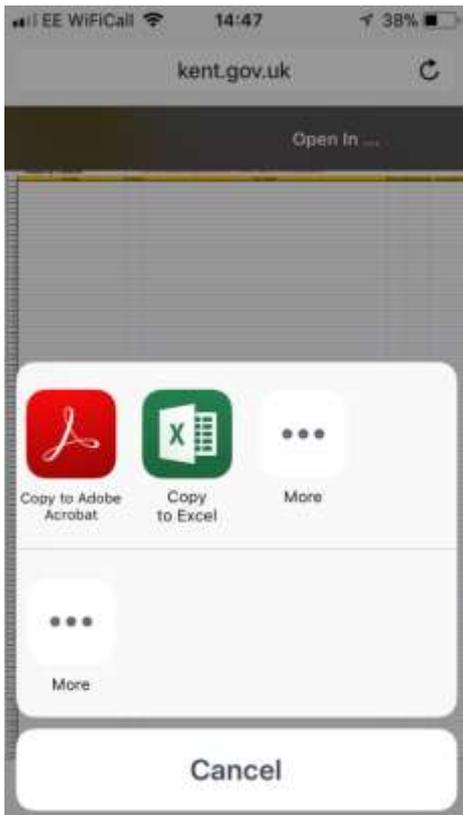


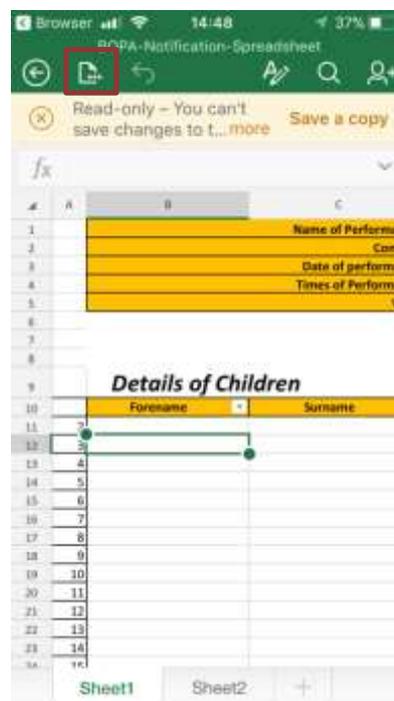
Opening, Completing and Submitting Excel Forms on Apple iPhone and iPad devices for users **with** an Office 365 subscription:

(follow the same process to convert 'pages' documents to 'word')

Navigate to the App Store and download the Excel App for free:



1. Find the link to the spreadsheet on the Kent.gov.uk page and open spreadsheet, the screen will then ask you to select an application to open the document in, click "open in" and then select "excel":



2. The document will be read only at this point so select "save a copy" or press the "save icon"

Then select "Save a copy", rename the document and chose a location to save the document.

This will make the document editable, complete the details, save the document again and upload it to your online application form

## Opening, Completing and Submitting Excel Forms on Apple Devices for users **without** an Office 365 subscription:

**Note:** to undertake this you will need to have the app “numbers” on your device. On many devices this is already installed as standard but if you do not have it please access the app store and download it for free:



Once you have the relevant apps:



1. Navigate to the spreadsheet on Kent.gov.uk, click on the spreadsheet.

This will open as read only so you need to open it in the Apple equivalent of Excel “Numbers”. To do this click on the box with an arrow icon at the bottom of your screen



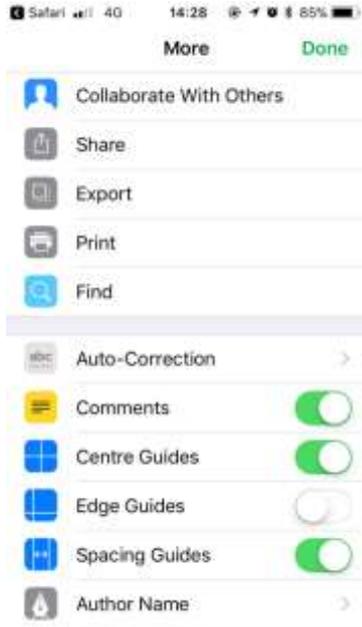
2. Click “Copy to numbers”



3. You might then see this screen, press “done”



4. You will then be able to edit the spreadsheet, complete the child details.



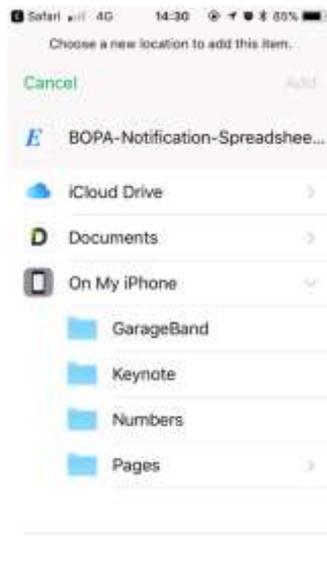
5. Once your spreadsheet is complete press the three dots in the top right of the screen, this will bring up the “more” screen. Press “Export”



6. Choose “Excel”



7. Press “save to files”



8. Choose your location to save the document, in this example “documents” was used but you could expand “on my phone” and select “Numbers”

Now complete your online notification form and upload the document from your chosen location.