How to use your online Living Well with MS resources

Introduction

This guide should help you to use your online Living Well with MS booklets. The booklets are provided in two formats: PDF and Word documents. This is so you can choose which one works best on your device. If you don't have the software to open or edit PDFs or Word documents, this simple guide should help.

Each booklet is designed to allow you to add your ideas, thoughts and reflections as we go through them. To do this you'll need to be able to edit the booklets. This will work differently depending on how you are accessing them. The following guide will explain how to access and edit for different devices and apps. The device you're using might be a laptop, a tablet or smartphone. It might already be set up to allow you to edit PDFs or Word documents but it might not.

If you're having trouble editing the booklets, then please find information on your device or operating system below for tips on getting set up.

The below apps and tools are all free to use, but please be aware that you may face performance issues. The best software to use is:

- Adobe Acrobat Reader
- Microsoft Word

Unfortunately these tools aren't free.

Please note unfortunately we aren't able to offer technical support for the apps mentioned below.

Before you begin – things to think about

Updating your Operating System

This is your first port of call to make sure the booklets work properly. Common operating systems are Mac OS (on Apple devices), Android and Windows.

These are regularly updated to improve their performance, something that usually happens automatically.

To check that your device is fully up-to-date, go to 'Settings' and check the section on updates. Many devices do this automatically but some will need you to manually update.

If you're using Windows on your computer or laptop

Microsoft Word will work best. If you don't have access to Word, you can easily download and install the free Word editor: Apache Open Office (There are other free Word editors available but we've found this works best.)

Once downloaded, simply open the program and then open the booklet. You should be able to edit the booklet.

If you'd prefer to view and edit the PDF version, please go to https://www.sejda.com/pdf-editor

To use this software without having to create an account, you can upload your PDF directly into the editor.

When you're finished with the module don't forget to click on 'Apply changes'. A save screen will appear where you can either download the PDF to your computer, or save it to Dropbox or Google Chrome.

If you use an Android device

To access and edit the PDF version of the booklet, please download the app Xodo PDF Reader and Editor from the Play Store.

To access and edit the Word Doc version, please download Google Drive and Google Docs from the Play Store. You will be able to save the document into Drive and then open it using Google Docs.

If you use an Apple iOS device (iPhone or iPad)

To use the PDF version, please go to the App Store on your device and download Adobe Acrobat Reader. If you don't have an account you'll need to create one.

To use the Word Document version, we recommend you use the built-in document viewer 'Pages'. All iOS devices have this app already installed on the device. If you don't, please go to the App Store to download.

If you're using a iMac or MacBook

To view and edit the Word Document, please download and install the free Word editor Apache Open Office

Once downloaded, simply open the program and then open the booklet. You'll be able to write in the document.

To view and edit the PDF, please refer to this guide on WonderShare.com. You will be prompted to download a program, from there, please follow the steps to open and edit the PDF.

If you're using a Windows phone

Unfortunately you may experience problems with the formatting if you are trying to access these booklets on a Windows phone. You will be able to open the documents, but you may find the formatting isn't quite right.

It's very hard to make a document that works for every device. If you're having problems using the booklets with your Windows phone we'd recommend you use a desktop (i.e. your computer of laptop) or a different mobile device.

Top tips:

- For quick and easy access to the videos in these modules, we recommend downloading the YouTube app. When clicked, the video will open in the app. Without the app, the video will still open in your device browser.

- The quality of the sound on the videos varies slightly. If you're having trouble hearing what people are saying, try turning the volume up on your device. You might also find using headphones helps.

- If you click on a link and it doesn't open, simply hold CTRL and click on the link it should open. To zoom in either use two fingers to pinch to zoom, or double tap on the location you'd like to zoom in to.

We hope this guide will help you to access the online Living Well with MS session easily, but please get in touch if you need to know anything more.