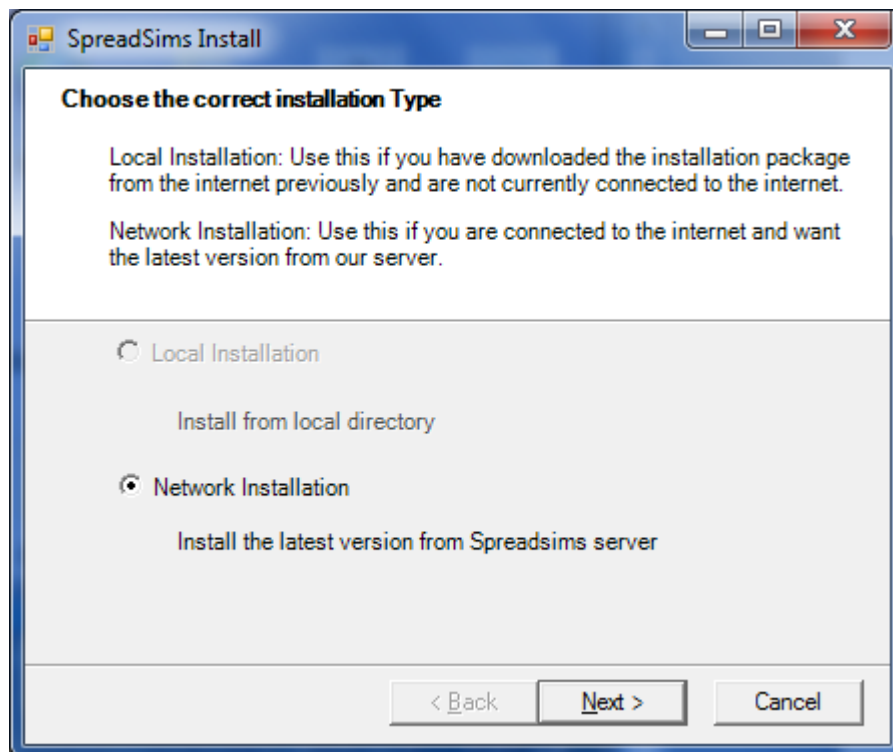


DOWNLOAD, INSTALL AND USING SPREADSIMS CLIENT

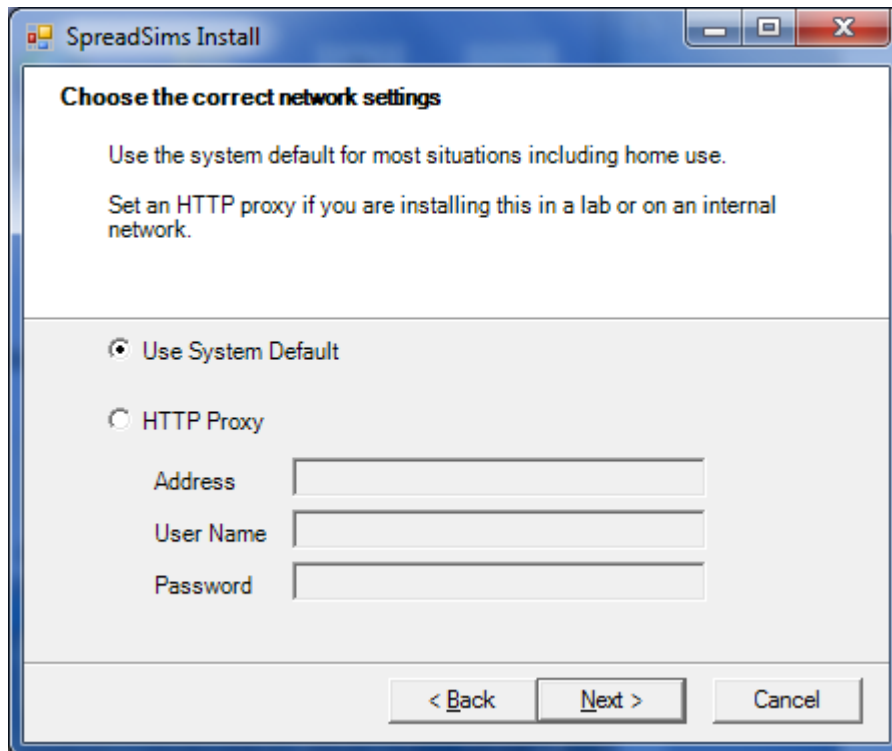
Note: You can also watch our instruction video instead by clicking [here](#)

- 1. Prepare:** please close your current Microsoft Excel application.
- 2. Download:** you can download the SpreadSims client by clicking [here](#) and save the file onto a computer with Excel 2003/2007 and Windows XP/Vista/7.
- 3. Install:** double click on the setup file you have downloaded and wait for installation to complete (this may take a few minutes). You will need internet access during the process.

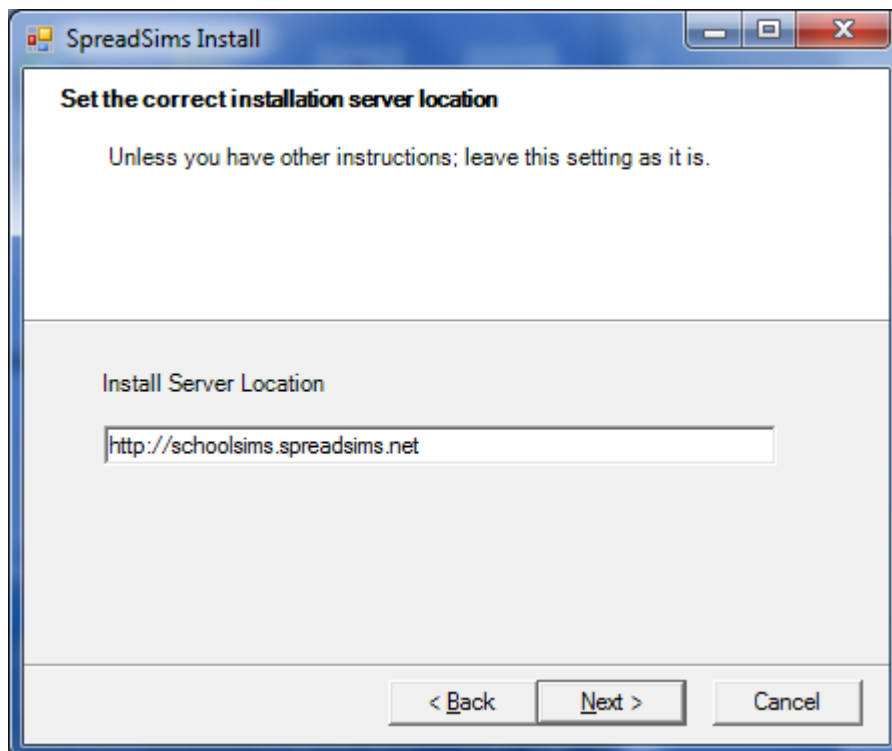
Select “Network Installation” option and click next



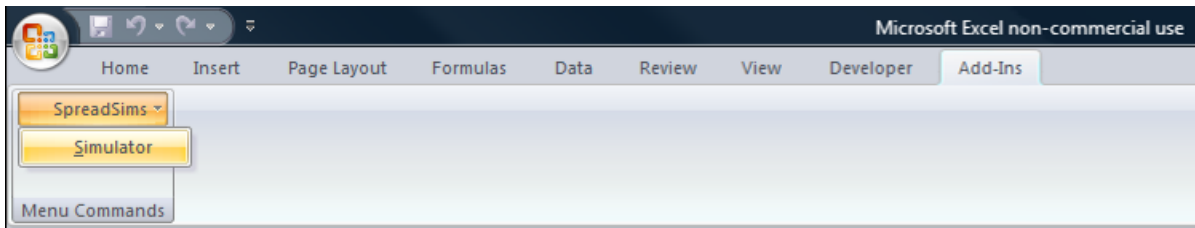
Select "Use system default" option and click next



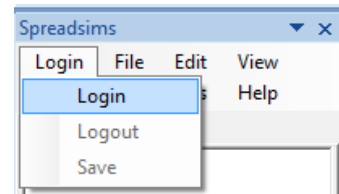
Make sure the server location is: <http://schoolsims.spreadsims.net> and click next



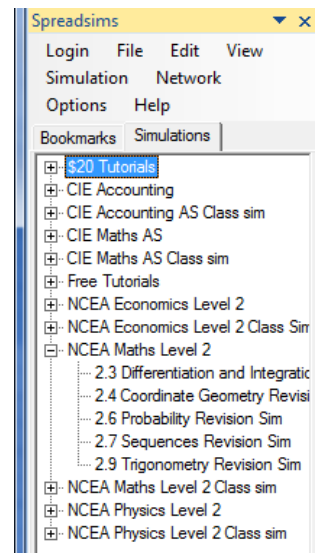
- 4. Launch:** check that you have the client installed properly by opening Excel. Click on the add-in (plug-in) tab at the top, right hand corner of the screen (see picture below). Click again on SpreadSims to gain access to the simulator.



5. **Access to simulation:** you may access the simulations by going to the SpreadSims simulator panel in Excel, Login -> Login, which will open a dialogue box username and password (case sensitive). This information should be provided by SymComm or you have registered yourself.



6. **Using simulation:** The client will then open a list of simulations for you to choose from. Select a simulation you want to use and double click to download.



For instruction on how to use each simulation, please refer to their appropriate briefing documents and/ or videos in the Sim's title page.

Please repeat the login process if you want to open a different simulation.

7. **School Network:** Some schools will limit what users can download from websites. If you are using internet via school network and have problem downloading the simulation, please send us your contact details along with how to contact your IT department.

If you require further help please contact us via our support channel at <http://schoolsims.com/support/problems/>