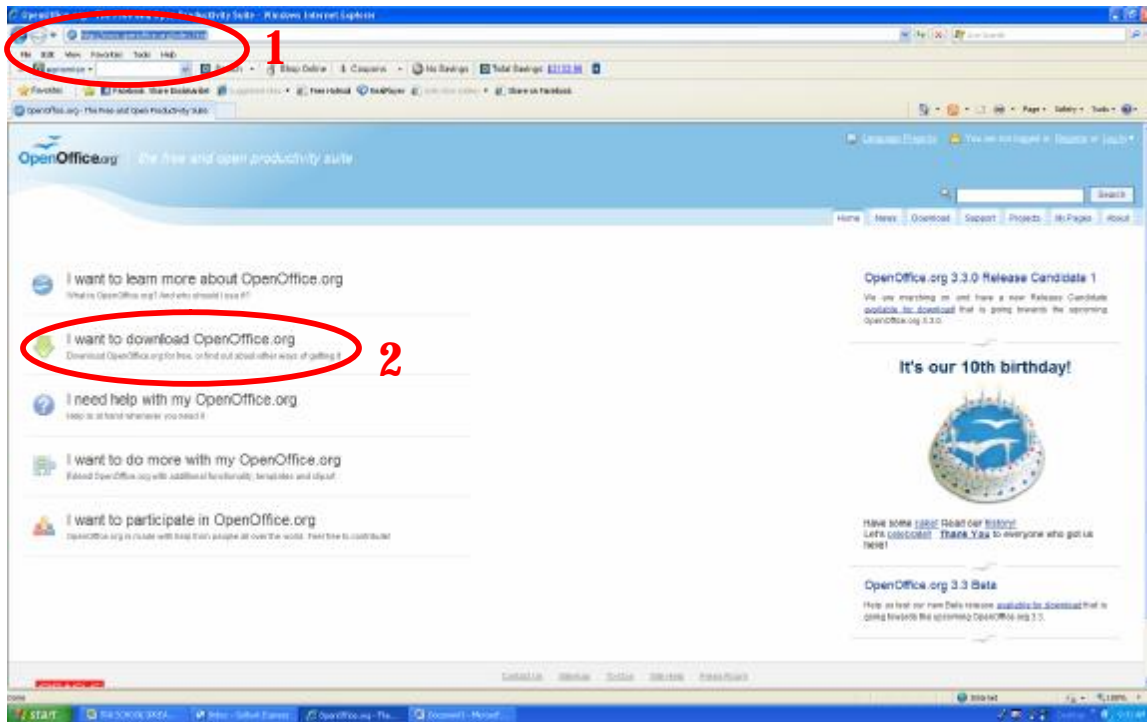


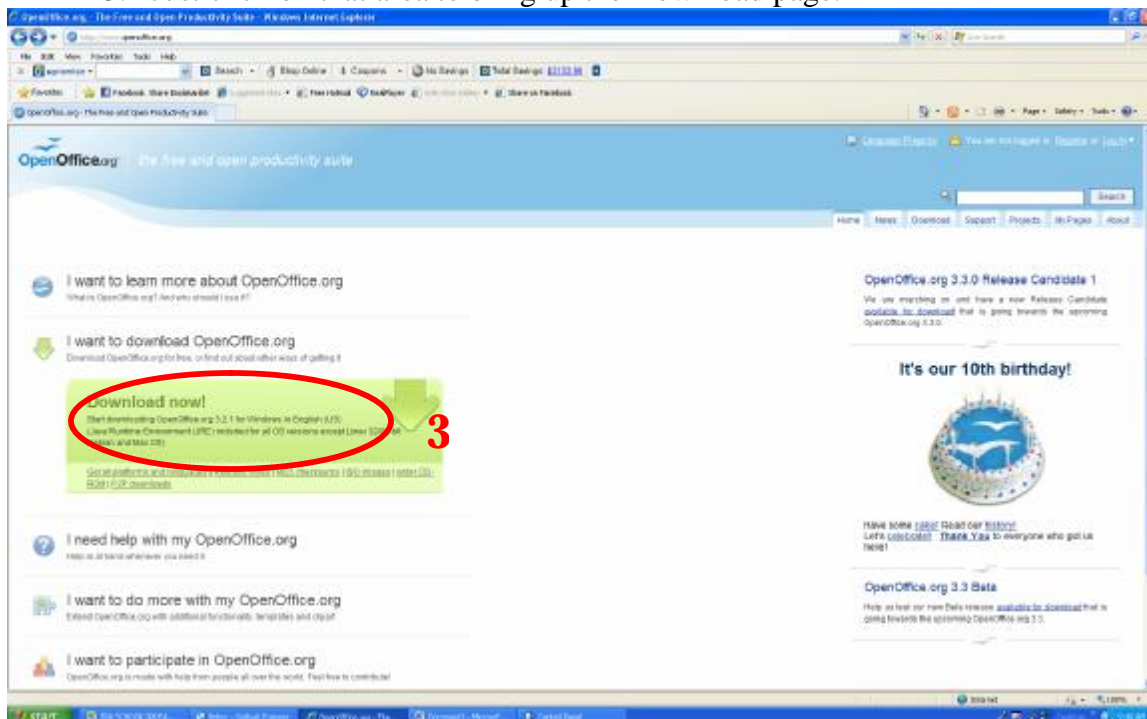
For Families who do not have MS Excel on their computer, OpenOffice will allow them to use the ACS digital forms (i.e., Hot Lunch, Instant TRIP).

1. Go to www.Openoffice.org
The following page will open up.
2. Choose the “I want to download OpenOffice.org”

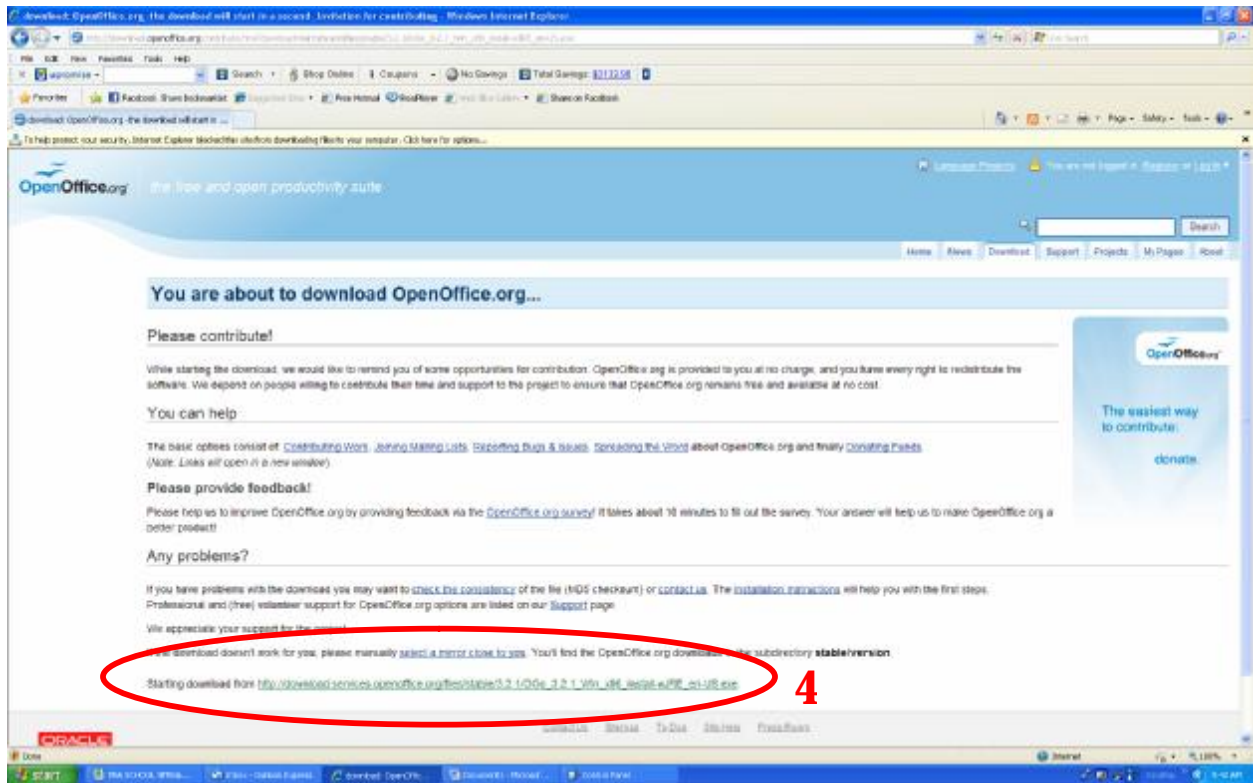


The following Green area will pop up.

3. Just click on that area to bring up the Download page.

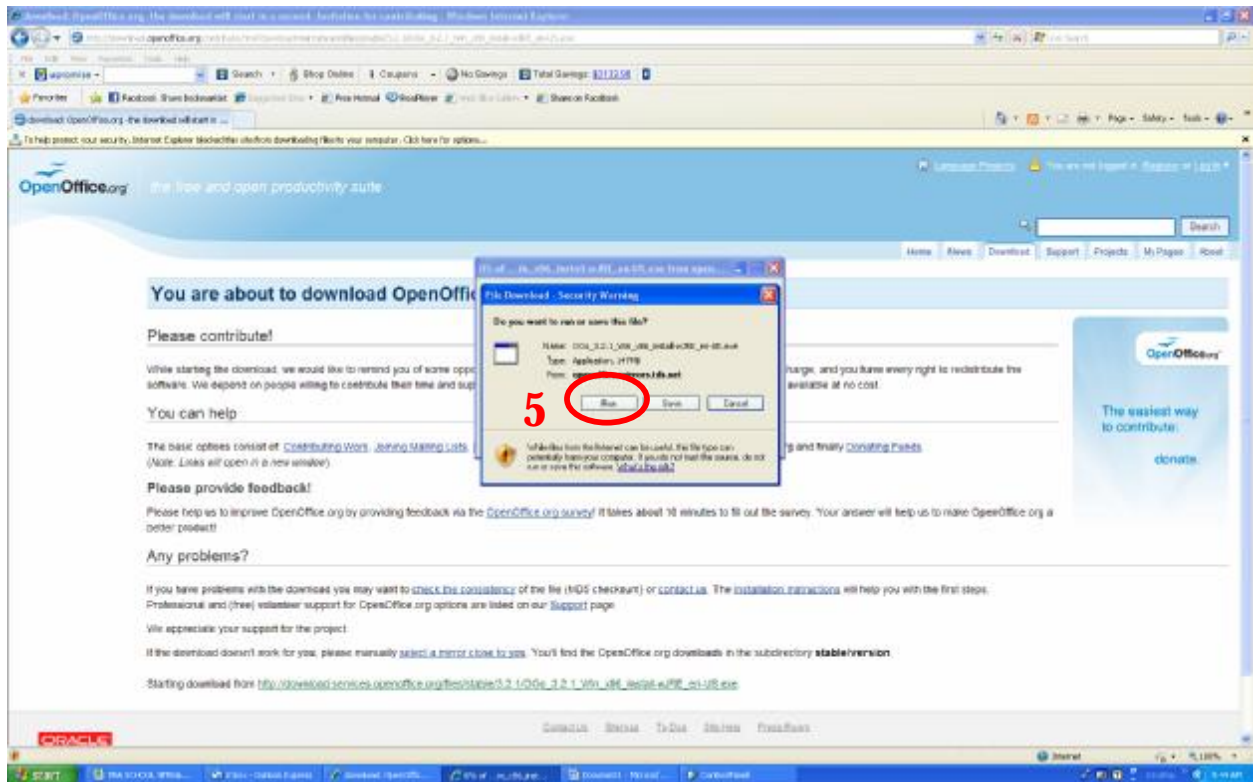


4. On this page click on the download link on the bottom of the page.

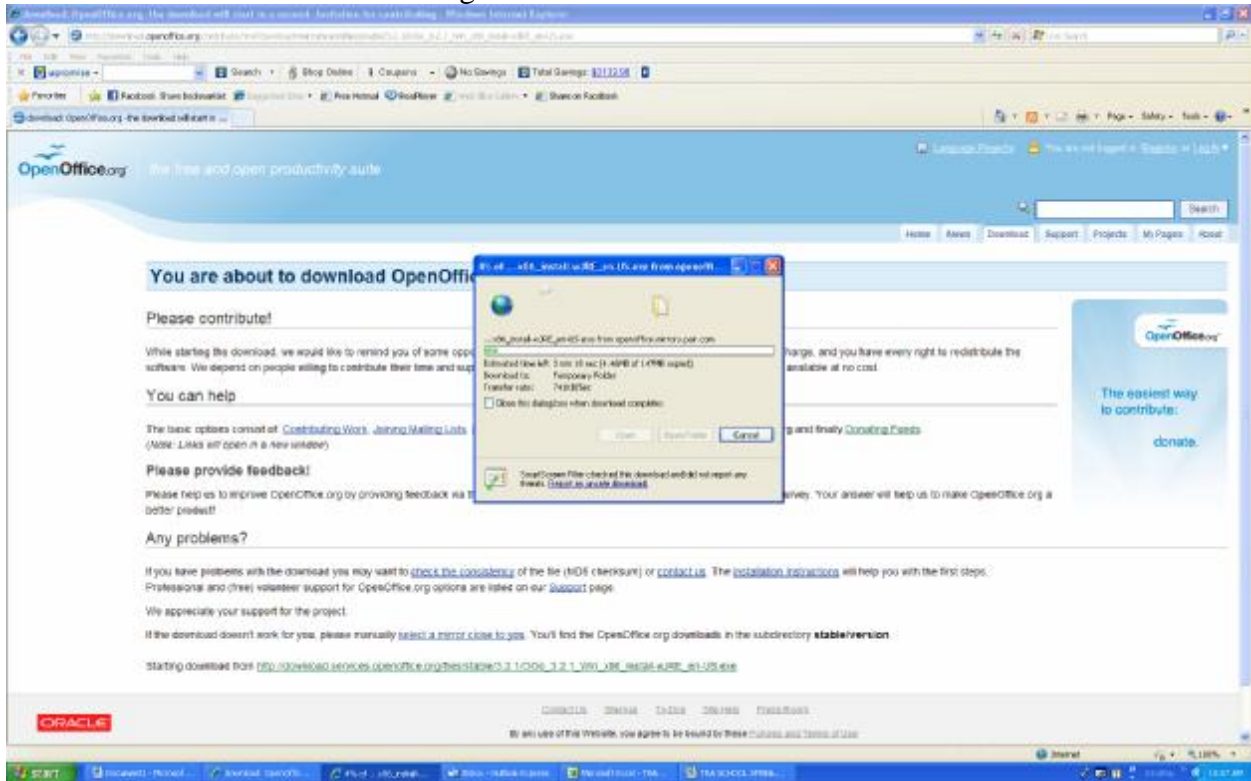


The following pop-up box will appear.

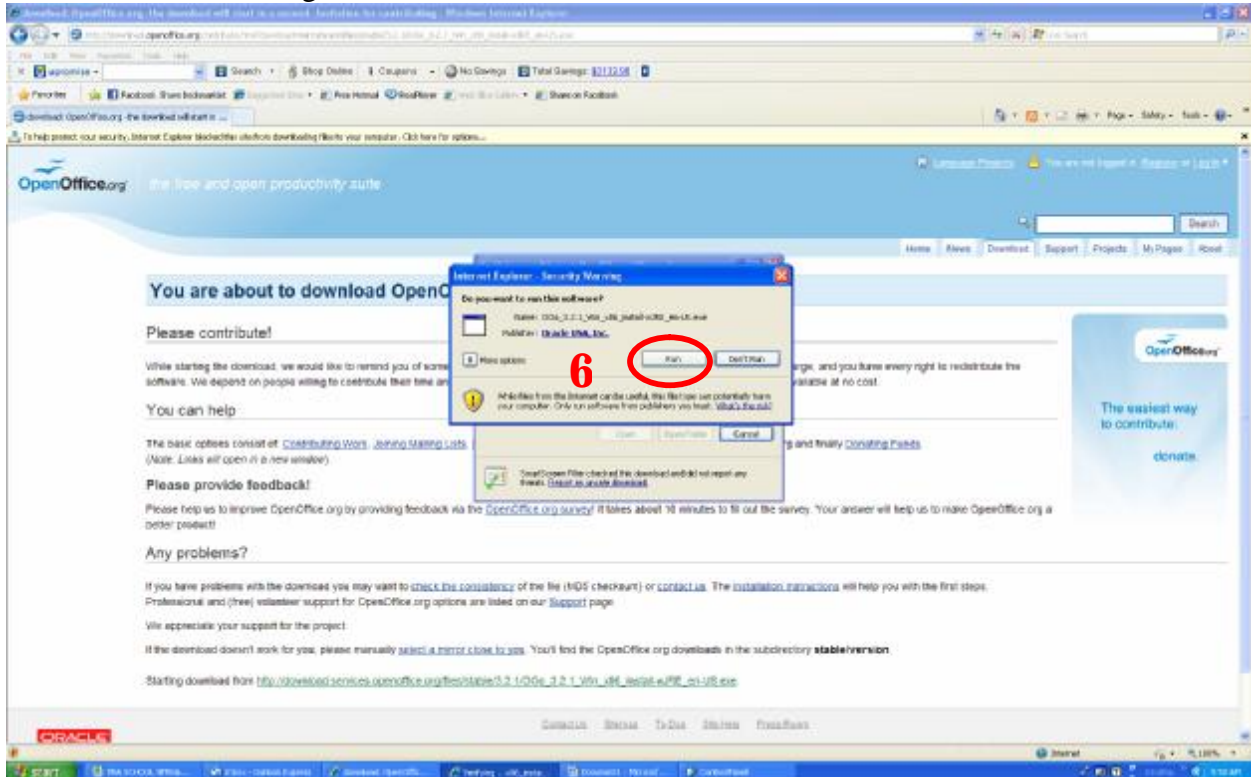
5. Click on the Run Option.



This box will confirm that it is being downloaded.

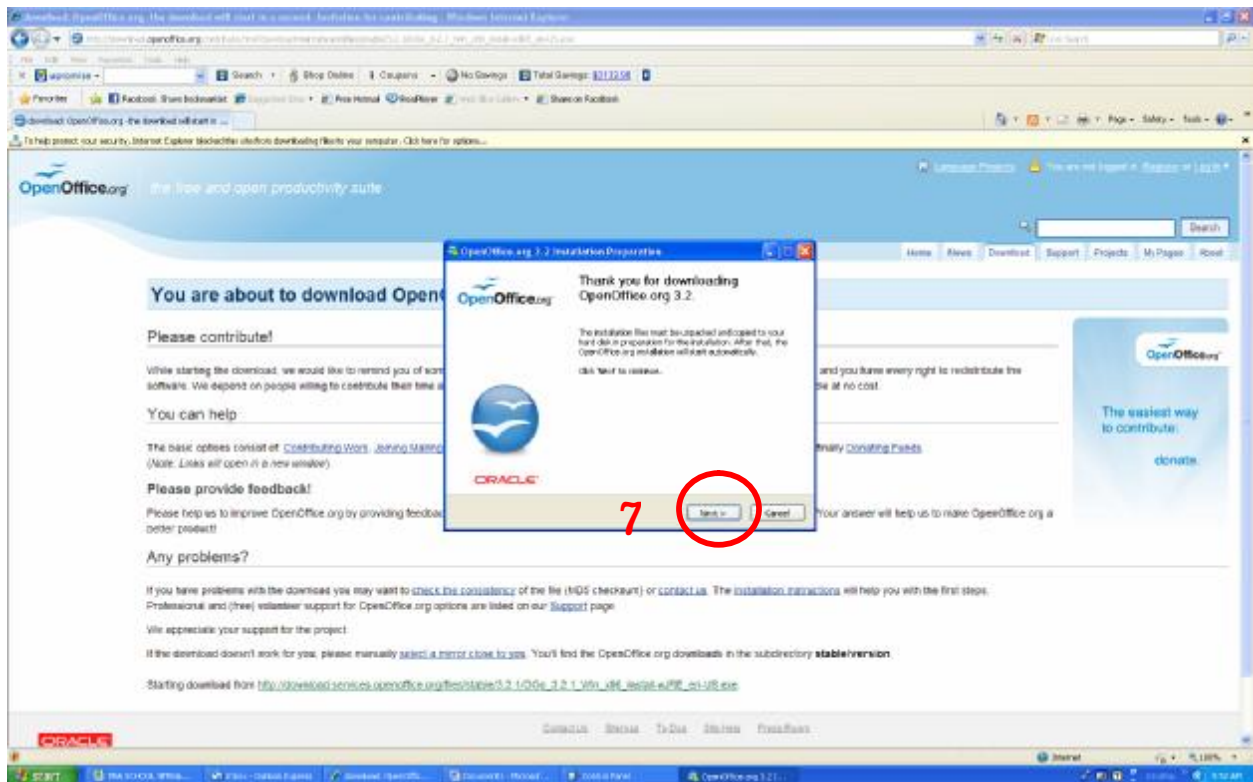


The Verify Run Pop-up will pop-up.
6. Click Run again.

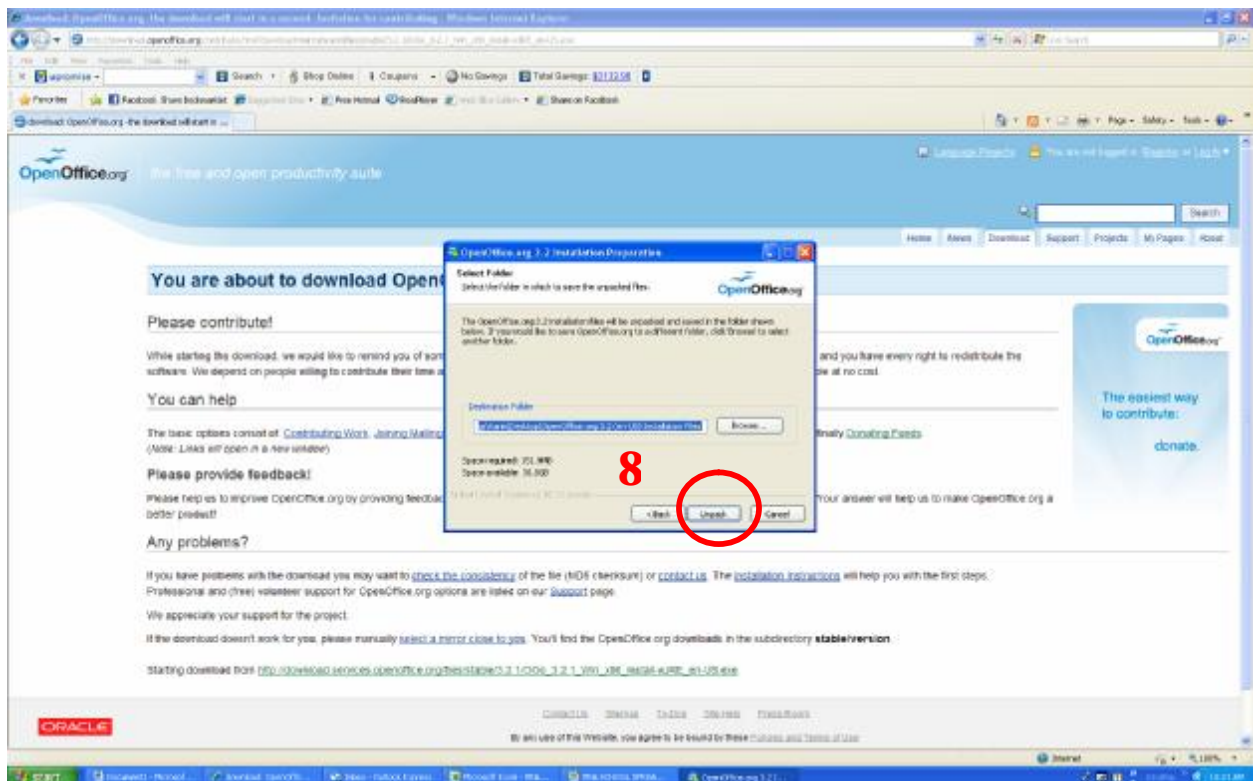


The Thank You Pop-up will show.

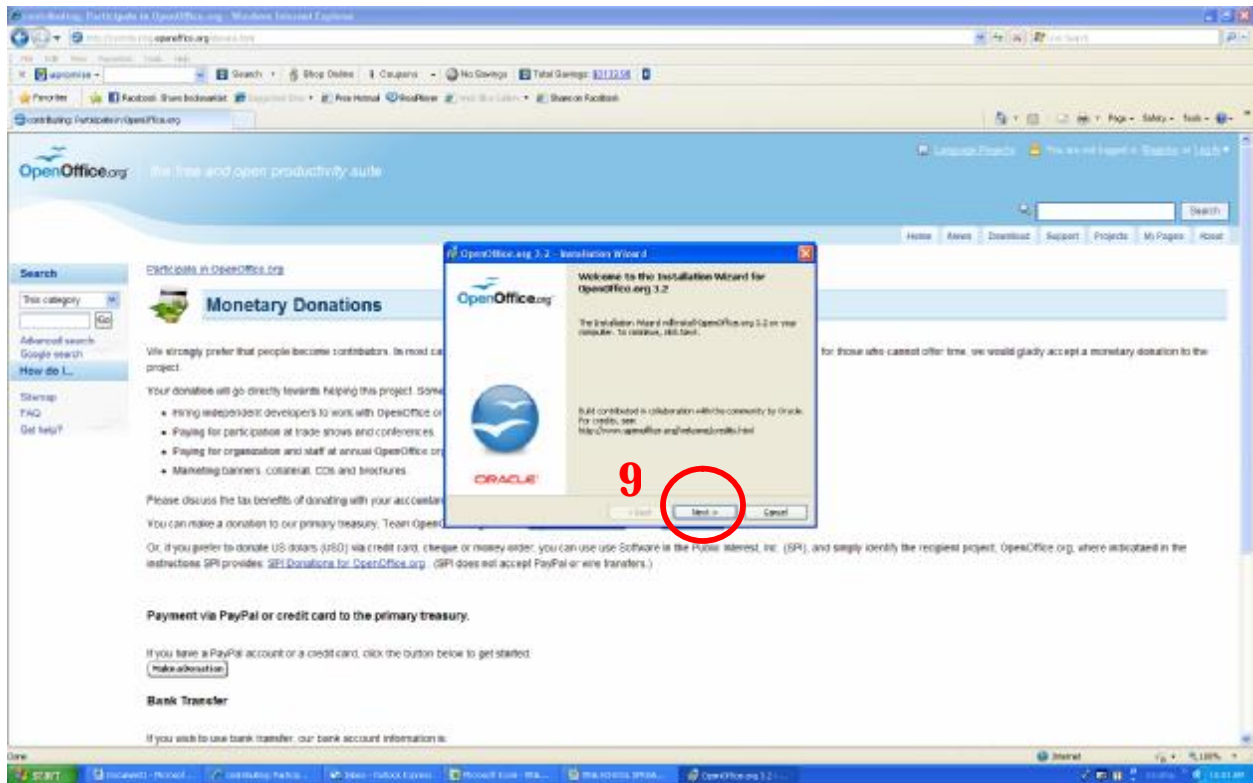
7. Click Next.



8. Click the UnPack Button

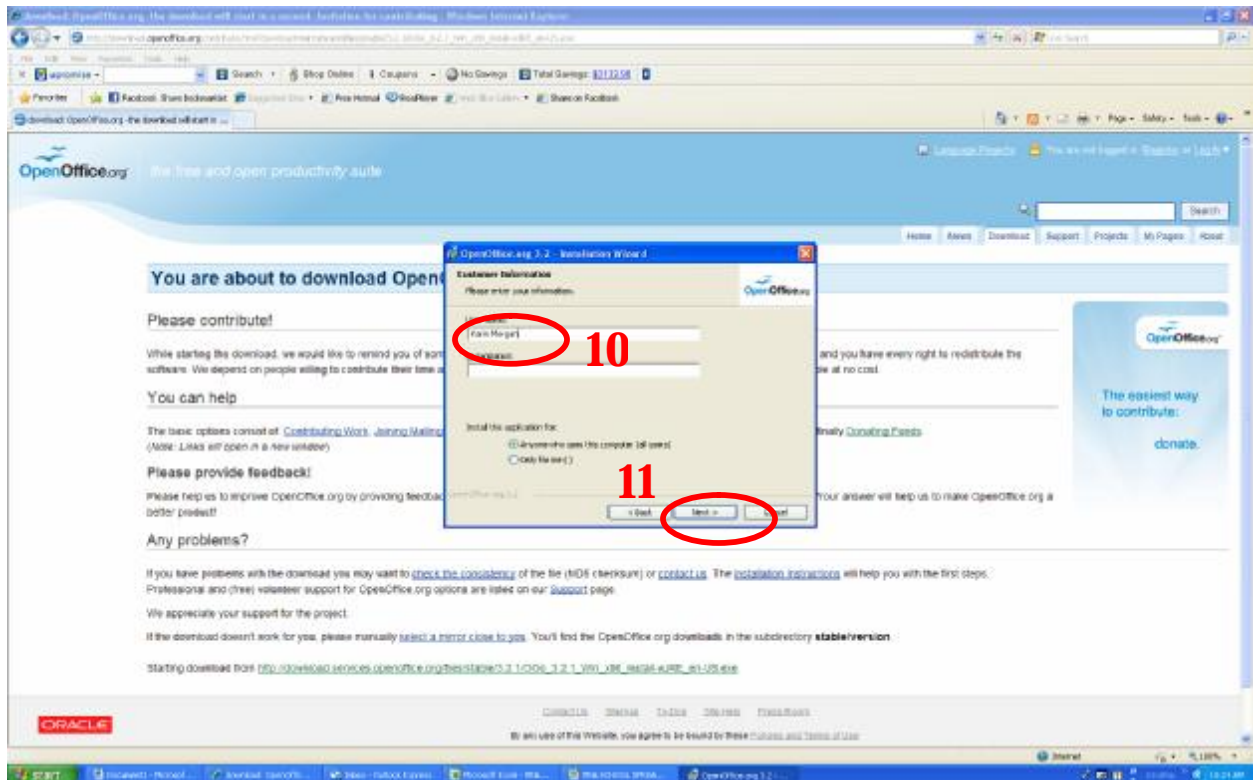


9. Hit Next to Finish the Download

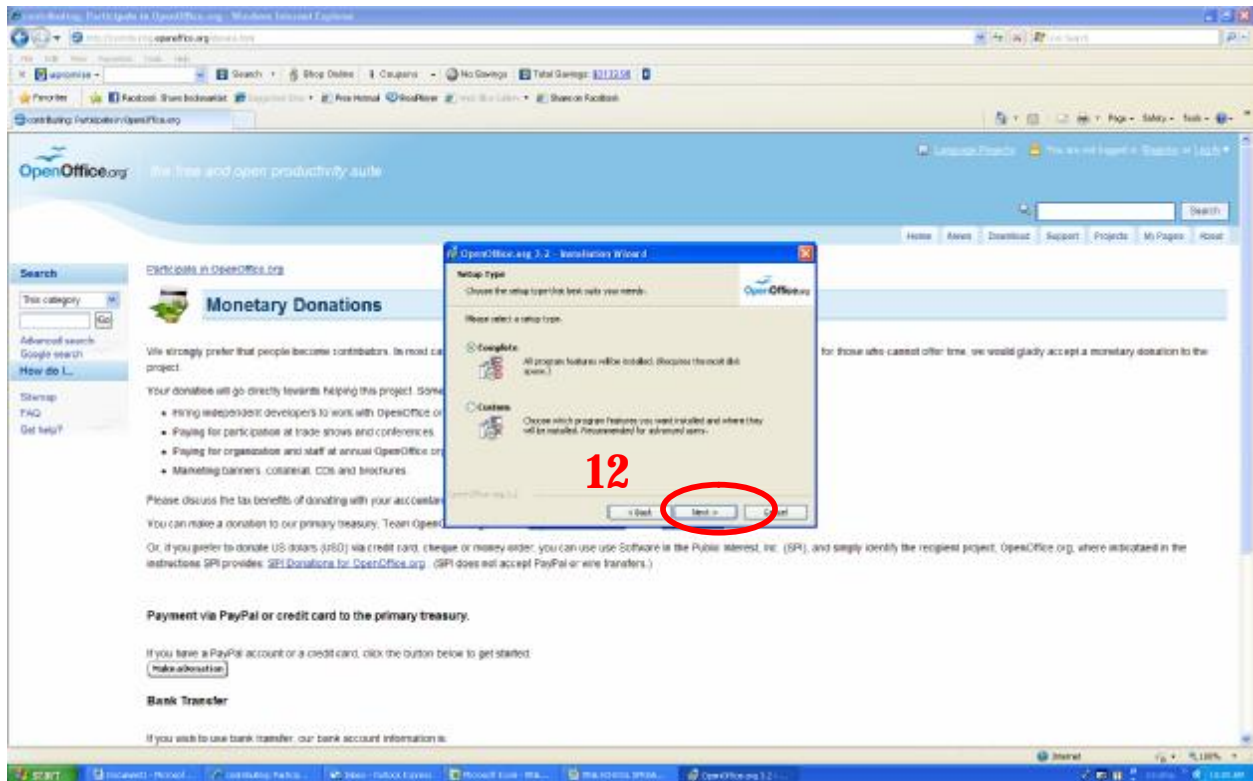


10. Type in your Name

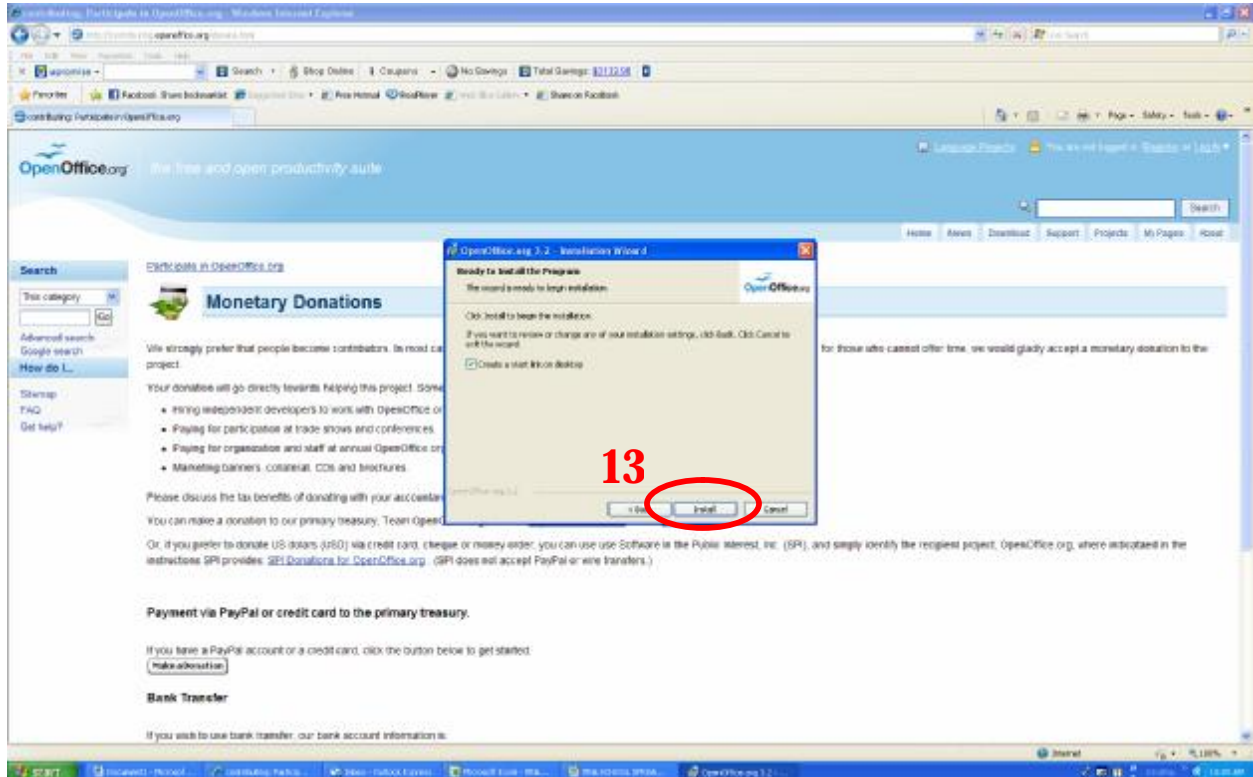
11. Hit the Next Button



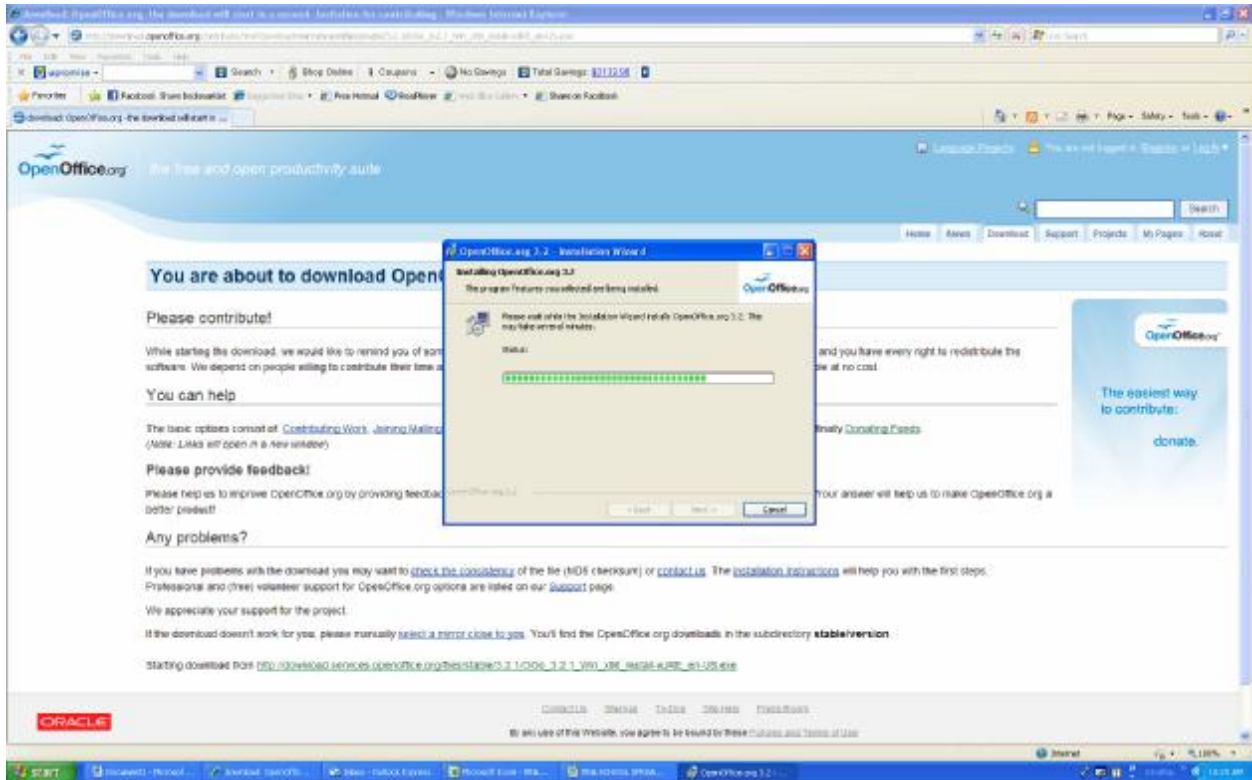
12. Click the Next Button



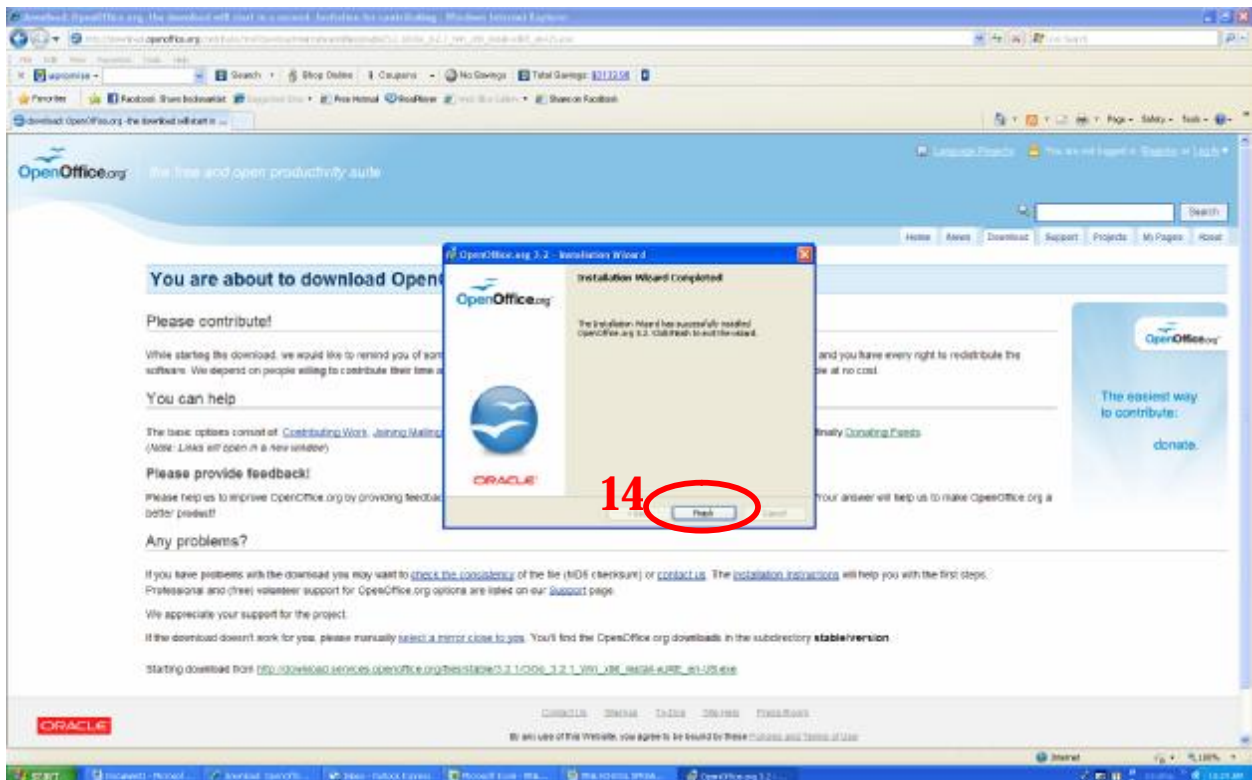
13. Click the Install Button



This Pop-Up just confirms it is installing onto your computer.



14. Click Finish Button



15. You should see the OpenOffice Icon on your desktop.

