Create and Save Files from Web Browser

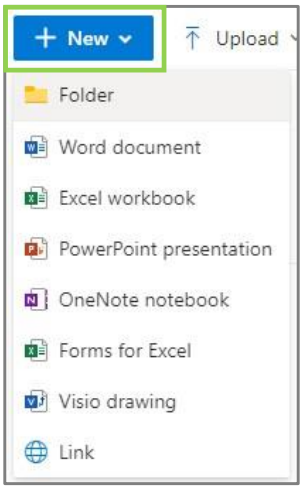
OneDrive on the Web allows the creation of a new file right from your OneDrive platform, instead of uploading from another source.

Navigate to the OneDrive library you wish to create your file in.

Select **New** from the top menu and choose the type of file you'd like to create.

The options available are:

- Word Document
- Excel Workbook
- PowerPoint Presentation
- OneNote Notebook
- Visio Drawing



When the file opens in your browser, you can work with your document by adding text, images, data, etc.

The new file will be automatically saved to your selected OneDrive library.



Once the document has been saved, click the**down arrow** next to the file name in the top left corner to rename.

