



# Painsley Catholic College

## Using Foldr with OneDrive, Office 365 and Microsoft Office

If you are using Foldr with web browser and you select a document that you have saved you will be given a choice of three options:

### Download:

Select this option to download a copy of the document to your computer. Any changes that you make to this document will be saved to your local computer only and not to the College network. Once you have made any changes and saved the document you will need to upload the document back before you will have access to it inside College.

### Edit with Microsoft

#### Office:

(Requires Microsoft Office 2010, 2013 or 2016 to be installed)

Select this option if you have a more advanced task to complete such as advanced formatting. This will launch Microsoft Office from your local computer.

Clicking save will save all changes back to the College network without you having to upload the document manually.

### Edit with Microsoft

#### Office Online:

(Recommended)

If you do not have Microsoft Office 2010 or above installed or you just need to quickly edit a document. The file will open in the web version of Microsoft Office. The online version has limited functionality compared to a full version of Microsoft office and to save the file you just need to close the window or tab and select the option to save or discard the changes. Any changes that have been made will be saved to the College's network.



For more information regarding the updates and changes within the iPad app for Foldr please [visit the Foldr knowledge base](#). Here you will find the answer to most questions such as accessing, modifying and saving files and photos to and from the College's network on your iPad.