

# Guidance on downloading British Standards documents

**\*\* Please read this guide before trying to access Standards \*\***

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## 1. Accessing British Standards

The British Standards Institute (BSI) use Digital Rights Management measures to protect the intellectual property within Standards.

Standards, in the form of PDF documents, can be downloaded and read offline. Specific free software is required. This guide describes the steps to install the software.

The University Library provides access to a set of Standards via the British Standards Online (BSOL) site. You can access BSOL via [this link](#).

There are 2 ways to use these Standards. You can either:

1. **Read a Standard online.** Access by the link above. Select the **Quick View** option to read online within your browser. This option does not provide you with full functionality eg there is no “search within” facility to find specific information.
2. **Download a Standard to read offline.** First, you need to install some *free* software on your device. This software is already installed on university student computers. However, for your own devices see below.  
*NB: If you want to install this software on your workplace devices contact your workplace IT department.*

**University of Cumbria Staff** can find and add FileOpen to their University computer via the Software Center and Company Portal (used by the newer laptops). It is labelled as 'British Standard Online FileOpen Client' with the BSI logo.

**NB:** We recommend using Google Chrome to access Standards.

## 2. Before you download a Standard to read offline

Before you download a Standard you need to:

1. Install FileOpen

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2. Install Adobe Reader or Adobe Acrobat 9.0 (or later)
3. Change a setting if you use Google Chrome

## 1. Install FileOpen

- FileOpen is available for Windows, macOS, iOS and Android
- At present (April 2022), users of macOS 12 Monterey must adopt a workaround described [here](#).
- Go to <https://plugin.fileopen.com/>
- Choose your device
- Click on the link to download
- Open the download folder in your browser
- Click on the filename and follow the instructions
- For help - YouTube video '[How to download the FileOpen plugin](#)' 1:04mins

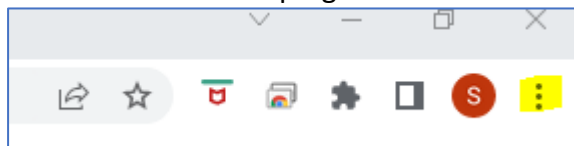
## 2. Install Adobe Reader

- Go to <https://get.adobe.com/uk/reader/>
- For Windows click on the 'Adobe Acrobat Reader DC' option
- For other devices use the link at the page bottom "Do you have a different language or operating system?"
- Follow the instructions to install

## 3. Change a Setting in the Google Chrome browser

To avoid problems with downloaded Standards not opening within your browser do the following.

- Click on the 3 dots top right



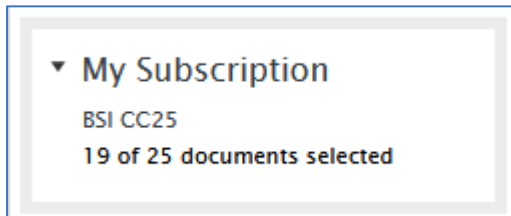
- Go to 'Settings'
- Click on 'Privacy and security'
- Click on 'Site settings'
- Click on 'Additional Content Settings'
- Click on 'PDF documents'
- Switch on 'Download PDFs instead of automatically opening them in Chrome'
- YouTube video '[How to change Google Chrome browser settings](#)' 1:31mins

## 3. Downloading a Standard

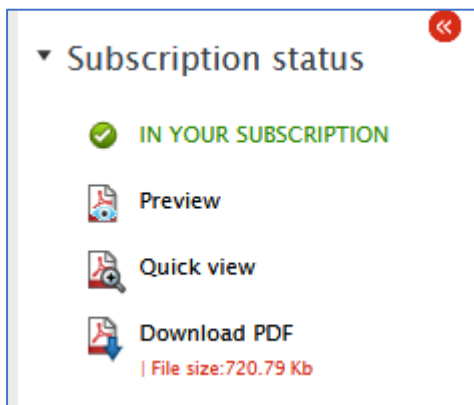
Once the above is setup you can now download a Standard

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- Go to <https://my.cumbria.ac.uk/Student-Life/Learning/Resources/Eresources/British-Standards-Online-BSOL/>
- Click on 'Access British Standards Online (BSOL)'
- Enter UoC login details if prompted
- On BSOL homepage click on 'BSI CC25' under 'My Subscription'



- Click on the Standard required
- Click on 'Download PDF'



- Open your download folder
- Click on the downloaded filename
- This should open in Adobe Reader

## 4. Further Support

- BSOL provide further [guidance and instructions](#) on using their documents.
- Contact the University IT servicedesk on [itservicedesk@cumbria.ac.uk](mailto:itservicedesk@cumbria.ac.uk) or 01228 888 888 (weekday office hours)
- Ask your workplace IT Department for assistance.