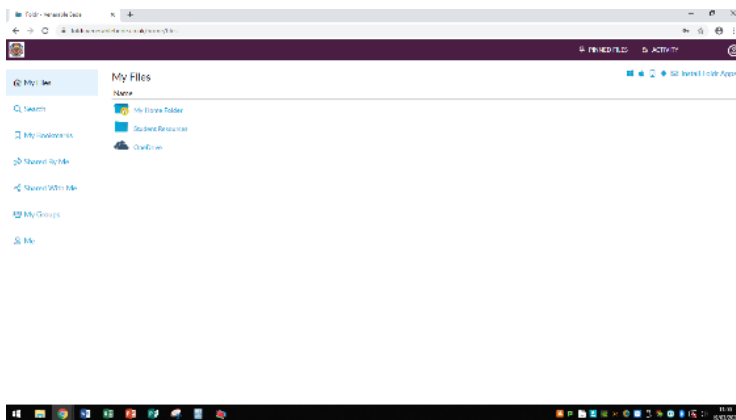
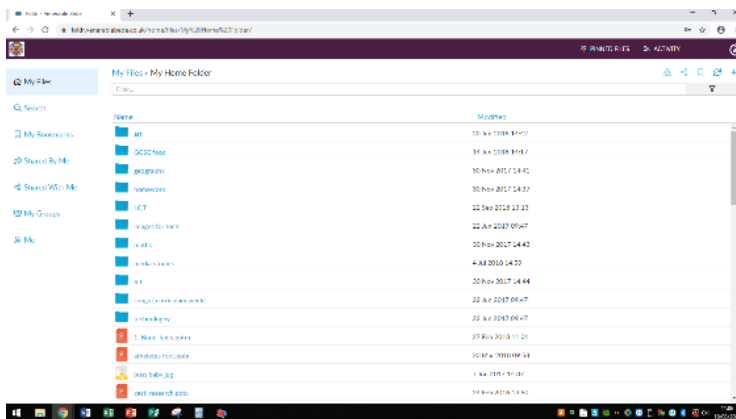


How to Download/Edit Files from Foldr

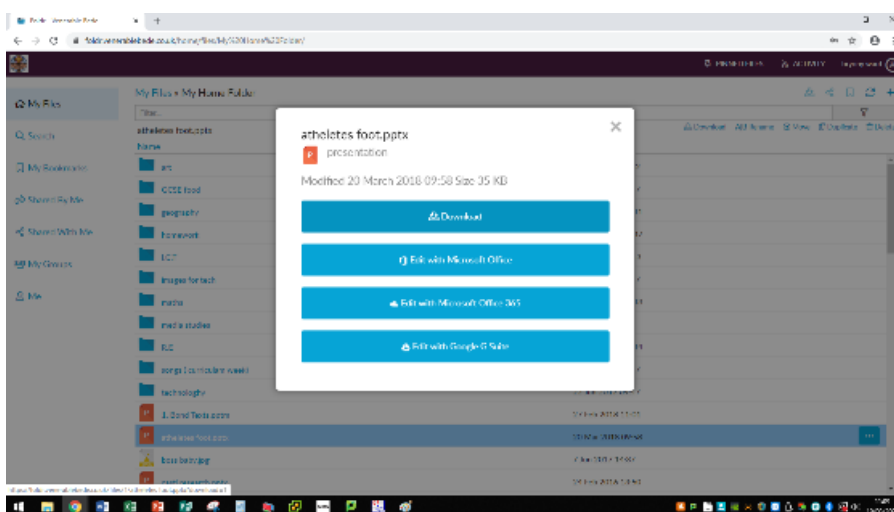
Select your home folder or student resource and navigate to the specific folder and file (See 'School Closure Instructions for Pupils.pdf').



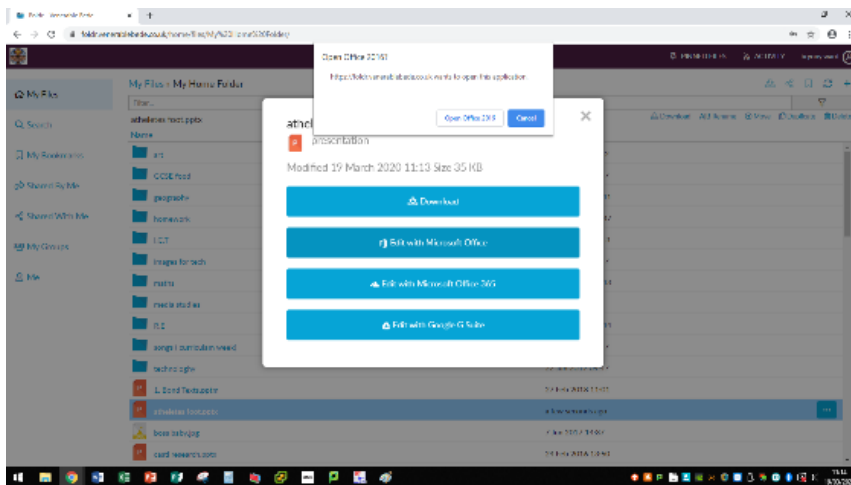
Select the file that you want to open.



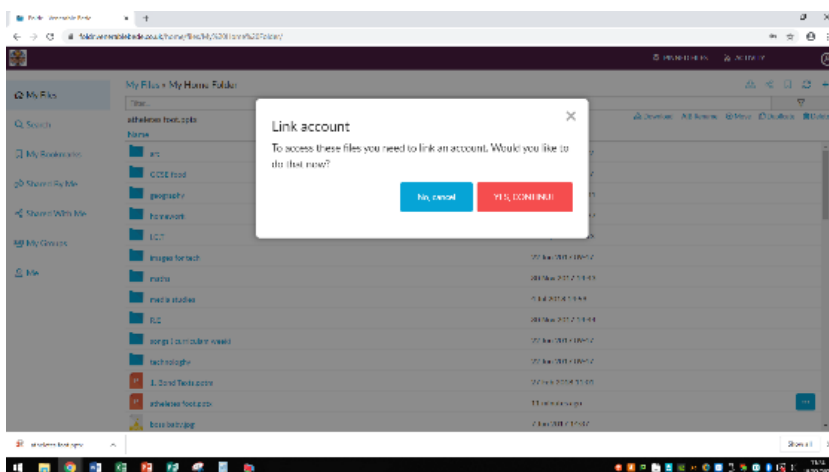
Select the option to either download the file to your computer to work on or if you have Microsoft Office installed select Edit with Microsoft Office



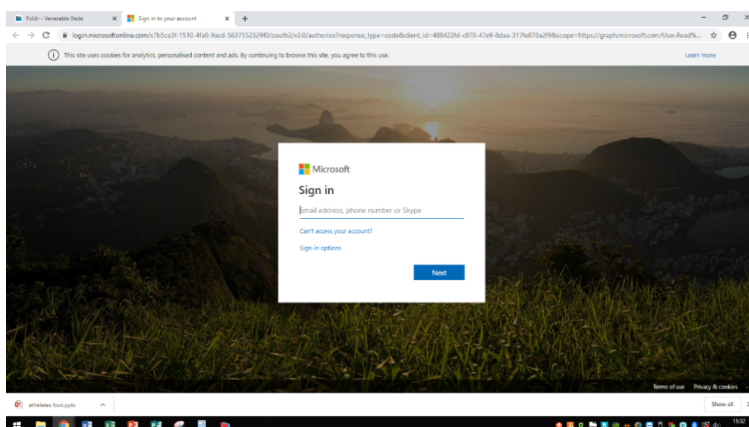
If you select Edit with Microsoft Office, select Open Office 2016 (or whichever version you have) and the file will open. You should save the edited version of the document to your own area on the network.



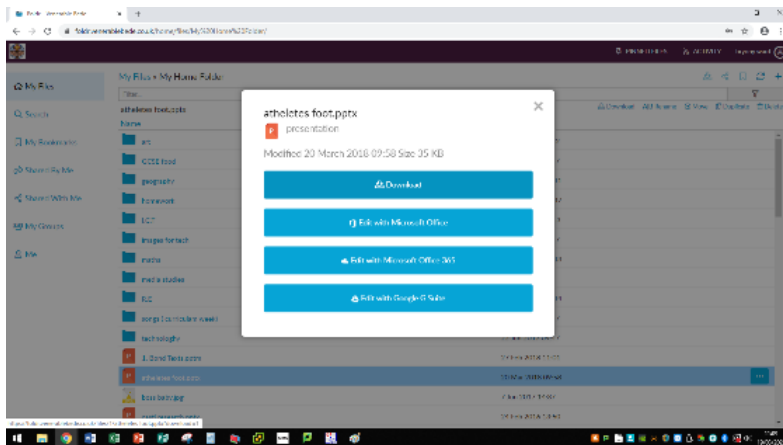
If you select Edit with Microsoft Office 365, you will need to select Yes in order to link to your school email account.



Sign in with your Email login details (username@venerablebede.co.uk) and password by following the instructions. This will then link your Office 365 account, and take you back to the list of files. Note: **usernames** are your forename initial surname and year of leaving e.g. fbloggs20 **not** your usual school email address fred.bloggs@venerab...

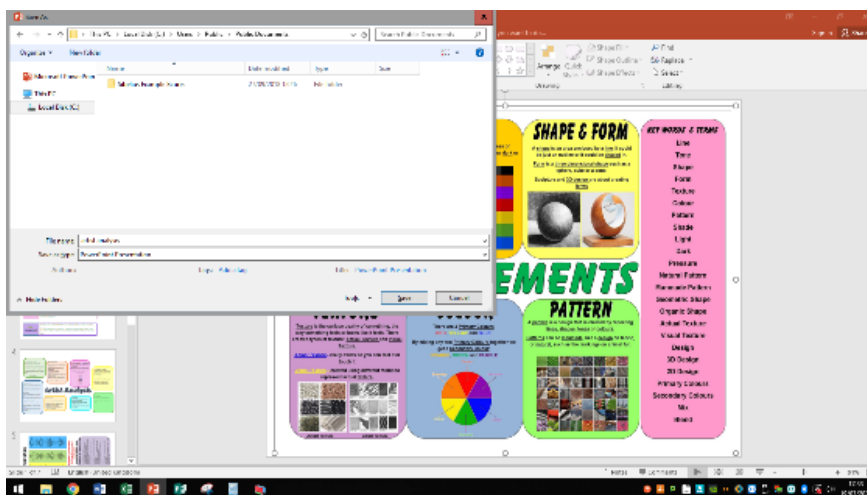
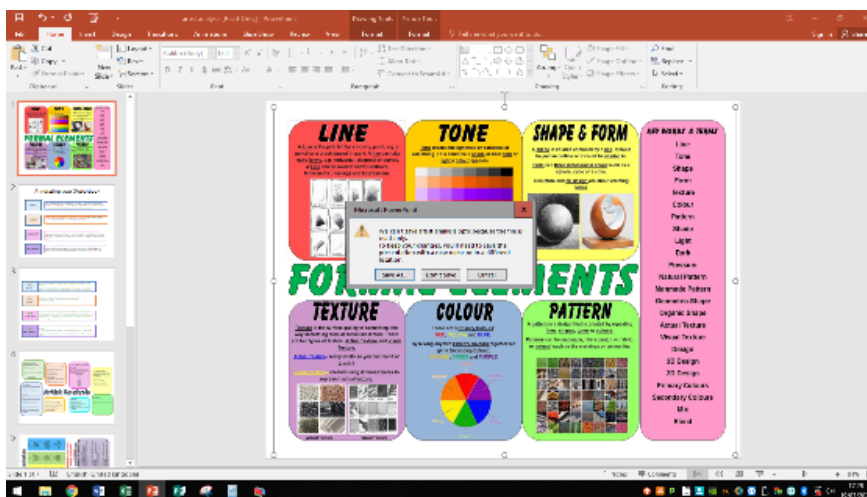


Select the file and select Edit with Microsoft Office 365. The file will open.

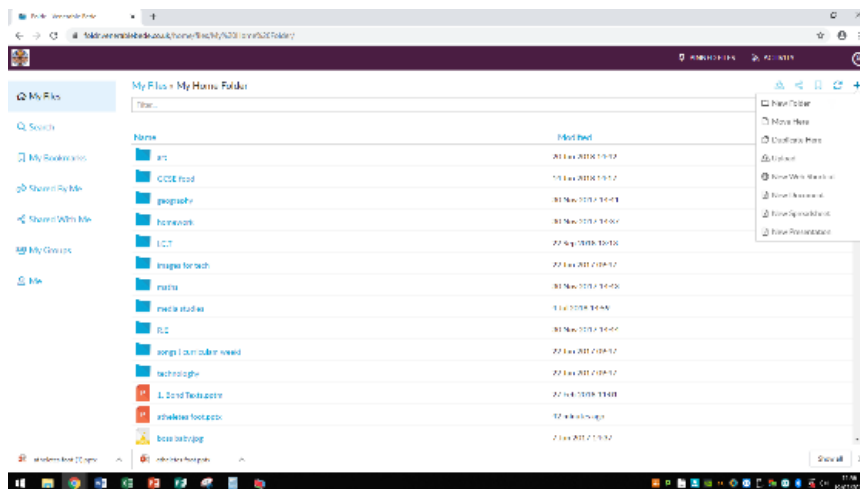


If you have a Google G Suite account, you can also link this in the same way as Microsoft Office 365.

If you open and edit a file from Student Resources, you will not be able to save this automatically in this place as this area is 'Read Only'. You will need to select 'Save As' and save onto your computer. You can then upload this into your user area using Foldr.



There is also the option to Upload files, Create folders etc. within your own area.



Navigate to the directory you want to upload the file into. Click on the + icon (add Files) and click upload.

