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# **Guide for Teachers**

Schools with a licence for <u>Aussie School Fonts Plus</u> can now access the software as a digital download from EdAlive Central.

## Ensure you have an EdAlive Central Account

If you don't yet have an EdAlive Central Account call EdAlive on **1800 023 069** and we will set your up an account for you right away. If you are the first teacher from your school you will be granted EdAlive Central Administrator status.

#### Download Aussie School Fonts Plus on a Mac or PC

- 1. Go to <u>central.edalive.com</u> in your web browser and login using your *EdAlive Central username* (email address) and *password* that has been previously created.
- 2. Click on the *Aussie School Fonts Plus* tile and follow the instructions to download the SOFTWARE and the MANUAL. Choose a version of the software for Mac or PC.
- 3. Locate the download, install it, then follow the instructions in the MANUAL to enable ligatures and access all of the fonts.

## Enable other teachers to access Aussie School Fonts Plus

The EdAlive Central Administrator has the ability to create *EdAlive Central accounts* for other teachers at your school. If you are the Administrator you can follow the steps below, otherwise ask your Administrator shown in the School Administration menu, accessible from the *School Management* tile, to perform them.

- 1. Sign into EdAlive Central.
- 2. Click on the *School Management* tile and then Choose *Manage Teachers* from the *School Administration menu* at the top of the screen.
- 3. Complete the required fields to register a new *Teacher Account*. Repeat for subsequent teachers.

## Access EdAlive Central Help

To learn more about the use of *EdAlive Central* and the creation of *Teacher Accounts* you can access the <u>EdAlive Central Help Video</u> and <u>PDF Teachers Guide</u>. These resources are located at:

central.edalive.com/teacher-help



email: customer@edalive.com Phone: +61 2 6776 0200 Australia Toll Free: 1800 023 069

