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Factsheet 1: Software tools to help with study
Download instructions and further information

MS Office 365

All current London Met students are entitled to an Office 365 account. The software includes Word, PowerPoint, and Excel and can be downloaded on up to five devices (including compatible Macs and tablets).

To access Microsoft Office 365 please see the instructions on the webpage below:

https://student.londonmet.ac.uk/it-resources/software-for-students/

Adobe Reader (PDF reader)

Adobe Reader is a free PDF reader tool. It can be downloaded from the website below:

https://get.adobe.com/uk/reader/

Please note: To edit and scan PDF files you will need Adobe Acrobat. This tool provides additional functionality, but it is not free.

Google Chrome

Google Chrome is an internet browser that works across platforms (PCs, Macs, iPhone / iPad, and Android). It is free and can be downloaded from the website below:

https://www.google.com/chrome/

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Google Docs

Google Docs is a word processor included as part of a free, web-based software suite offered by Google within its Google Drive service. Google Drive works across platforms. More information concerning Google Docs can be found on the website below:

https://www.google.co.uk/docs/about/

Google Calendar

Google Calendar is a time-management and scheduling calendar service developed by Google. It is a free tool and it can be downloaded as an app or accessed via an internet browser such as Google Chrome (see above). More information concerning Google Calendar can be found on the website below:

https://www.google.com/calendar/about/

Google Drive

Google Drive is a file storage and synchronisation service developed by Google. Google Drive allows users to store files on their servers, synchronize files across devices, and share files. More information concerning Google Drive can be found on the website below:

https://www.google.co.uk/drive/

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Windows Ease of Access accessibility tools

Within the Windows operating system, there are a range of free tools to aid with accessibility. More information concerning the Windows 10 accessibility tools can be found on the website below:

https://support.microsoft.com/en-gb/help/17180/windows-10-make-your-pc-easier-to-use

ClaroRead Plus

ClaroRead is a flexible software program that helps with reading and writing. On-screen text can be read aloud, and proofreading tools can assist with writing. ClaroRead Plus also enables you to read aloud scanned paper books and documents. This software works across a range of platforms. More information concerning ClaroRead Plus can be found on the website below:

https://www.clarosoftware.com/portfolio/claroread/

Claro Cloud

To access web-based Claro tools you will need a Claro Cloud account. A Claro Cloud account also provides access to a range of training resources for Claro tools (videos and factsheets).

https://www.clarosoftware.com/portfolio/cloud-applications/

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Grammarly

Grammarly is a free writing assistant that provides support for spelling, grammar, and punctuation as you write. It can be added to Google Chrome to assist with web-based writing, and to MS Word as an add-in.

Grammarly for Chrome
https://chrome.google.com/webstore/detail/grammarly-for-chrome/kbfnbcaeplbcioakkpcpgfkobkghlhen?hl=en

Grammarly for Microsoft Word
https://www.grammarly.com/office-addin