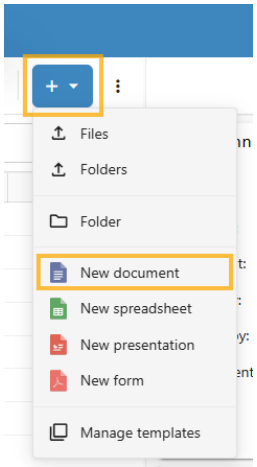
Creating Documents

OfficeDocs allows you to create new documents, spreadsheets, presentations, and forms directly from your file storage. This guide explains the main ways to create a new file and the account requirements to do so.

Create a document from the File Manager

1. Open the **Files** module in your account.
2. Browse to the folder where you want to create the document.
3. Click **New** or the **+** menu.



4. Select the document type you want to create.
5. Enter a name for the new document.
6. The file will open automatically in the OfficeDocs editor.

You can create:

- **Document**: Word document (**.docx**)
- **Spreadsheet**: Excel spreadsheet (**.xlsx**)
- **Presentation**: PowerPoint presentation (**.pptx**)
- **Form document**: Fillable form (**.docxf**)

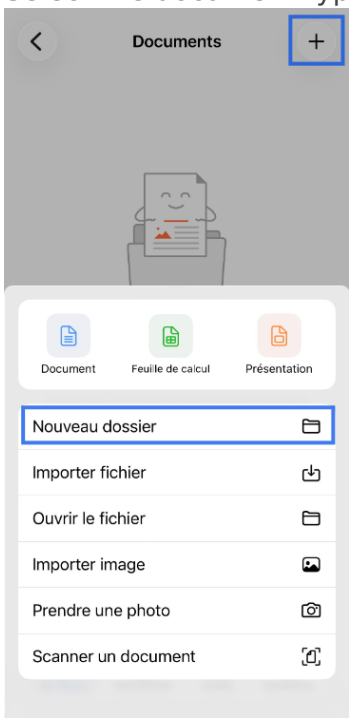
Create a document from Desktop Editors

1. Open **OnlyOffice Desktop Editors**.
2. Connect the application to your account, if needed.
3. Click **Create new**.
4. Select the document type.
5. The file will be created and opened for editing.

Create a document from the Mobile App

1. Open the **OnlyOffice** mobile app.

2. Sign in to your account.
3. Open the folder where you want to create the document.
4. Tap the **+** or **Create** button.
5. Select the document type.



6. Enter a file name.
7. The document will open for editing.

Account requirements

Creating new documents requires an **Enhanced** account. Users with a **Basic** account can view documents shared with them, but cannot create new files.

File naming tips

- Use clear, descriptive names.
- Avoid unsupported special characters such as:
  \ / : * ? " < > |
- The correct file extension is added automatically based on the document type.

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