

# MS Editor Students User Guide



## Students

Click on the links to direct to specific devices

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[Chromebook \(School Devices\)](#)

[Chromebook PLDs](#)

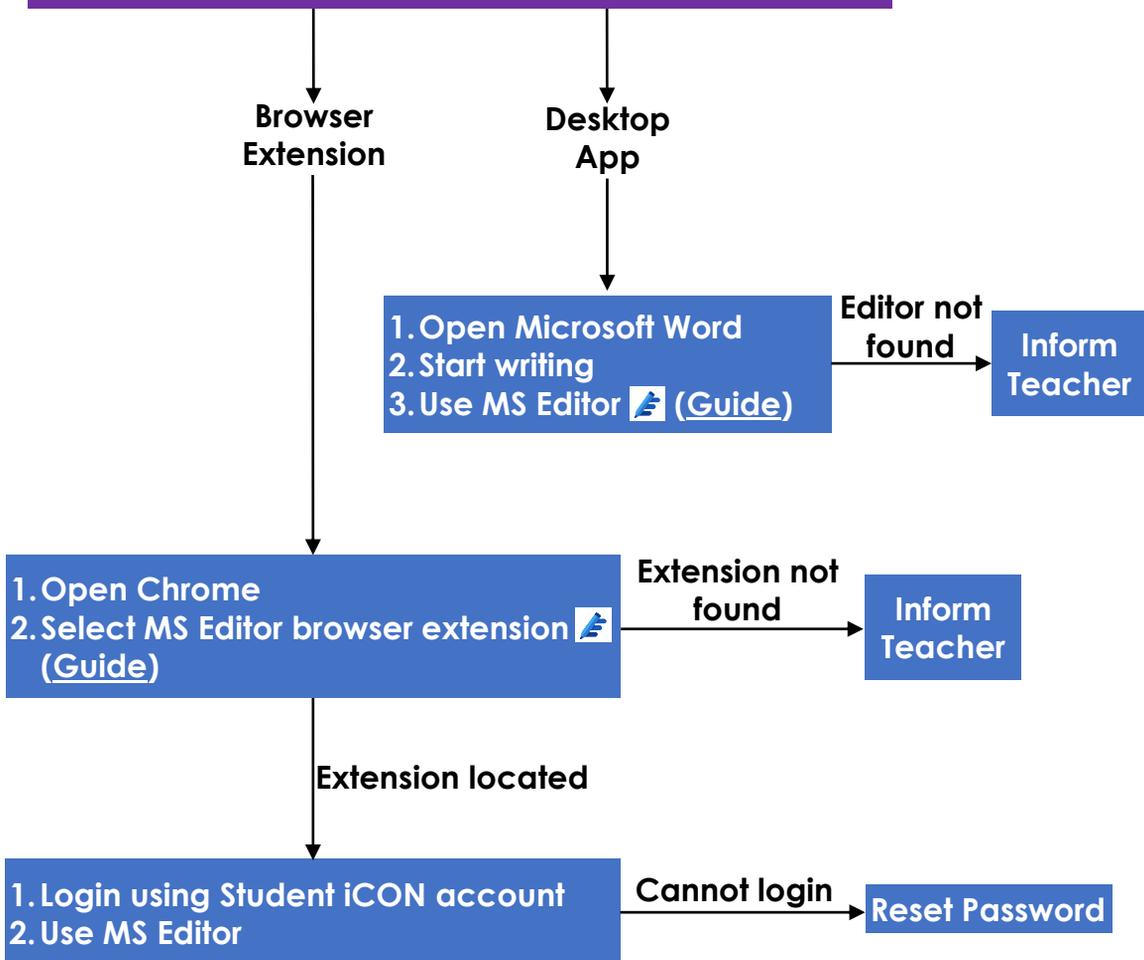
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# Students

## SSOE ACAD Devices (Windows/Mac)



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# Students

## Chromebook (School Devices)

Browser  
Extension

1. Open Chrome  
2. Select MS Editor browser  
extension  (Guide)

Extension not  
found

Inform  
Teacher

Extension located

1. Login using Student iCON  
account  
2. Use MS Editor

Cannot login

Reset  
Password

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## Chromebook PLDs

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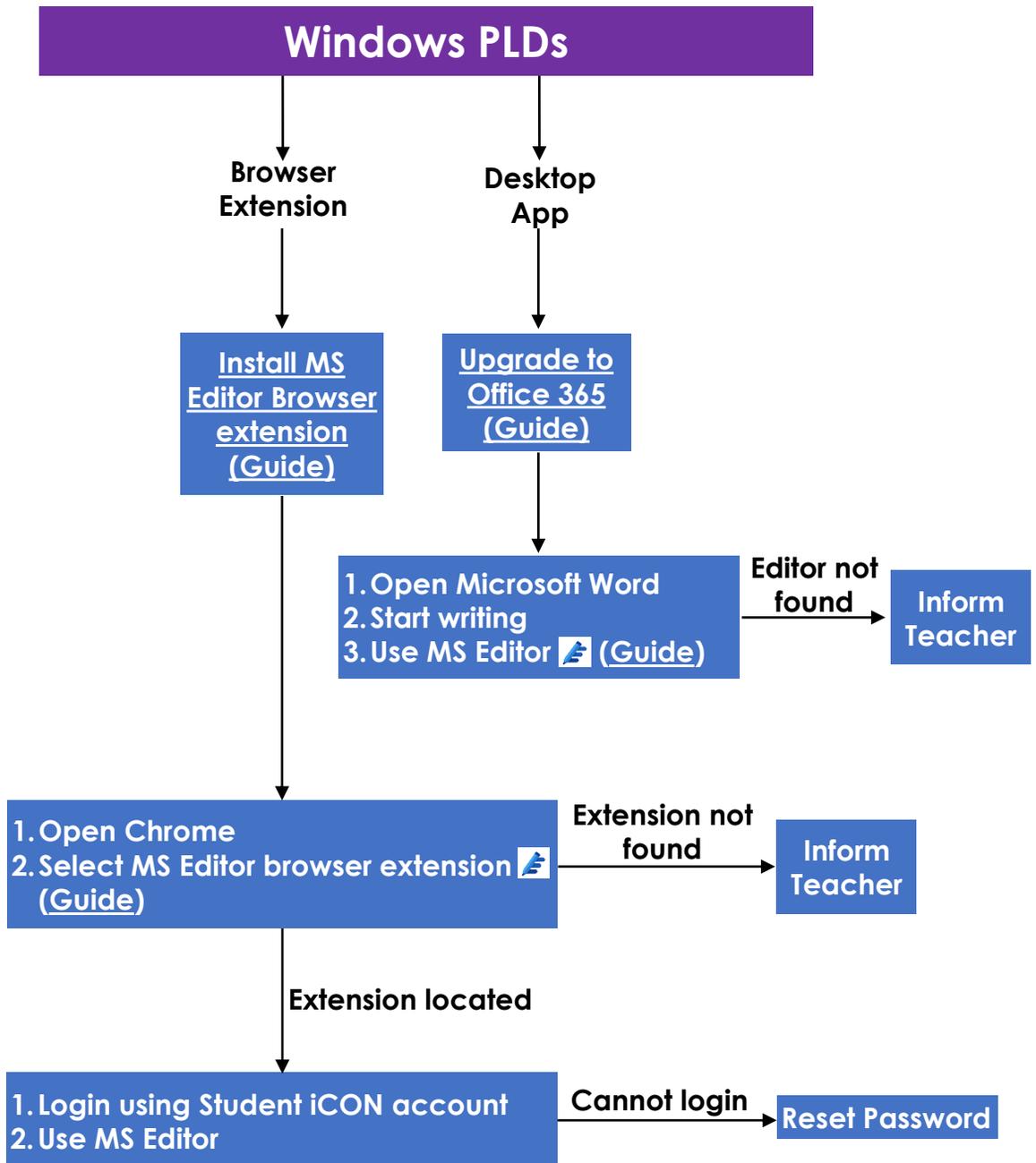
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## Windows PLDs



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# Students

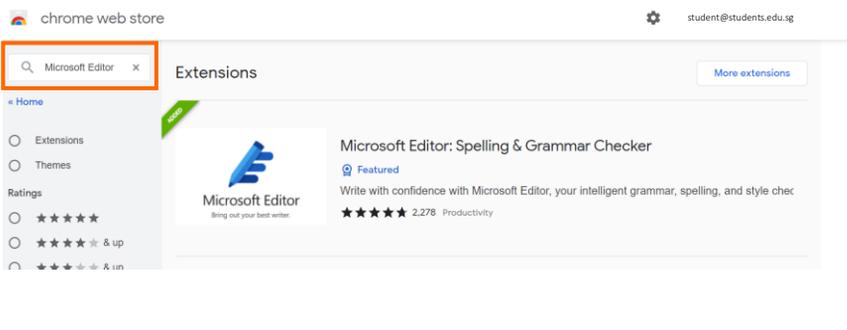
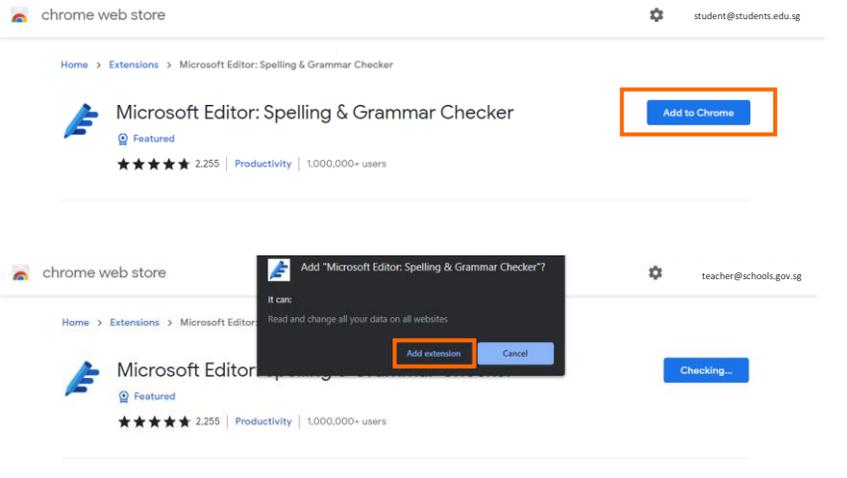
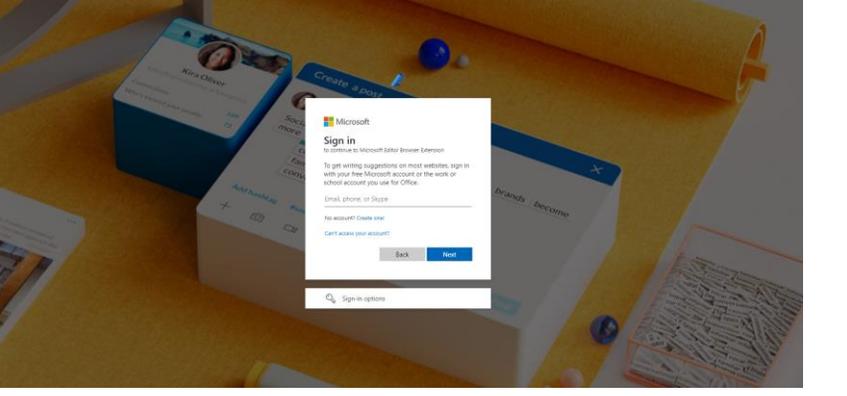
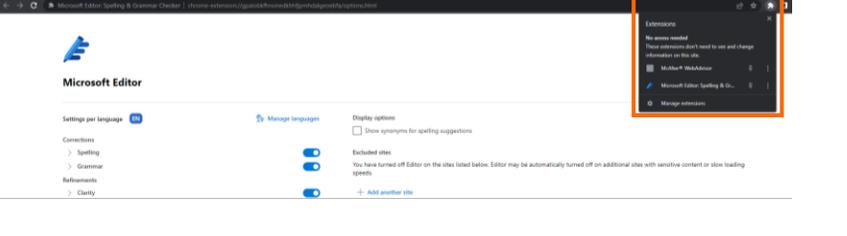
## iPad PLDs



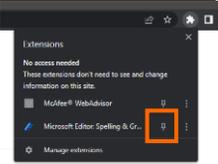
Information will be provided in due course.

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# Installation Guide for Browser Extension

Step	Instructions	Reference Screenshots
1.	<p>Access <a href="https://chrome.google.com/webstore">chrome webstore</a> (<a href="https://chrome.google.com/webstore">https://chrome.google.com/webstore</a>) and search for <b>Microsoft Editor</b>.</p> <p>Alternatively, access the <a href="#">extension link here</a>.</p>	
2.	<p>Click <b>Add to Chrome</b> and select <b>Add extension</b>.</p>	
3.	<p>Enter your Student iCON account into the pop out window.</p>	
4.	<p>Access MS Editor extension via the <b>Extensions</b>.</p>	

# Installation Guide for Browser Extension

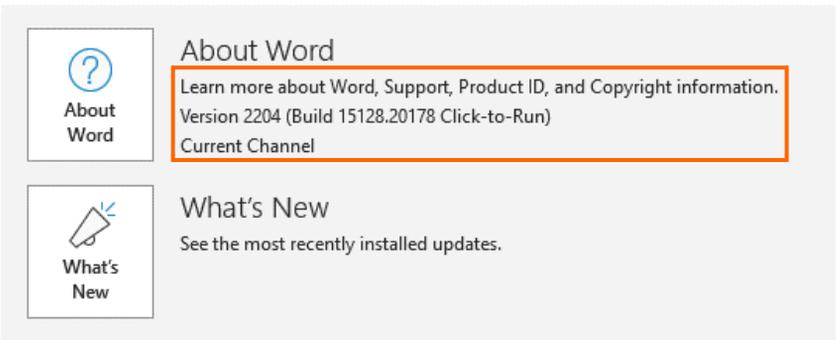
Step	Instructions	Reference Screenshots
5.	Click on the pin icon to easily access MS Editor.	 A screenshot of a browser's extension management interface. The window title is 'Extensions'. It displays a list of installed extensions: 'McAfee® WebAdvisor', 'Microsoft Editor: Spelling & Gr...', and 'Manage extensions'. The 'Microsoft Editor: Spelling & Gr...' extension is shown with a pin icon, indicating it is pinned to the browser toolbar. An orange box highlights the pin icon.

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# Office 365 Upgrade Guide for Windows PLDs

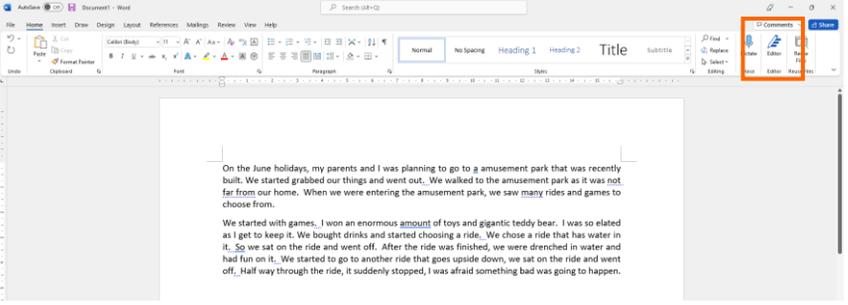
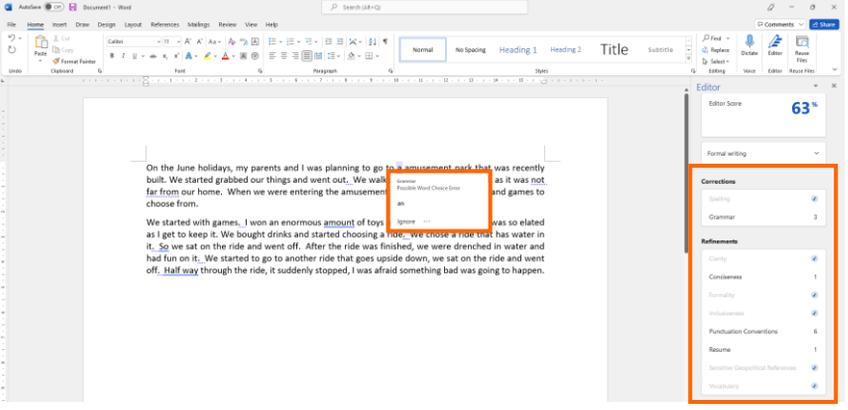
Step	Instructions	Reference Screenshots
1.	<p>(a) Open Microsoft Word and Select <b>Account</b>.</p> <p>(b) Select <b>Office Updates</b>.</p>	
2.	<p>Select <b>Upgrade Now</b>.</p>	
3.	<p>A pop out “Downloading Office updates” should appear.</p>	

# Office 365 Upgrade Guide for Windows PLDs

Step	Instructions	Reference Screenshots
4.	The upgraded Office version should be Version 2204 (Build 15128.20178).	 <p>The screenshot shows two panels. The top panel is titled 'About Word' and contains the text: 'Learn more about Word, Support, Product ID, and Copyright information. Version 2204 (Build 15128.20178 Click-to-Run) Current Channel'. This panel is highlighted with an orange border. The bottom panel is titled 'What's New' and contains the text: 'See the most recently installed updates.'</p>

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# User Guide for Desktop App

Step	Instructions	Reference Screenshots
1.	Enter writing on Microsoft Word and click on <b>Editor</b> icon.	 <p>The screenshot shows the Microsoft Word interface. The top ribbon is visible, and the 'Editor' icon is highlighted with a red box in the top right corner. The main document area contains a sample paragraph of text.</p>
2.	Move your mouse cursor over individual underlined words or click on categories under <b>Corrections</b> or <b>Refinements</b> for writing suggestions.	 <p>The screenshot shows the Microsoft Word interface with the Editor pane open on the right side. The 'Corrections' and 'Refinements' sections are highlighted with a red box. The main document area shows the same sample paragraph with some words underlined, indicating suggestions.</p>

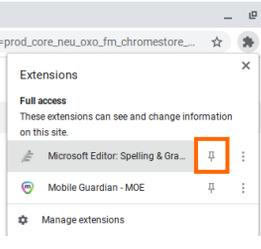
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# User Guide for Browser Extension

No.	Content (click on titles to navigate)
1.	<a href="#"><u>How do I pin MS Editor on the browser toolbar?</u></a>
2.	<a href="#"><u>How do I toggle on/off MS Editor?</u></a>
3.	<a href="#"><u>How do I add/remove languages on MS Editor?</u></a>

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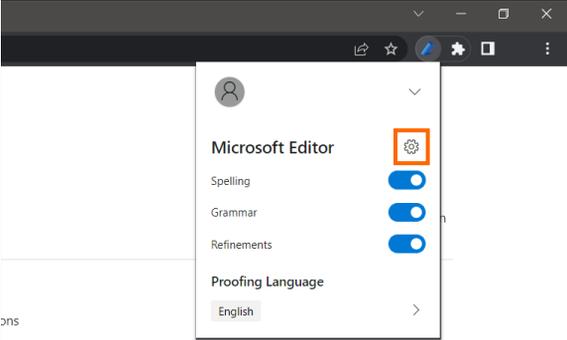
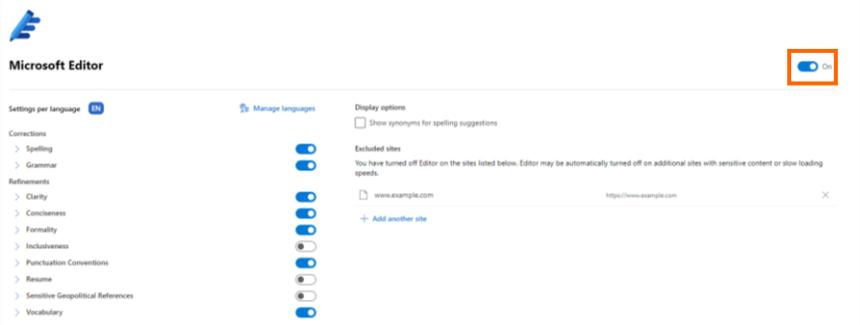
# How do I pin MS Editor on the browser toolbar?

Step	Instructions	Reference Screenshots
1.	Open <b>Chrome browser</b> and click on the <b>puzzle icon</b> .	
2.	Click on the pin icon to easily access MS Editor.	

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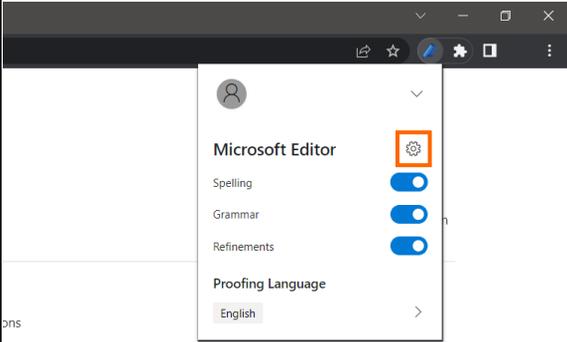
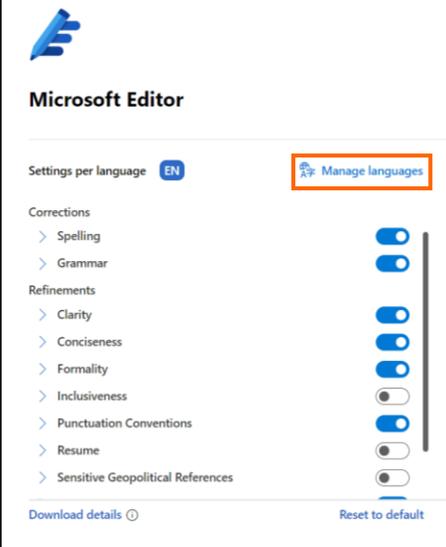
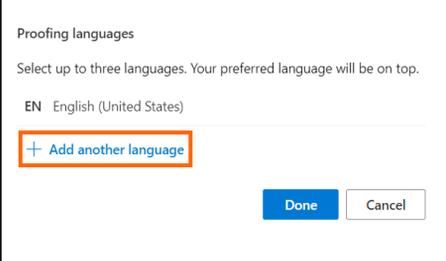
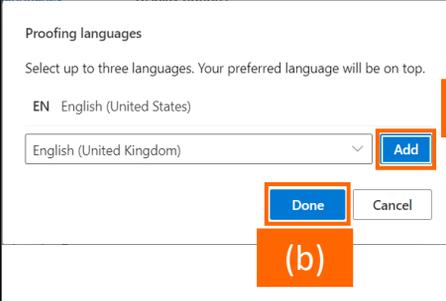
# How do I toggle on/off MS Editor?

Step	Instructions	Reference Screenshots
1.	Click on the settings button.	 <p>Microsoft Editor</p> <ul style="list-style-type: none"><li>Spelling <input checked="" type="checkbox"/></li><li>Grammar <input checked="" type="checkbox"/></li><li>Refinements <input checked="" type="checkbox"/></li></ul> <p>Proofing Language</p> <p>English &gt;</p>
2.	Click on the <b>on/off</b> switch.	 <p>Microsoft Editor <input checked="" type="checkbox"/> On</p> <p>Settings per language <b>EN</b> Manage languages Display options</p> <p>Display options</p> <p><input type="checkbox"/> Show synonyms for spelling suggestions</p> <p>Excluded sites</p> <p>You have turned off Editor on the sites listed below. Editor may be automatically turned off on additional sites with sensitive content or slow loading speeds.</p> <p>www.example.com <a href="https://www.example.com">https://www.example.com</a></p> <p>+ Add another site</p>

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# How do I add/remove languages on MS Editor?

Step	Instructions	Reference Screenshots
1.	Click on the settings button.	
2.	Click on <b>Manage languages</b>	
3	Click on <b>Add another language</b> in the pop up window and select the preferred language.	
4	Click <b>add</b> followed by <b>done</b> .	

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