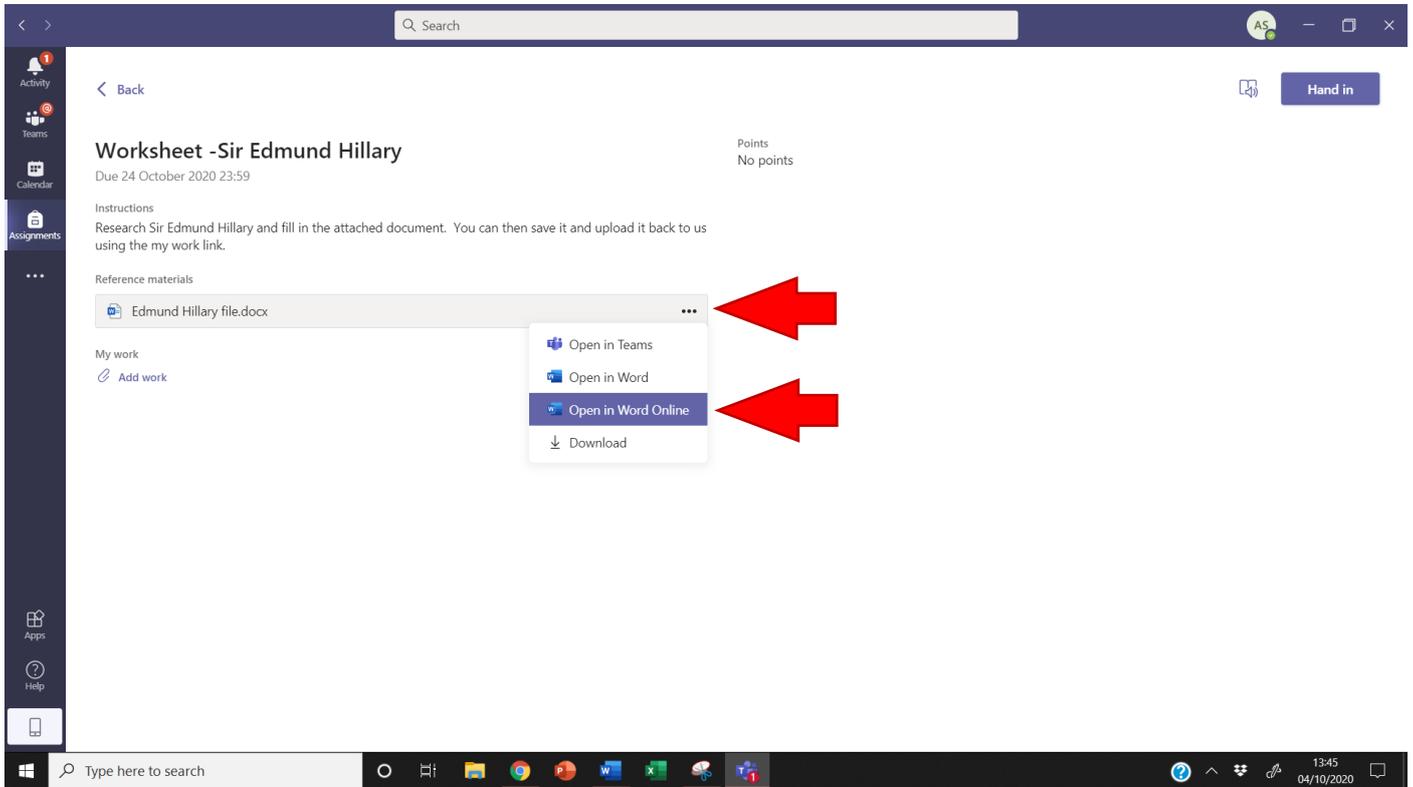


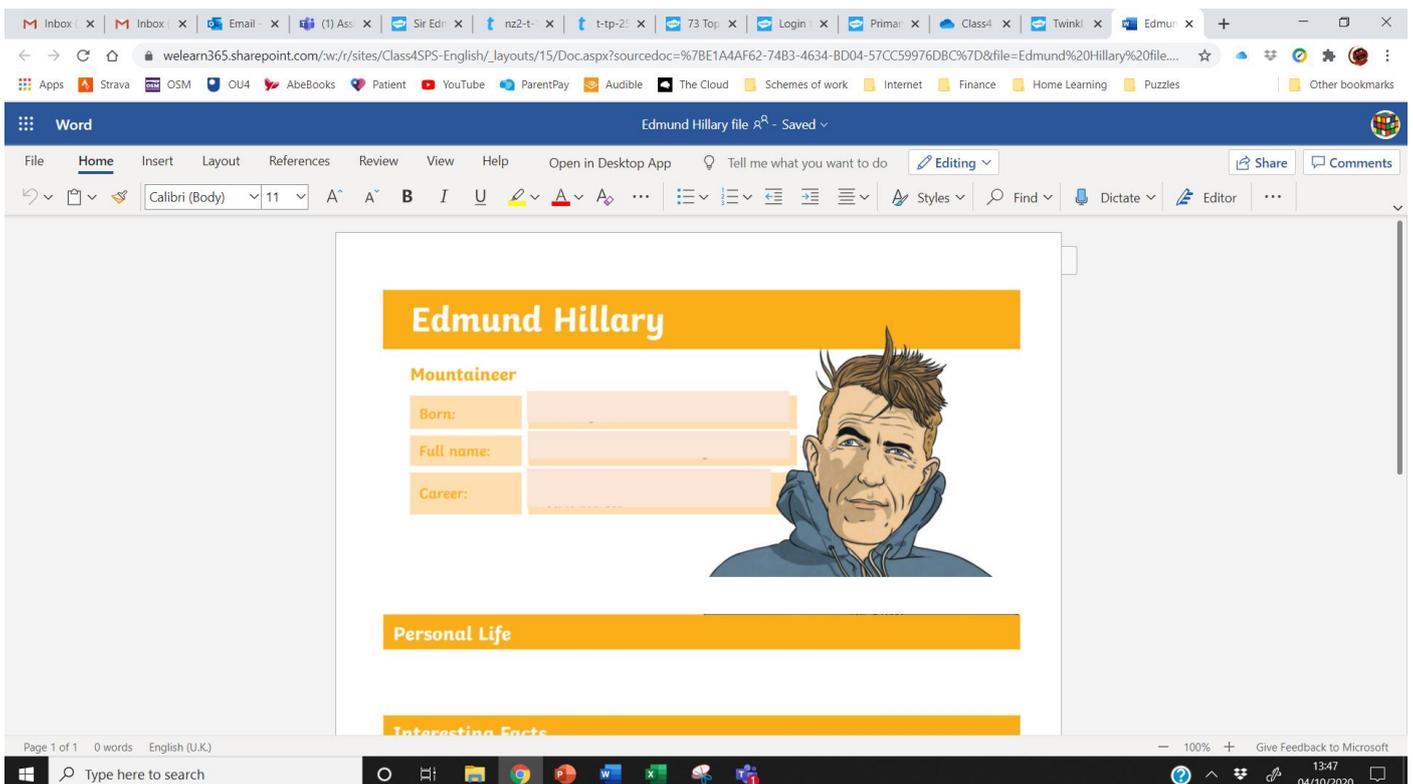
STRATFORD RURAL SCHOOLS FEDERATION

PARENT & PUPIL GUIDE – How to download, edit and upload a file.

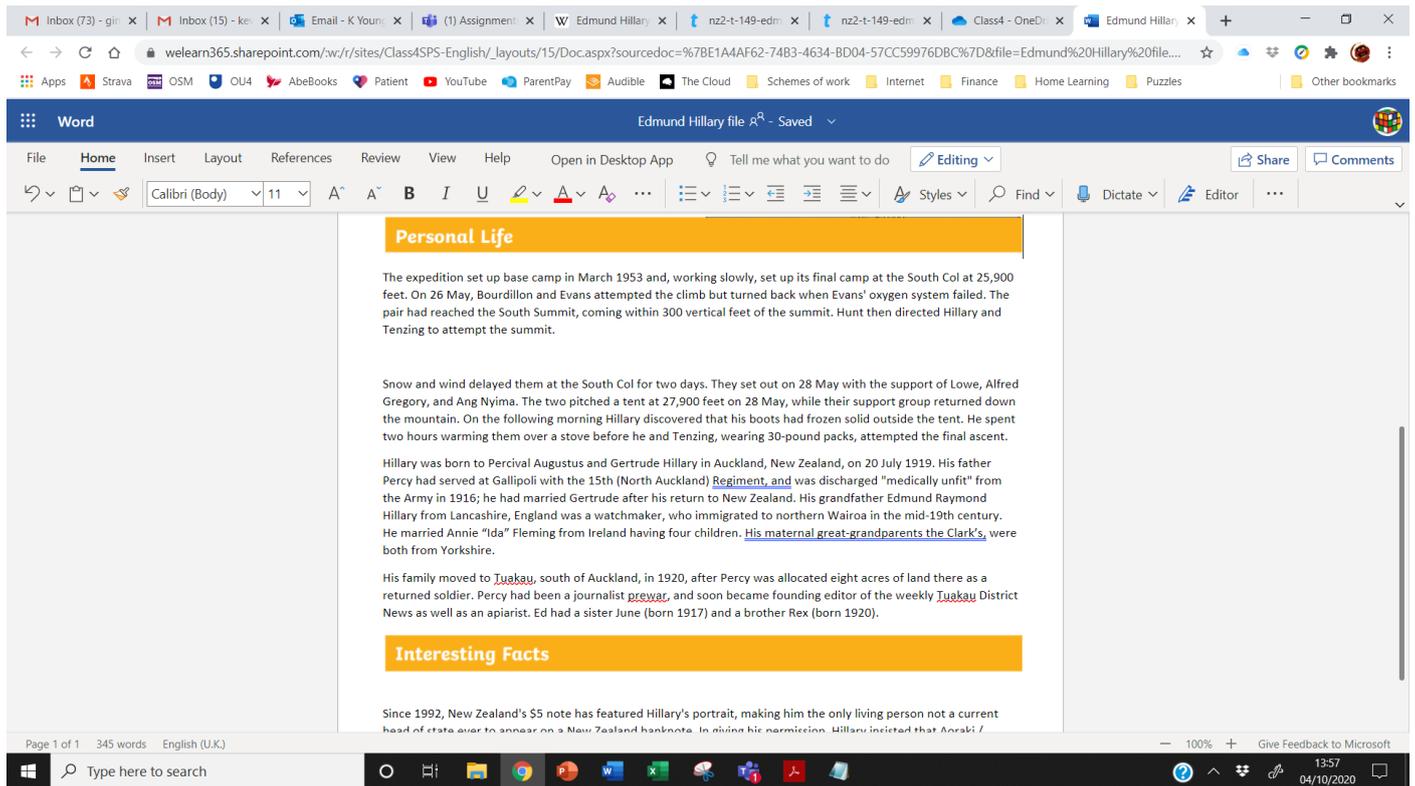
When you teacher asks you to edit a document, the best way to do this is to click on the dots and choose Open in Word Online (the others will work too):



You should get the word document on the screen:



Edit the document by typing into the spaces, **it will save the document automatically**. Close the tab when you are ready:



It should look like this. It looks like there is no change BUT your document will be the edited version from now on. You can click hand in now and it will notify your teacher that you have done the work and your edited document will appear on their 'handed in' window.

