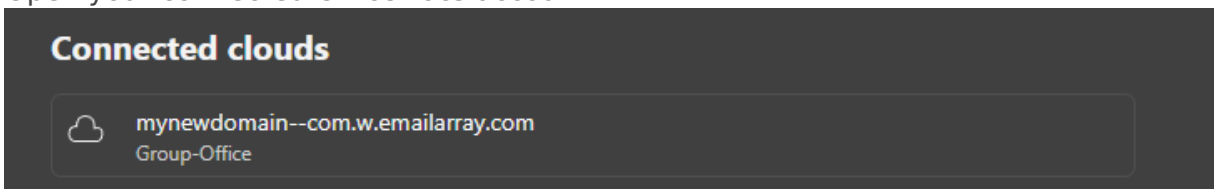
Creating Documents from Desktop

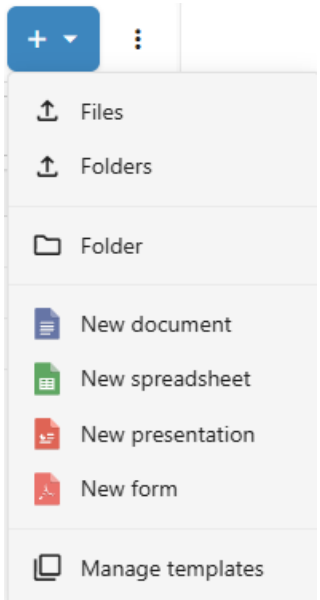
Create new documents directly in your OfficeDocs cloud storage using Desktop Editors, so you can start working right away without opening a web browser.

Creating a New Cloud Document

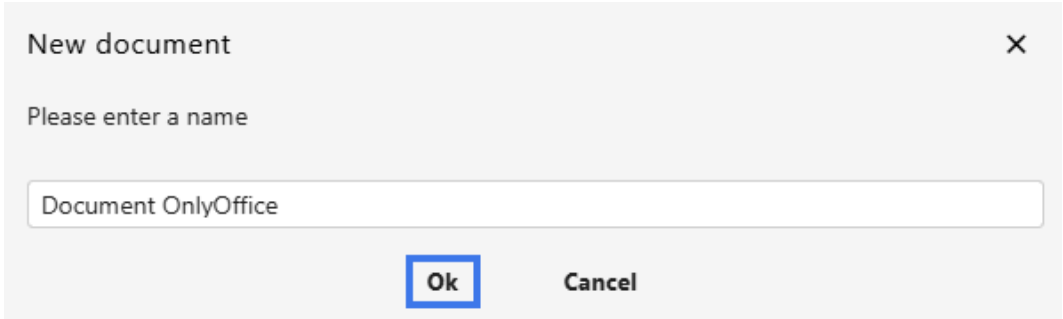
1. Open Desktop Editors.
2. Open your connected OfficeDocs account.



3. Go to the folder where you want to create the document.
4. Click **Create** or the new document button.

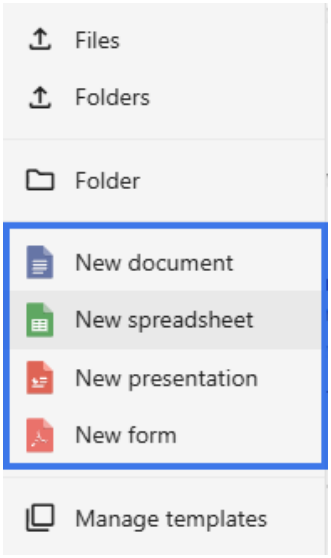


5. Select the document type you want to create.
6. Enter a name for the document.
7. Click **Ok**.



Document Types

- **Document** — A word processing file, typically saved as **.docx**
- **Spreadsheet** — A spreadsheet workbook, typically saved as **.xlsx**
- **Presentation** — A slide presentation, typically saved as **.pptx**
- **Form** — A fillable document form, typically saved as **.pdf**

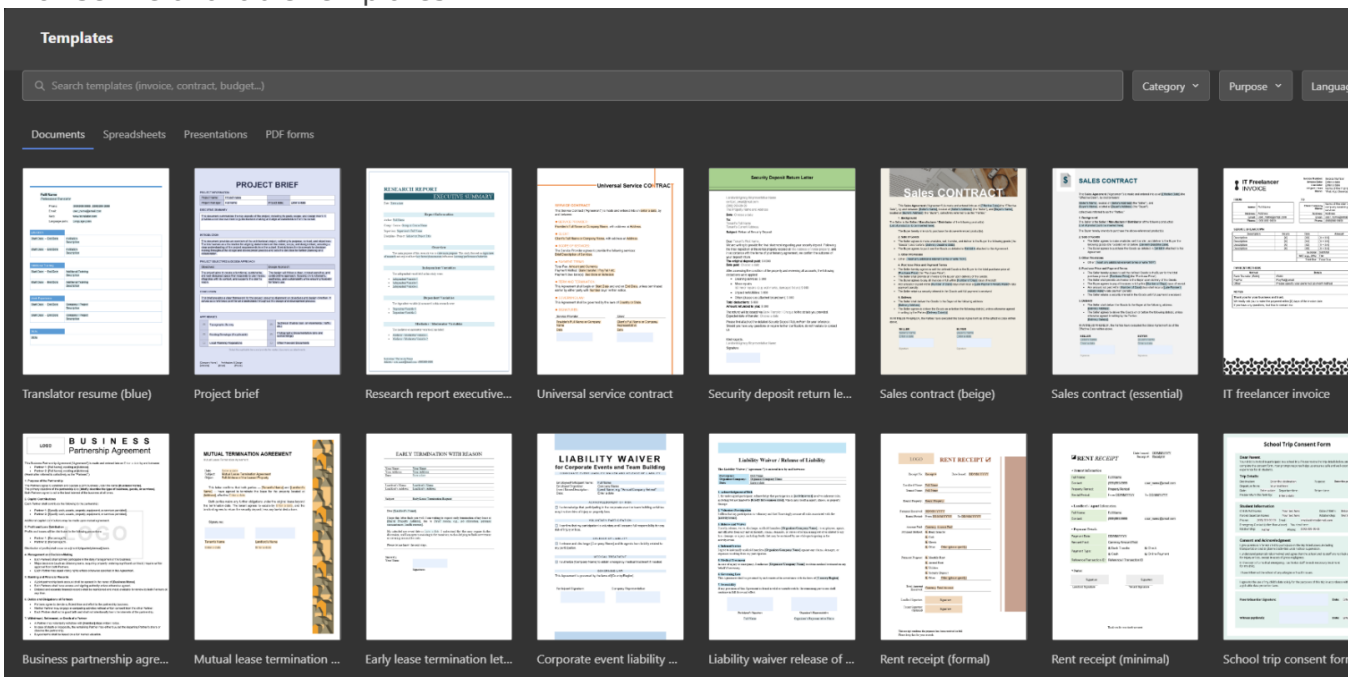


Creating from Template

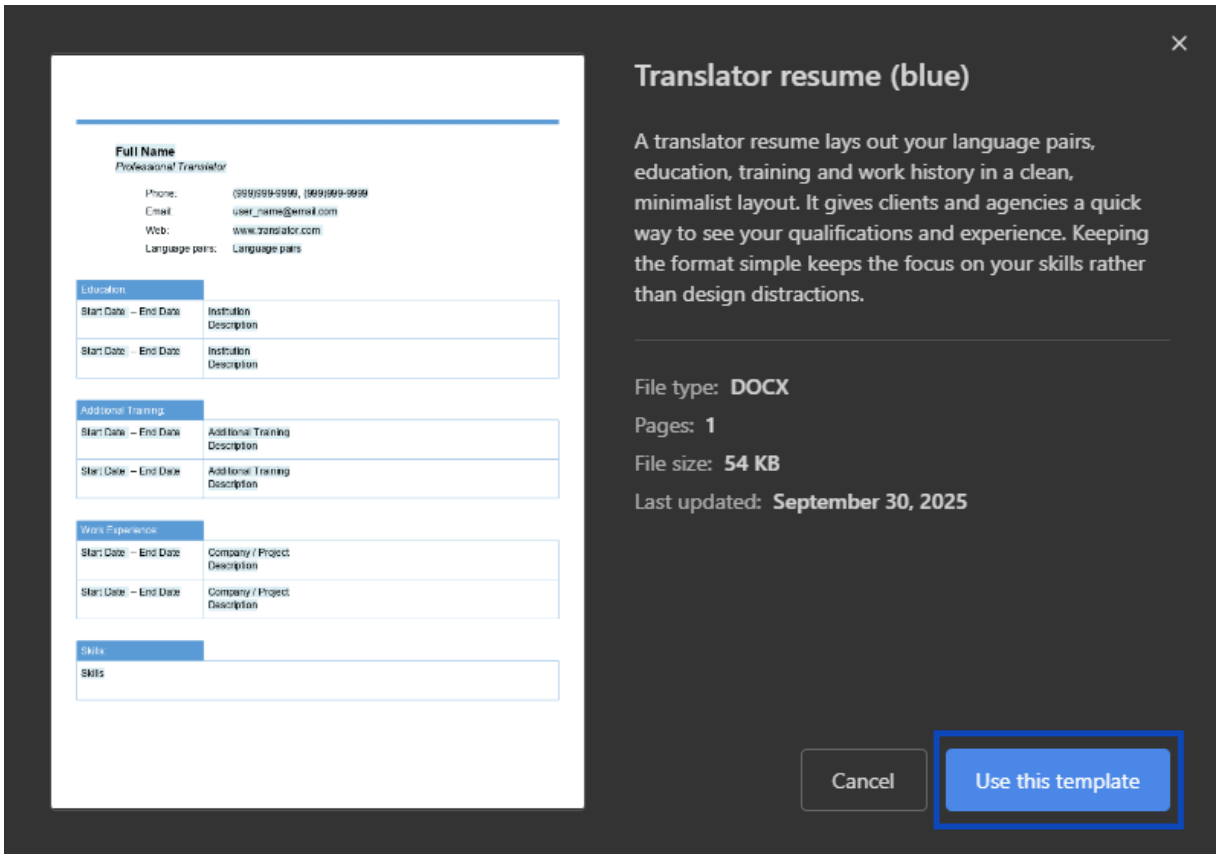
1. Click **Templates**.



2. Browse the available templates.



3. Select the template you want to use.

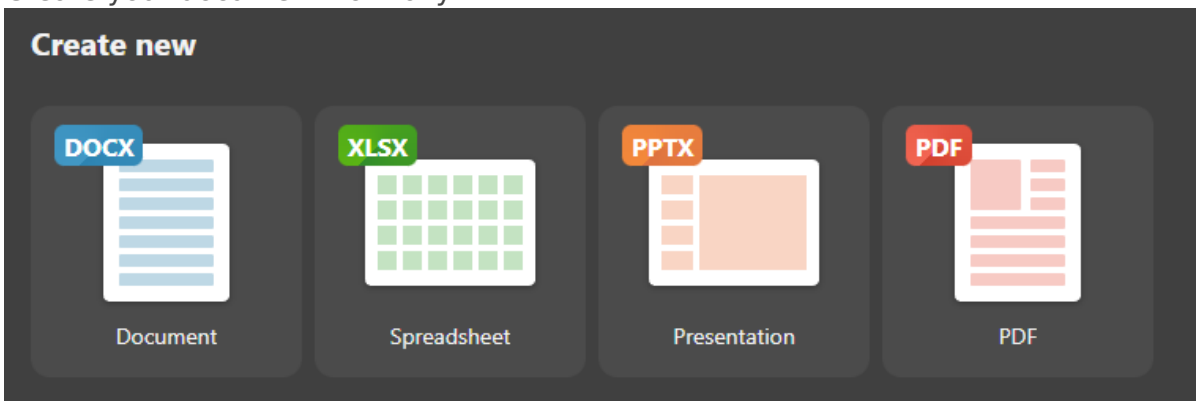


4. The document opens with the template content already in place.

Creating Local Then Uploading

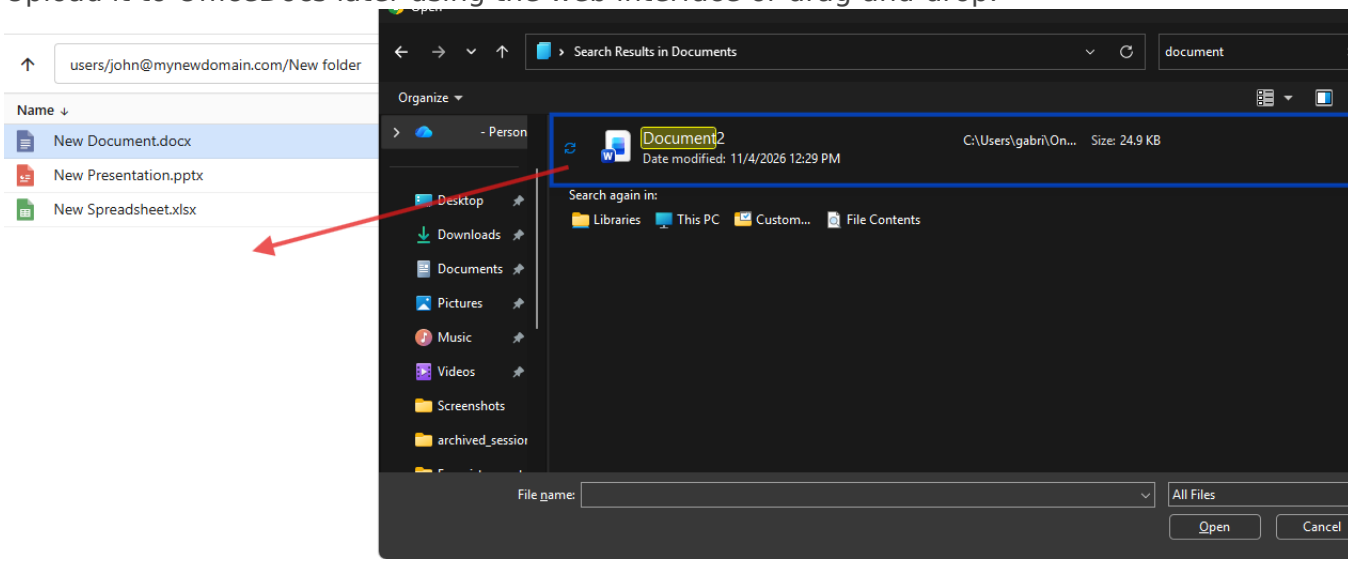
If you prefer, you can create the file locally first and upload it afterward:

1. Click **Create** from the Desktop Editors **Home** screen.
2. Create your document normally.



3. Save it locally on your computer first.

4. Upload it to OfficeDocs later using the web interface or drag-and-drop.



Document Naming (File Explorer)

- Use clear and descriptive names
- Avoid special characters that could cause issues
- Add a date or version number if it helps with organization
- Rename the document later if needed

After Creation

- The document opens in the editor
- You can begin adding content immediately
- Changes save to the cloud after the file is stored there
- You can share the document when it is ready

Tips

- Create documents directly in the folder where you plan to use them
- Use templates to save time on common file formats
- Name documents clearly so they are easier to find later

Revision #2
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