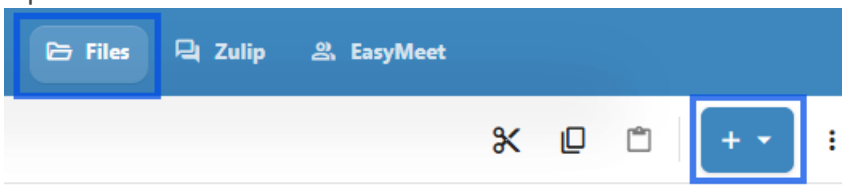
Uploading Files

Upload documents from your computer to OfficeDocs for editing, sharing, and collaboration.

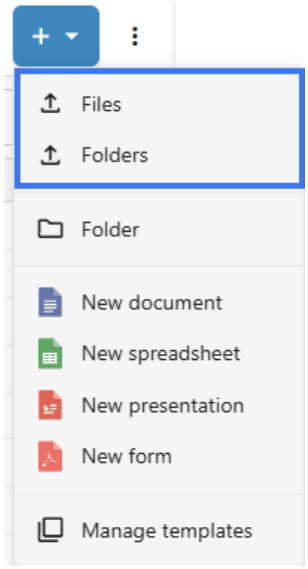
Upload Methods

Upload Button

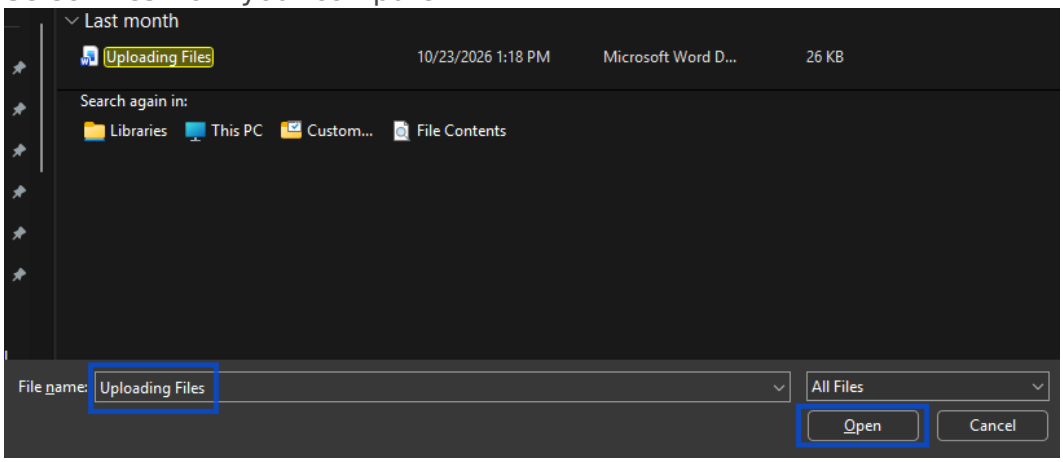
1. Open the **File** tab then click on **New** or **+**.



2. Click the **Upload** button.



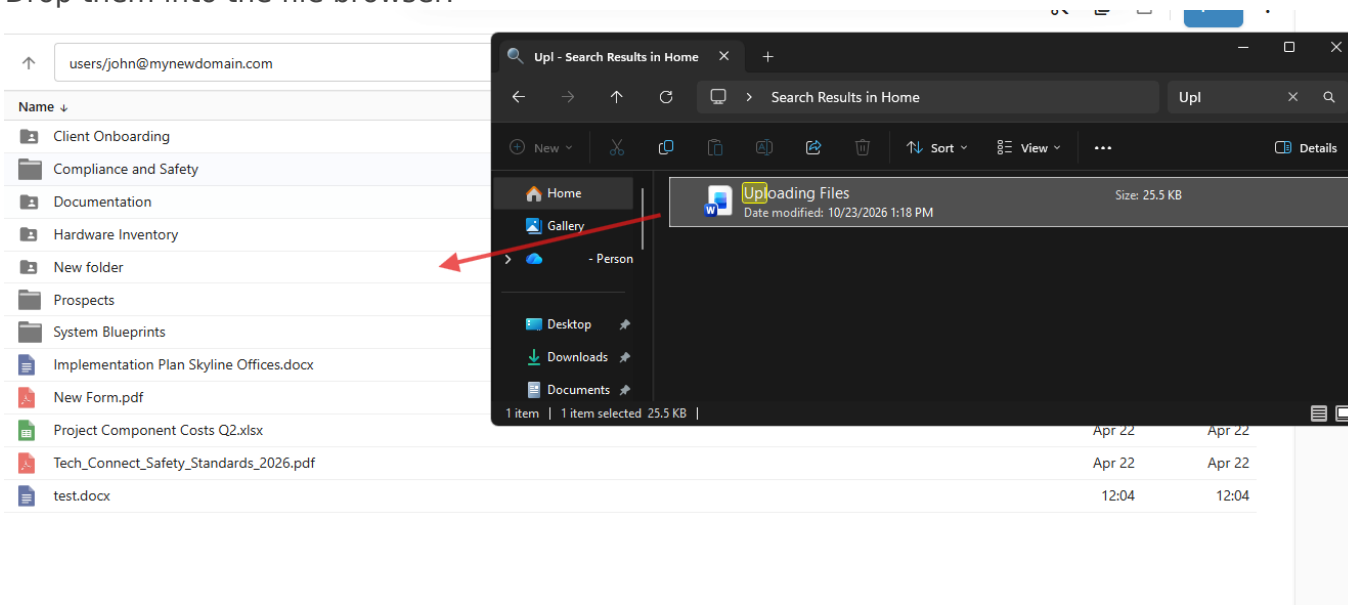
3. Select files from your computer.



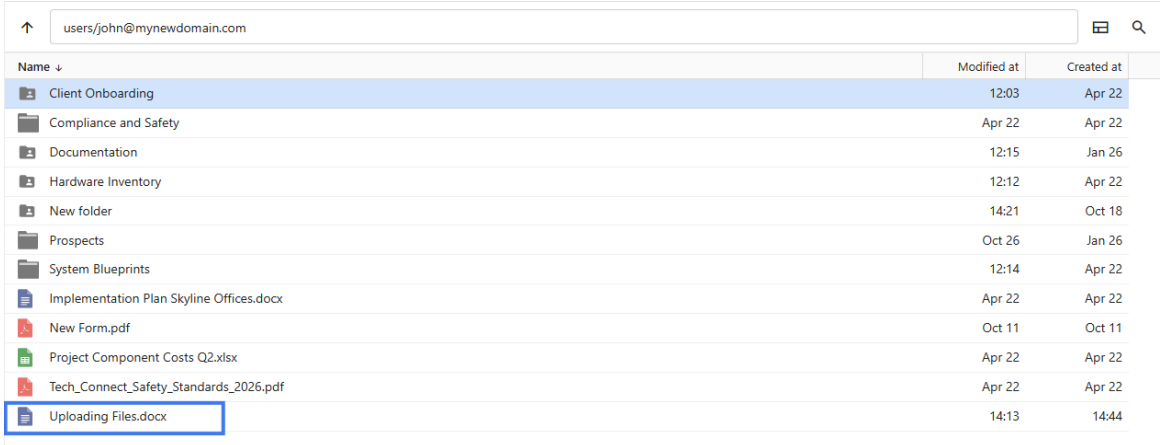
4. Click **Open** to start the upload.

Drag and Drop

1. Open the destination folder.
2. Drag files from your computer.
3. Drop them into the file browser.



4. Files upload automatically.



Multiple Files

- Select multiple files when uploading
- Drag multiple files at once if needed
- All selected files upload together

Upload Progress

- A progress bar shows the upload status
- Each file may show its own upload progress
- You can cancel an upload while it is still in progress

Supported Formats

Editable document types include:

- **Documents:** .docx, .doc, .odt, .rtf, .txt
- **Spreadsheets:** .xlsx, .xls, .ods, .csv

- **Presentations:** .pptx, .ppt, .odp
- **PDF:** .pdf

File Size Limits

- Check with your administrator if upload limits apply
- Large files may take longer to upload
- Compress very large files if needed before uploading

After Upload

- Files appear in the selected folder
- You can click a file to open and edit it
- You can share the file with others if needed
- Version history begins once the file is opened and saved in OfficeDocs

Troubleshooting

Upload Fails

- Check your internet connection
- Make sure the file is not too large
- Try uploading fewer files at the same time

File Won't Open After Upload

- Check that the file format is supported
- Try uploading the file again
- Make sure the file is not corrupted
- Some older Microsoft Office formats may be converted before editing

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Created 1 November 2026 19:04:18 by Gabriel
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