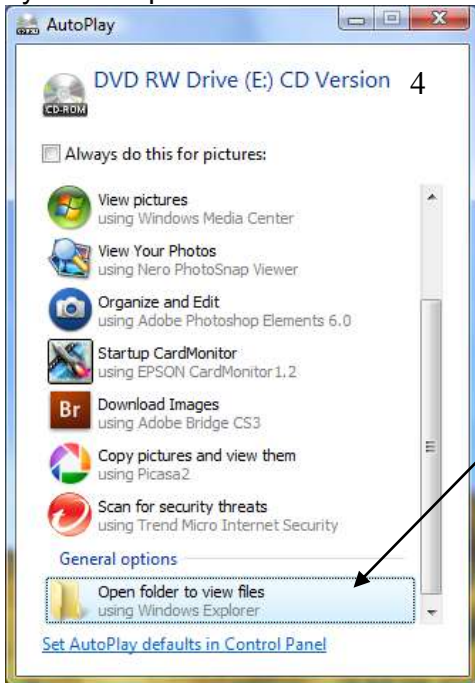


Tutorial – Downloading programs from CD to Computer in particular Open Office

The following section has been designed to assist with the loading of any of these programs from the CD to your computer.

Place the CD into the computer. Please be patient the CD does take a couple of minutes to be recognised by the computer. You will see the window below.

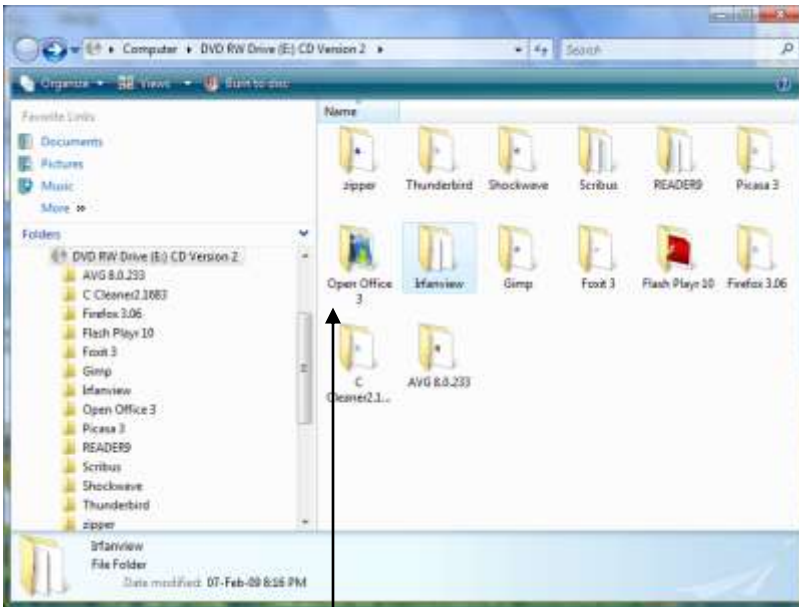


Click on Open folder to view files. See note below if this window does not appear.



If CD does not start of its own accord, Click the START button – Click My Computer for XP Click Computer for Vista. Click on the CD Drive.

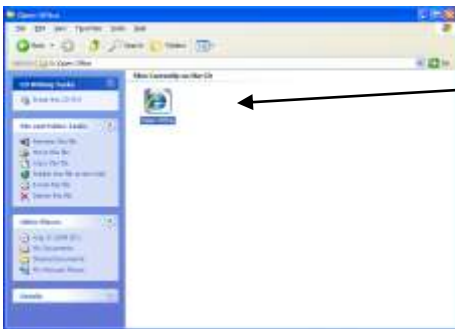
Choose a program to



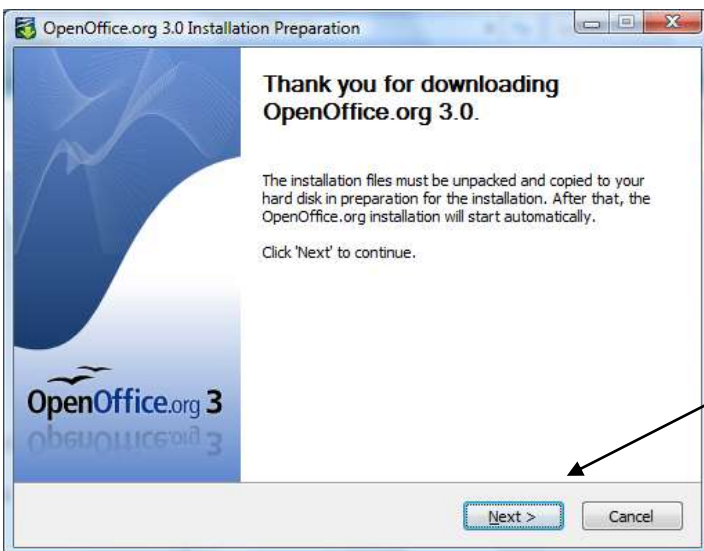
place on your Computer .You may have different pictures on your computer.

OPEN OFFICE.

Double click on the Open Office Icon. A new window will appear showing only one icon.



Double click on this icon. Your icon may look different. Please be patient this download takes a little while. In Vista Click allow this program.



Click Next



Click Browse

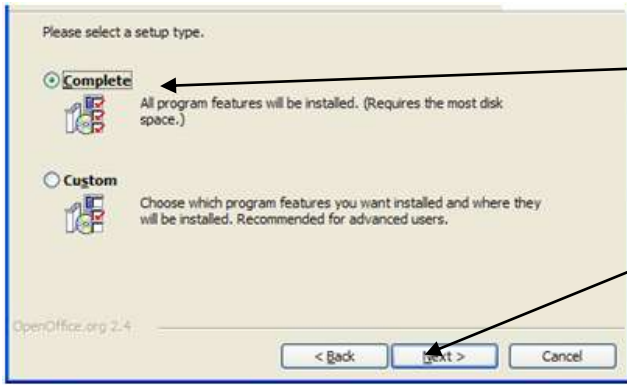


Vista Click Computer
Click Local Disk C
Click Program files
Click O.K.

In XP Click My
Computer. Click Local
Disk C.
Click Program Files
Click O.K.



Click Unpack.
Follow the instructons on the
screen by clicking Next when
prompted.



Choose the Complete setup type. Click Next

In the following window you have the choice to make Open Office your default Office Program, Set as you wish.

Click Next



Click install to begin the installation. The Wizard will take a few minutes to install the program. When it has finished a window will appear Click Finish.

There will be an Icon on the Desktop for Open Office. Double click to open the program. Follow the prompts through the Licensing section. At the end click Finish.

For any other programs you wish to install use the procedure as on page 1 and 2, once the program is open, follow the Wizard.

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