# Installing Office and PDF readers on Personal Devices

Version	Editor	Changes	Date
1.0	M Singleton		22/01/20

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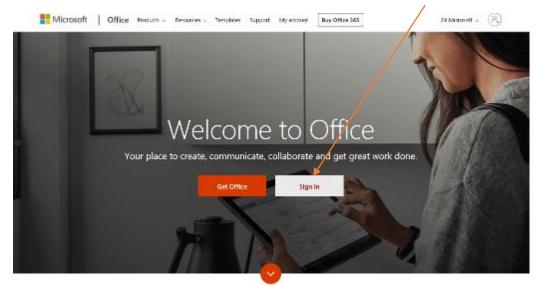
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# Office 365

School license Office 365 for all staff and students at home, each user can install office on up to five Windows or Apple computers.

## Apple Mac and Microsoft Windows

The process for both is the same, go to www.office.com and click sign in



Enter you School Email address 20TStudent@stu.northleamington.co.uk then enter your school password

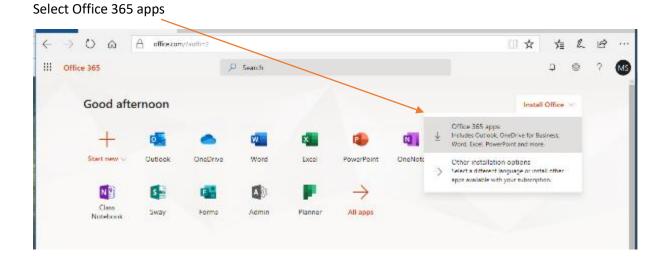
Microsoft Sign in	Microsoft
Email address, phone number or Skype	Enter password
Can't access your account?	Password
Sign-in options	Forgotten my password
Next	Sign in

Read the question about staying signed in and decide which option is better for your circumstances



From the Home page click on the link to Install office

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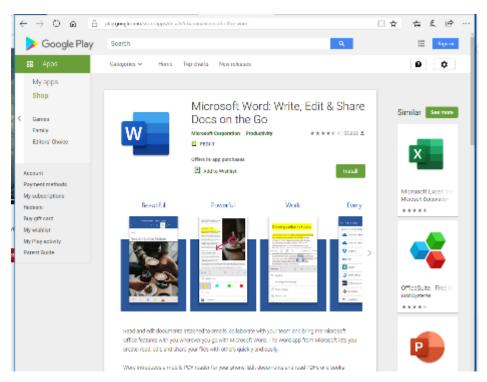
# Android and Chromebooks

Office is available for free with in app purchases for Android. The Office suite is broken down into Word, Excel, PowerPoint, Outlook, OneDrive, Teams, OneNote and SharePoint, these apps can be used on modern Chromebooks

Open the play store on your device and search for Word



#### Select Microsoft Word and click Install



Repeat this process for any other Office packages you require. Each Android office app is about 200MB to download.

# iPhone & iPad

Follow the links below to download and install the office packages



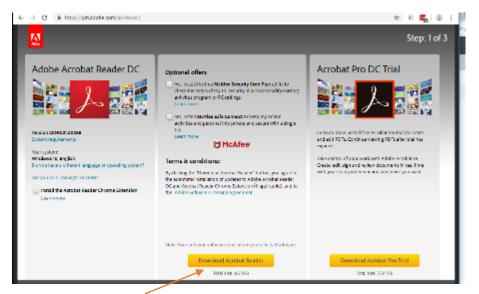
Each Office app is about 200MB to download

# PDF Reader

The Adobe PDF format is one of the most common file types for schools and business to send letters and information, there are numerous programmes that will open these files.

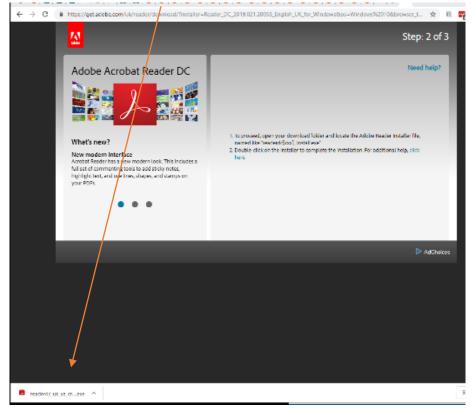
## Windows

Go to https://get.adobe.com/uk/reader/

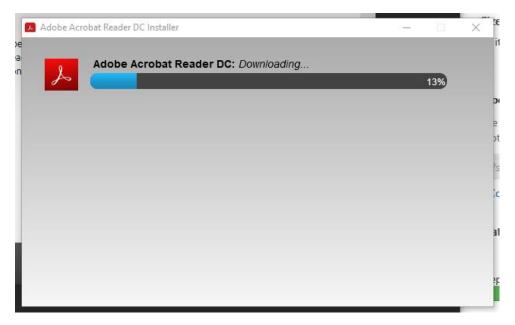


Select Download Acrobat Reader, you do not need to install the Mcafee software or the Acrobat Pro Trial

An installer file will be downloaded, Open this file and select run.



#### The software will be downloaded and installed



## Apple Mac

PDF will be automatically opened in Preview on an Apple Mac

#### iPhone and iPad

Follow these instructions copied from https://www.wikihow.com/Read-PDFs-on-an-iPad



Click the link and open the PDF file. Whether you Google the PDF or find it while in while surfing, simply click & open it within Safari.

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community of BMW riders. Familiarise yourself with your new motorcycle so that you can ride it safely and confidently in all traffic situations. Please read this Rider's Manual carefully before starting to use your new BMW motorcycle. It contains important information on how to operate the controls and how to make the best possible use of all your BMW's technical features. In addition, it contains information on maintenance and care to help your mainten your motorcycle's reliability and safety, as well as its value. If you have questions concerning your motorcycle, your authorised	journeys will be ant an safe. BMW Motorra	, H	

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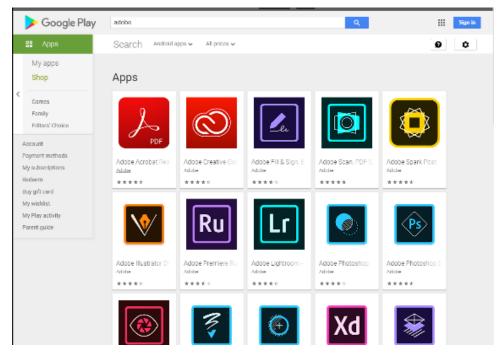
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Tap 'Open in iBooks' or 'Open in Adobe Reader'. Both apps are free from the App Store and offer additional functionality not found in the Safari quick-view.

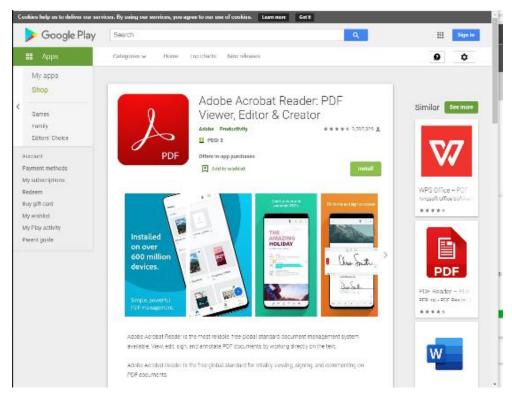
# Android

Adobe Acrobat Reader is a free down load from the Play store

Open the play store on your device and search for Adobe



Select Adobe Acrobat Reader and click install



Acrobat reader will now open your PDF documents

Acrobat Reader is about 100MB to download