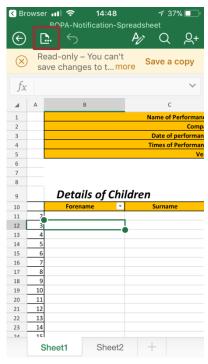
## Opening, Completing and Submitting Excel Forms on Apple Devices for users with an Office 365 subscription:

Navigate to the App Store and download the Excel App:





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:

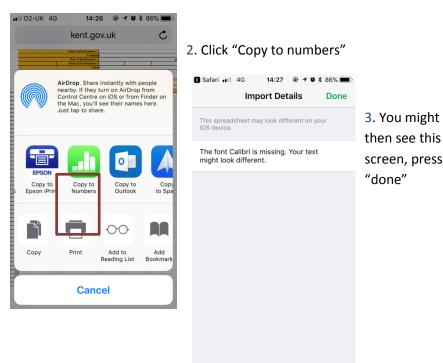


## Once you have the relevant apps:



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



🕻 Safari 🔐 4G 14:28 🐵 🕇 谢 🕏 86% 🛲 Done 5 s + ••• 4. You will then be able to edit the spreadsheet, complete the child details. Sheet2 + Details of Children 14:28 @ 7 0 \$ 85% ✓ Safari III 4G Test child 11 2 Test child one 4 5 6 7 More Done 5. Once your spreadsheet is complete press the Collaborate With Others three dots in the top right of the screen, this will abc 123 📰 🐰 = 4 bring up the "more" screen. Press "Export" Ê Share qwertyuiop Export Safari 💷 4G 14:28 @ **1** @ \$ 85% asdfghjkl Cancel Export Print ☆ z x c v b n m 🗵 Find Choose a format. 123 😄 🎐 return space 6. Choose "Excel" Auto-Correction = Comments PDF Excel Centre Guides Edge Guides Spacing Guides Author Name 14:28 @ 7 @ \$ 85% 🔳 Safari 📶 4G Cancel Export 7. Press "save to files" irDrop. Share instantly with people earby. If they turn on AirDrop from ontrol Centre on iOS or from Finder on the Mac, you'll see their names here. AirDro 🕻 Safari 💷 4G 14:30 @ 🕇 🖉 🕏 85% 💻 Choose a new location to add this item. 8. Choose your location to save the document, in Cancel this example "documents" was used but you could E BOPA-Notification-Spreadshee... expand "on my phone" and select "Numbers" Messag Mail Add to Notes iCloud Drive Whats/ Documents D ٩ ... On My iPhone Сору Save to Files More GarageBand Keynote Cancel Numbers Pages

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