	España		
Título/Posición			
Tfno. (particular)			
Tfno. (trabajo)			
Fax			
Correo-e	jcorrius@uoc.edu		

Ayuda << Regresar Siguiente >> Cancelar

The data entered in this screen are voluntary and used by OpenOffice.org to customise your templates or documents and to enter your data automatically if asked. If you are concerned about the privacy of this data, note that it is saved to your computer and not sent anywhere. You can therefore be absolutely certain that it will only be used for the above purposes.

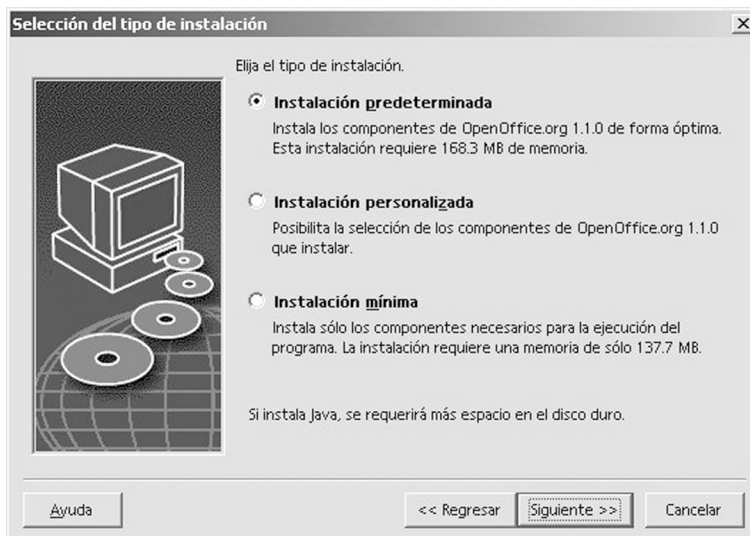
If you import your data from an earlier version, this screen will not be displayed and the imported data will be used instead.

At the end of the installation, you can access and modify these data using the Tools -> Options -> OpenOffice.org -> User Data menu option.

Enter the data you wish and click on Next to continue the installation process.

## 2.9. Installation type screen

Figure 8. Installation type screen



For new installations, this screen allows us to select the type of installation we require. The available options are:

- **Standard Installation**

This installation is recommended for most users as it installs all of the most common components and document filters. Most translations also install the dictionaries for the language in question.

- **Custom Installation**

If you are familiar with the diverse elements of the program, you can select them individually with this option. It is useful when you want to install a document or image filter that is not available in the standard installation.

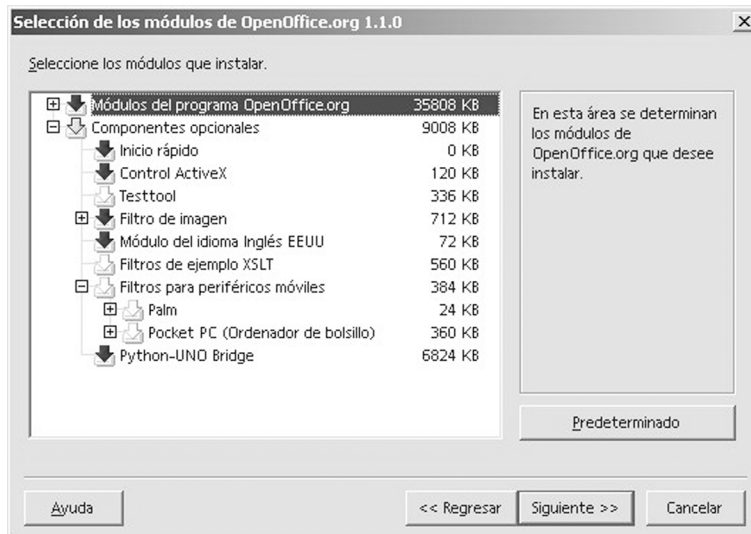
- **Minimum Installation**

This option should only be used if you have limited disk space. In this case, the minimum components needed to run the application will be installed.

After selecting the type of installation, click on Next to continue.

## 2.10. Component selection screen

Figure 9. Component selection screen



If you selected the Custom installation option, you will see this screen in which you can select the application components you wish to install. When you begin your selection, you will see that some components have already been selected by default. These are the standard installation components, which means that you cannot start the process from scratch; instead, you are given a foundation on which to build by adding or removing features based on your requirements.

The method for selecting and deselecting components is as follows: each module or component has a plus sign (+) by its name. When you click on this, the program collapses the list of subcomponents for each. You can click on each of these subcomponents to check or uncheck them.

The colour of the box in front of each name indicates the component's individual status:

- **Semi-transparent:** the category contains subcomponents that have been deselected.
- **Dark blue:** all of the subcomponents have been selected.
- **Light blue:** the category contains subcomponents that have not been selected.
- **White:** this category will not be installed.

If you wish to begin the selection process again and mark the standard installation components, click on the Default button.

Once you have finished selecting your components, click on Next to continue the installation.

## 2.11. Installation folder screen

Figure 10. Installation folder screen



If you chose to update the product, the new version of OpenOffice.org will be installed in the same location as the previous version. With new installations, the installation folder or directory can be selected in this window.

The upper part of the window contains a list of all hard disks where the program can be installed and the space available on each. The figure indicated in required installation space is only a rough guide and may vary depending on the characteristics of the drive's file system.

It is generally best to install the program in the folder proposed by the installation program. If, for any reason, you wish to install it in another location, type in the name in the text field to replace the default path. You can also select the folder by clicking on the Browse button. If the folder you enter does not exist, the program will ask for confirmation to create it.

Click on Next to continue.



## 2.12. Installation options confirmation screen

Figure 11. Installation options confirmation screen

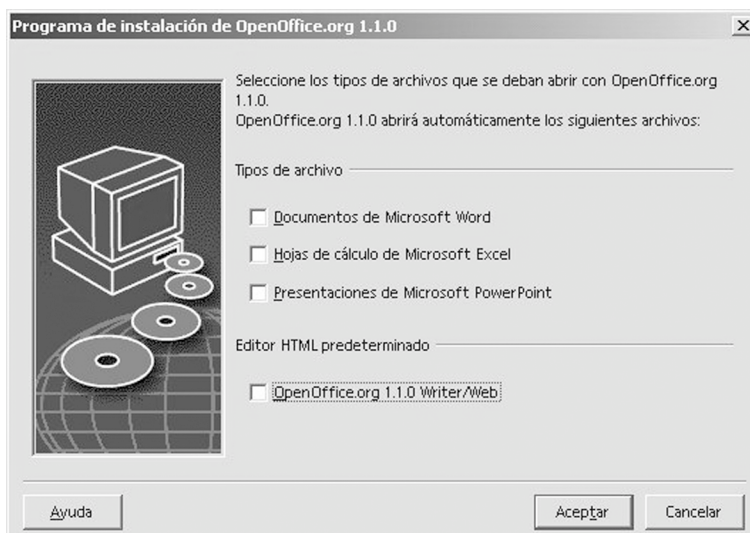


This screen displays all of the installation options you have entered so that you can check them before the actual copying and registering of files begins. At this stage, you can still modify these options.

If you are sure that the installation options are correct, click on the Install button to launch the process. If you need to modify any of the options, click on Back to do so.

## 2.13. File type association screen

Figure 12. File type association screen





The file type association screen is among those that have created the most problems for Windows users who simply wanted to try out OpenOffice.org to see what it was like. After uninstalling the program, they found that they could not open their Word, Excel and PowerPoint documents by double-clicking on them in Windows Explorer.

This is because some versions of the program came with these as the default values and people installed OpenOffice.org without paying attention to the program screens.

In this screen, you decide whether to associate Microsoft Office files with OpenOffice.org. If you later uninstall OpenOffice.org, we will need to associate these file types with Office again. The easiest way of doing this is as follows:

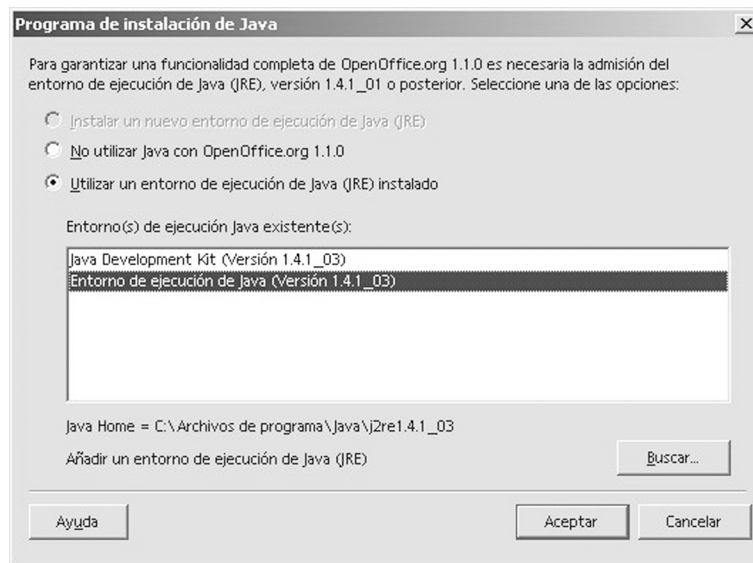
- 1) Open the Run dialog box using the Start -> Run menu option or by using the **WINDOWS+R** key combination.
- 2) Click on Browse and locate the Microsoft Office installation folder, which is normally C:\Program Files\Microsoft Office\Office. Then find the executable for the application you wish to re-associate (WINWORD.EXE, EXCEL.EXE, etc ). After selecting it, click on Open.
- 3) Return to the previous dialog box with the application path in the text field and the Open: tag. Place the cursor inside the text field and add a blank space at the end of the file path, followed by '/regserver'. The command should look very similar to this:  
`"C:\Program Files\Microsoft Office\Office\WINWORD.EXE" /regserver`
- 4) You will need to repeat the process for each of the applications you wish to re-associate, searching for the corresponding executable each time: WINWORD.EXE for Word documents, EXCEL.EXE for spreadsheets and POWERPNT.EXE for presentations.

If you do not have Microsoft Office on your computer or if you always want to use OpenOffice.org to open your documents, check the appropriate options. If you are working on a platform other than Microsoft Windows, you can check these options without problems.

This window also lets you choose whether to use OpenOffice.org as the default HTML document editor. You can mark or unmark this option following the same criteria as above.

## 2.14. JRE installation screen

Figure 13. JRE installation screen



Another installation screen that causes issues is the configuration or installation of Java Runtime Environment (JRE), which we shall now describe.

The two questions users need to ask themselves at this point are: "Is it necessary to have the Java virtual machine installed to use the program?" and "Which JRE version is the right one?" .

The answer to the first question is No. Most GNU/Linux distributions now come with the OpenOffice.org program but not with the Java virtual machine (remember that there is no free implementation of this programming language yet although progress is being made in this field).

OpenOffice.org uses Java for a range of advanced options such as macros and for additional functions that other programmers can implement because OpenOffice.org can be programmed in this language. Moreover, if a Java runtime environment is available, the program will use it to perform certain operations.

Generally, if we want to use this program in a productive environment, it is a good idea to have a Java virtual machine installed on the system. This brings us to the question of which is the best version. If you can choose between versions, we recommend:

- For **OpenOffice 1.0.x**JRE 1.3.1
- For **OpenOffice 1.1.x**JRE 1.4.1

The diverse versions of JRE can be downloaded from the following Sun Microsystems site: <http://java.sun.com/j2se/>, while the main page only allows us to download the latest versions of the product.

This recommendation is based on the JRE version used during development of the product. However, this does not mean that other versions will cause problems.

After these initial considerations, we will now turn to look at the options of this screen, where you simply need to select the JRE you wish to use for OpenOffice.org. If you do not have a version installed on your system and do not wish to install it, select the Do not use Java or JavaScript option.

After completing setup, click on OK to move to the next screen.

## 2.15. File copying screen

Figure 14. File copying screen



This is where the real installation of components on your computer begins. The file copying screen is very straightforward and you do not have to do anything here. The left-hand side of the screen displays the type of operation being carried out and the estimated duration of the total process.

## 2.16. Final installation screen

Figure 15. Final installation screen



Once installation is complete, the program brings up the final screen, where you simply need to click on Finish to exit the installation program.

In Windows, the process has now concluded. If you use GNU/Linux, you may be prompted to exit your window manager and re-enter to update the configuration. This will depend on the window manager you use.

## 2.17. Running OpenOffice.org in a single-user environment

In Windows, the installation program will create the application entries in the Start -> Programs menu. These options can be used to access the diverse functionalities of the program.

You will also see an OpenOffice.org icon in the system tray, normally in the bottom right of the screen. This is the Quickstarter program that preloads OpenOffice.org in the memory during system startup for a quicker launch. You can also access the different program functionalities by right-clicking on it.

To run the program on GNU/Linux, you will need to find the installation folder you specified and then type in:

```
$ cd /program  
$ ./ooffice
```

Alternatively, you could add the folder containing the executable to your system PATH variable or create a symbolic link to the windows manager desktop. However, these other options are beyond the scope of this unit.

Remember that in a single-user installation these menu options and icons will only be available to the user who installed the program. The other system users will be unable to access them.

### 3. Installing OpenOffice.org 2.x

Installation for a single user installs the application on a computer and, as the name implies, is for the personal use of the user who installed it. In version 2.x of OpenOffice.org, which now includes native installers for each supported platform, installation is much more straightforward. This section will describe installation of OpenOffice.org on the Windows platform.

#### 3.1. Requirements

Version 2.x for Windows requires Windows 98 or higher and 128 Mb of RAM. The size of the installation will vary according to the elements you choose to install. For installation, you will need approximately 200 MB of free space on the hard drive plus a further 80 MB for the installation process. These 80 MB will be used to copy temporary files which will be deleted later, at the end of installation.

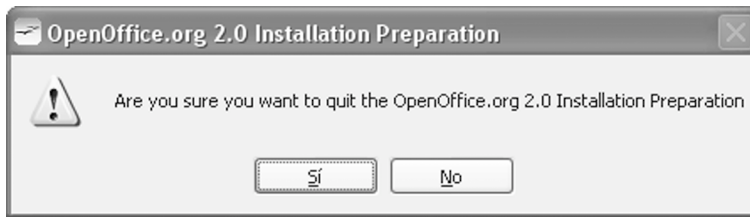
#### 3.2. Installation

If you already have an earlier version of the program on your computer, the native installer will uninstall the earlier version first, saving the custom settings and user data, before automatically launching installation of the new version. The updating described will take place if you update to versions of the same branch. For example, if you have version 1.x installed on your system, the installer will not uninstall the earlier version.

To install the program, simply run the installation program, which, in Windows for example, will be called `Ooo_2.0.4_Win32Intel_Install.exe` (the name of the installer includes the program version so this name will be different for every new version) by double-clicking on it in your installation folder. The executable is a native Windows installer so it can be run directly without the need for unpacking or any other actions.

If everything goes according to plan, the OpenOffice.org installation program will generate a welcome screen. Before fully launching the process, we will look at some of the general features of the installation program. Clicking on the Cancel button at any point during installation will pause the process. If the program had already started copying the files, we can now tell it whether we want the installation folder and its contents to be deleted.

Figure 16. Cancelling installation dialog box



### 3.3. Installation preparation screen

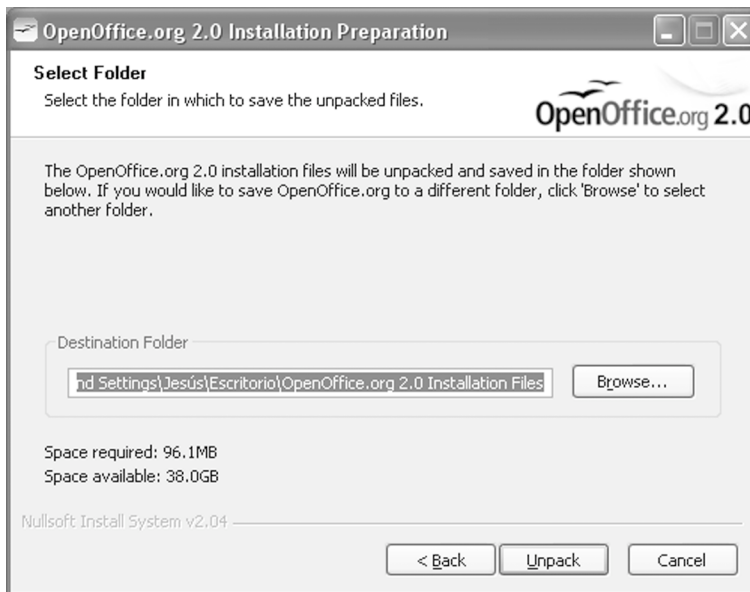
Figure 17. Installation preparation screen



The first screen you will see during installation is the installation preparation screen. It is an informative screen telling us that the OpenOffice.org installation files must be unpacked to a folder in order to begin installation. Just click on Next to continue.

### 3.4. Selecting unpacked file location screen

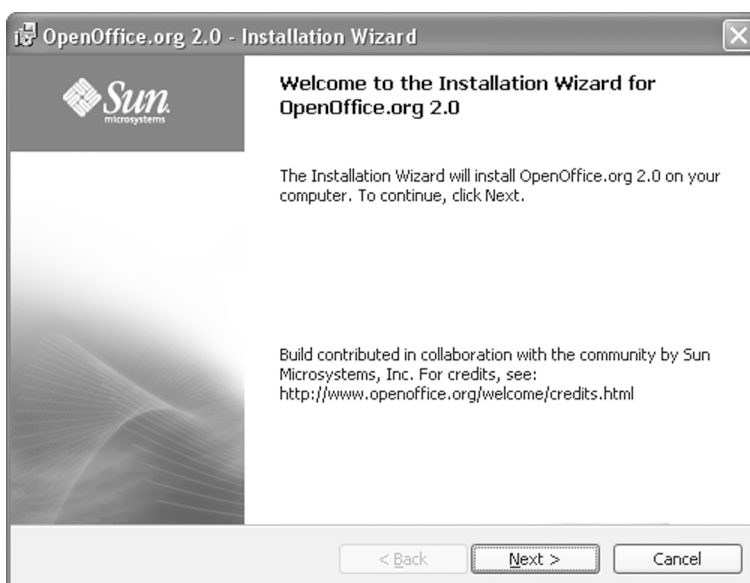
Figure 18. Selecting unpacked file location screen



In this screen, you need to indicate where you want to unpack the OpenOffice.org installation files. This does not mean that OpenOffice.org will be installed in this folder. The file downloaded from the Internet is actually a package containing the various files needed to install OpenOffice.org. Here, you are only indicating the folder on your hard drive where you want to save the files that you will subsequently use to install OpenOffice.org. Once you have selected the folder, click on Unpack.

### 3.5. Welcome screen

Figure 19. Welcome screen





The first screen you will see during installation is the welcome screen. Simply click on Next to continue the installation.

### 3.6. License acceptance screen

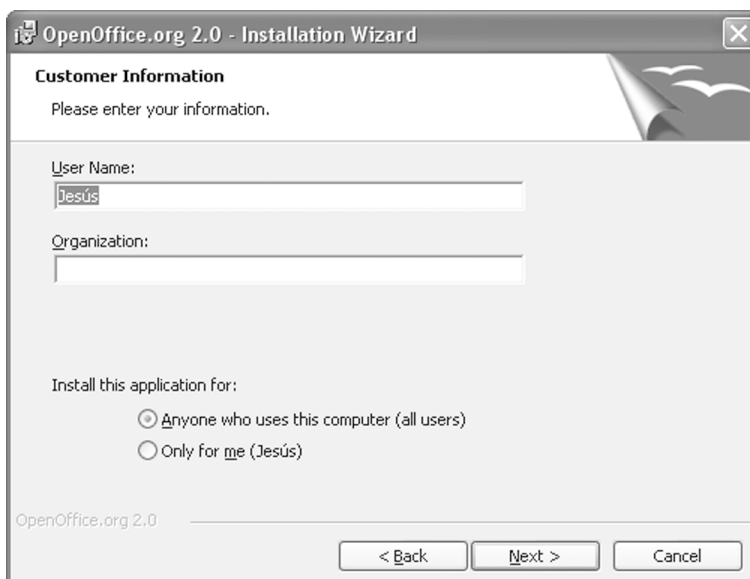
Figure 20. Licence acceptance screen



In the licence acceptance screen, you will need to accept the contents to continue the installation process. To be able to accept the licence, we must read it to the end, which means that you have to place the cursor at the end of the document to enable the acceptance button.

### 3.7. User Data screen

Figure 21. User Data screen



The data entered in this screen are voluntary and used by OpenOffice.org to customise your templates or documents and to enter your data automatically if asked. If you are concerned about the privacy of this data, note that it is saved to your computer and not sent anywhere. You can therefore be absolutely certain that it will only be used for the above purposes.

If you import your data from an earlier version, this screen will not be displayed and the imported data will be used instead. At the end of the installation, you can access and modify this data using the Tools -> Options -> OpenOffice.org -> User Data menu option.

In this screen, you will also need to select the users for whom you want to install OpenOffice.org. You can indicate that you only want to install the program for the current user or for all users of the computer. Installation for all users may require more privileges than those held by the current user, in which case you will need to install OpenOffice.org from an Administrator account.

Enter the data you wish and click on Next to continue the installation process.

### 3.8. Installation type screen

Figure 22. Installation type screen



For new installations, this screen allows us to select the type of installation we require.

The available options are:

- **Standard Installation**

This installation is recommended for most users as it installs all of the most common components and document filters. Most translations also install the dictionaries for the language in question.

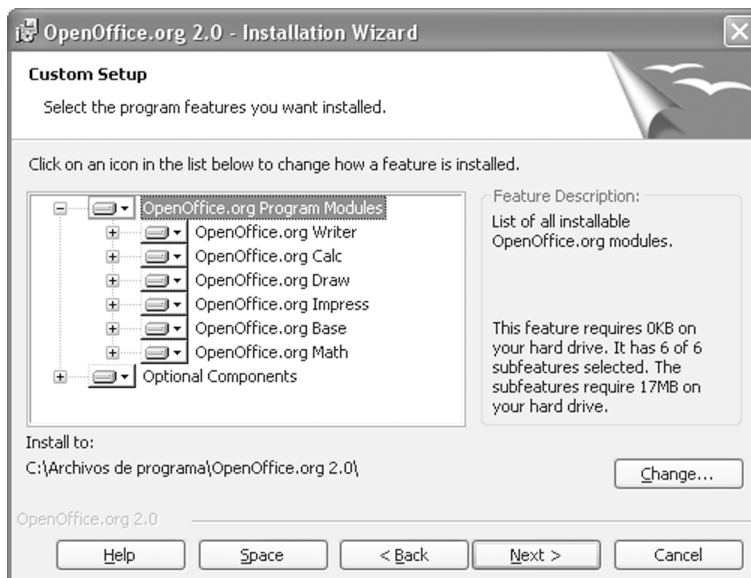
- **Custom Installation**

If you are familiar with the diverse elements of the program, you can select them individually with this option. It is useful when you want to install a document or image filter that is not available in the standard installation.

After selecting the type of installation, click on Next to continue.

### 3.9. Component selection screen

Figure 23. Component selection screen



This screen appears if you selected the Custom Installation option. Here, you can select the components of the application you wish to install. When you begin your selection, you will see that some components have already been selected by default. These are the standard installation components, which means that you cannot start the process from scratch; instead, you are given a foundation on which to build by adding or removing features based on your requirements.

The method for selecting and deselecting components is as follows: each module or component has a plus sign (+) by its name. When you click on this, the program collapses the list of subcomponents for each. You can click on each of these subcomponents to check or uncheck them.

The colour or shape of the box in front of each name indicates the component's individual status:

- **White:** All of the subcomponents have been selected.
- **Grey:** The category contains subcomponents that have not been selected.
- **Red cross:** This category will not be installed.

This screen also includes the installation folder. If you chose to update the product, the new version of OpenOffice.org will be installed in the same location as the previous version. With new installations, you can select the installation folder or directory in this window.

The upper part of the window contains a list of all hard disks where the program can be installed and the space available on each. The figure indicated in required installation space is only a rough guide and may vary depending on the characteristics of the drive's file system.

It is generally best to install the program in the folder proposed by the installation program. If, for any reason, you wish to install it in another location, type in the name in the text field to replace the default path. You can also select the folder by clicking on the Browse button. If the folder you enter does not exist, the program will ask for confirmation to create it.

Click on Next to continue.

### 3.10. File type association screen

Figure 24. File type association screen



The file type association screen is among those that have created the most problems for Windows users who simply wanted to try out OpenOffice.org to see what it was like. After uninstalling the program, they found that they could not open their Word, Excel and PowerPoint documents by double-clicking on them in Windows Explorer.

This is because some versions of the program came with these as the default values and people installed OpenOffice.org without paying attention to the program screens.

In this screen, you decide whether to associate Microsoft Office files with OpenOffice.org. If you later uninstall OpenOffice.org, we will need to associate these file types with Office again.

### 3.11. Installation options confirmation screen

Figure 25. Installation options confirmation screen



This screen displays all of the installation options you have entered so that you can check them before the actual copying and registering of files begins. At this stage, you can still modify these options.

If you are sure that the installation options are correct, click on the Install button to launch the process. If you need to modify any of the options, click on Back to do so.

### 3.12. File copying screen

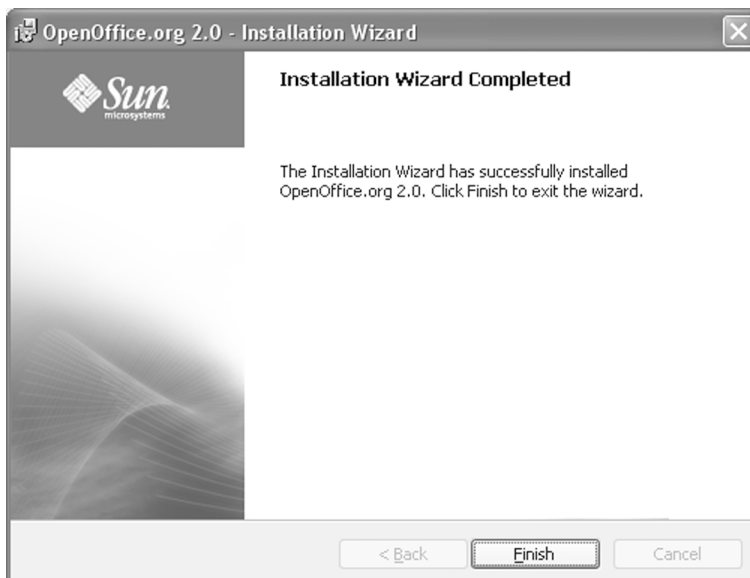
Figure 26. File copying screen



This is where the real installation of components on your computer begins. The file copying screen is very straightforward and you do not have to do anything here. The left-hand side of the screen displays the type of operation being carried out and the estimated duration of the total process.

### 3.13. Final installation screen

Figure 27. Final installation screen



Once installation is complete, the program brings up the final screen, where you simply need to click on Finish to exit the installation program.

## 4. Advanced installation topics

Before we end this section on the installation of OpenOffice.org, we will take a brief look at some topics that could be useful to us when working with the program. We will focus particularly on its uninstall process which, as we will see, is very straightforward.

### 4.1. Uninstalling the product

There are two different ways to uninstall the product, depending on the type of installation (single-user and multi-user), although they are essentially very similar.

Whether we work in a single-user environment or in a network environment, the first step is to uninstall the client application. So, in single-user environments, the uninstall process is carried out as though it were a network client installation.

Before launching the uninstall program, you must have completely quit OpenOffice.org; otherwise, the uninstall program will be unable to delete the files loaded in the memory at this time. This naturally includes the Quick starter program in the system tray if you use Windows. If you see the blue and white OpenOffice.org icon in your system tray, right-click on it and select the Exit option .

The first step is to launch the setup program. In Windows or GNU/LINUX, if the program is integrated into windows manager, you can launch the Setup option from within the OpenOffice.org programs menu. If you cannot find it, it may be located in the program folder of the installation folder. It will be called setup.exe in Windows and setup in GNU/LINUX.

In more recent versions of the program for Windows, setup can also be accessed from the Add or Remove Programs control panel.

Figure 28. Setup program main screen



When you run the program, you will see different options that can be selected. In this case, we will select the Uninstall option and then Next to continue the uninstall process.

Figure 29. Deleting configuration files



In this screen, you can select whether to delete all of the configuration files for the user profile and the documents you have created. After deciding whether to delete them from the system, click on Complete to run the actual uninstall process.



Figure 30. Final uninstall screen



When you see the final uninstall screen, this means that the process has been successful.

At the end of the uninstall process, if you associated OpenOffice.org with certain file types, you will not be able to open them from the GUI. This is particularly true if you use Windows. In this case, you will need to re-associate the files you opened in OpenOffice.org with other programs in order to have them open directly when you double-click on them.

## 4.2. Repair

The repair process can be useful if OpenOffice.org stops working correctly at some point. Obviously, this program cannot eliminate every error we come across but it will correct all those caused by the corruption or accidental deletion of some of the component files.

The repair process of OpenOffice.org is very similar to the uninstall process. Therefore, you will have to follow the same steps as in the previous section until you reach the main OpenOffice.org setup screen.

At this point, select Repair instead of the Uninstall option. This will launch the repair program, which will try to restore any files that may be damaged.

## 4.3. Installation of new components

You may find that you left out a component we needed during the installation process. For example, you may need to import some obscure document or graphics format available in OpenOffice.org but which you never thought you would need.

To install new components, run setup.exe in Windows, as we saw earlier, or setup if you use GNU/Linux. Windows has another option that may be more familiar to its routine users, which is to go to Control Panel and select Add or Remove Programs. In the OpenOffice.org entry, there should be a Change button, which will automatically take you to the setup program. This option may not be available in Add or Remove Programs if you are using an earlier version of Microsoft's operating system.

Once inside the main setup screen, select the Modify option and then click on Next.

The component selection window we saw several times during the OpenOffice.org installation process will appear. To make sure you are installing the right components and that you have enough disk space, it is a good idea to mark all of the boxes next to the names in dark blue.

After selecting all of the components to be added, click on Continue to launch installation, which we have already seen in detail in the previous sections.

#### 4.4. Registration

When you launch OpenOffice.org, a dialog box will appear prompting you to register. You can register then and there, ask that it reminds you later or state that you are already a registered user to stop it from ever asking again. Registration is not compulsory for use of the program. The program asks you to register to give the OpenOffice.org community a rough idea of how many people are using the product.

Figure 31. Registration window



If you are working in a multi-user system and wish to register, it is better that each individual user of the product registers rather than just the server installation, as this will give the community more accurate statistics on use.

If you decide not to register straight away and you change your mind later, you can select the Help -> Registration option from the main menu, which will take you to the website and a registration form.

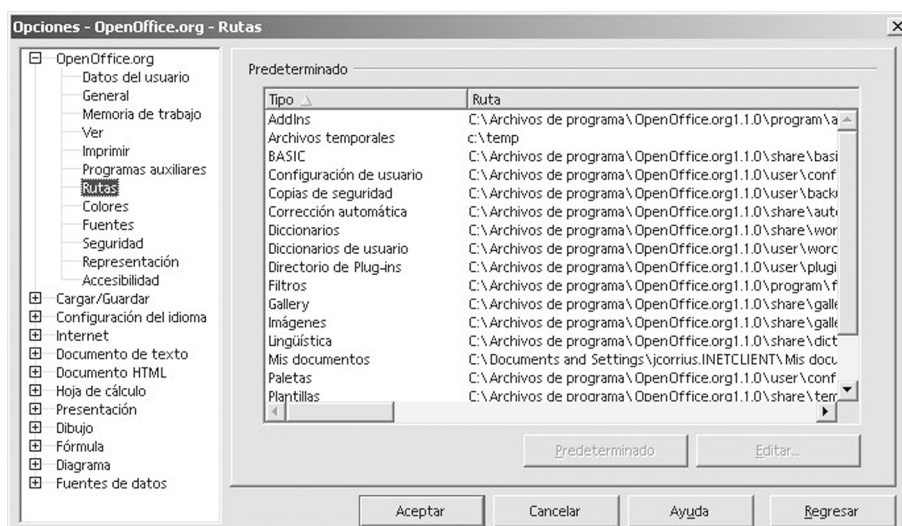
After registering, you will be assigned a username and password so that you can change your registration data if necessary.

#### 4.5. Location of components

One of the biggest problems we can have with OpenOffice.org is that if we add elements that did not come with the installation, such as new templates or dictionaries, we may not know the real location of certain components. This can become very complicated if you use a network installation.

To access this information, select the Tools -> Options -> OpenOffice.org-> Paths menu option, which will bring up the following dialog box. To view all of the values available, scroll down using the vertical scroll bar.

Figure 32. Path dialog box



If the list contains both the server and client installation paths, this means that the server folder will contain the original files while the modified files will be located in the client installation. For instance, the default program templates will be located in the server installation folder and custom templates will be in the client installation folder.

Our experience with the program tells us that most of the problems with OpenOffice.org are caused by incorrect configuration of these settings. In order for the program to function correctly, the paths indicated here must take us to the right components and files.

## Summary

In this unit, we have seen that OpenOffice.org can be installed in two different ways: for single-user environments and for network environments using the typical client-server structure.

From a cross-platform perspective, we saw how to download the installation package from the website, how to unpack it and how to launch the installation program. We focused mainly on Windows for this and, more importantly, on GNU/Linux.

We then followed the installation process step by step for each of the installation modes and as we did so, we looked at the diverse problems that users can come across and how these can be resolved.