

## Accessing Downloaded Documents

Most downloads within the e-learning platform are in PDF format. Those can be opened with the free Adobe Reader software already loaded on most computers. It is available at <https://get.adobe.com/reader/> if it is not currently on your device. Macs also have Preview built in, which can be used to view PDF documents.

Some downloads may be in Microsoft Word format (files ending with .doc or .docx). While this software is common on most computers, some individuals may not have the software on their device. There are two options for opening and viewing or editing these files.

### *Option 1: Use Google Docs*

The downloaded file can be uploaded to your student's Bexley Google Drive and then opened using Google docs. Google docs will now let users edit Word docs in Google, as well. If needed, the modified file can then be downloaded as a Word doc for sharing with others as needed.

### *Option 2: Download Microsoft Office or Use Microsoft Office Online*

Students can download a copy of Microsoft Office on PC's and Macs. Go to [office.com](https://office.com) and sign in with their [bexleyschools.org](https://bexleyschools.org) account (same username and password as [bexley.us](https://bexley.us) account but using bexleyschools.org in place of bexley.us). There will be an "Install Office" button in the upper right hand corner of the screen. Follow on screen instructions to download and install the software. If using a chromebook, go to [office.com](https://office.com) and sign in the same way and use the Word Online version. Students using iPads can install the Office apps from the App store and sign in with that [bexleyschools.org](https://bexleyschools.org) account.