



1 The procedure to install LibreOffice on Ubuntu Linux OS

1. To follow the installation procedure, you need to be connected to the internet.
2. You must have Synaptic Package Manager installed on your machine.
3. If not installed, please install Synaptic Package Manager using Ubuntu Software Center.

1.1 The procedure to install LibreOffice

1. On Ubuntu 10.04 - Click on System >> Administration >> Synaptic Package Manager.
2. On Ubuntu 11.04 and higher,
 - (a) Press the Window key on your keyboard to open DashHome.
 - (b) Type Synaptic Package Manager.
 - (c) Click on the Synaptic Package Manager option.
3. Enter your password.
4. Click on OK.
5. In the search box type LibreOffice.
6. Click on the LibreOffice check box and click on Mark for Installation.
7. Click on Mark.
8. Finally, click on Apply.
9. Again, click Apply for installation.
10. The installation will take a few minutes depending on your internet speed.

1.2 The procedure to install LibreOffice via Terminal

1. Open the terminal by pressing Ctrl + Alt + T keys together.
2. Now in the terminal type `sudo apt-get install libreoffice` and hit Enter.
3. Enter the system password if required.
4. It will display how much have to download from internet and how much disk space will occupy.
5. Press y to confirm this.
6. This will install LibreOffice.

1.3 The procedure to check LibreOffice installation

1. Open the terminal.
2. Now in the terminal type `LibreOffice &` and hit Enter.
3. This will open the LibreOffice interface.

2 The procedure to install LibreOffice on Windows OS

1. Go to the website <http://www.libreoffice.org/download/>.
2. Download the latest LibreOffice Windows Installer.
3. Double-click the downloaded file to run it.
4. Follow all the instructions to install LibreOffice.
5. Once the installation is completed successfully, you can open LibreOffice.
6. To open LibreOffice, click on Start menu, click on All programs and then on LibreOffice.