

# Managing Documents in OneDrive

South Puget Sound Community College

Student Computing Center

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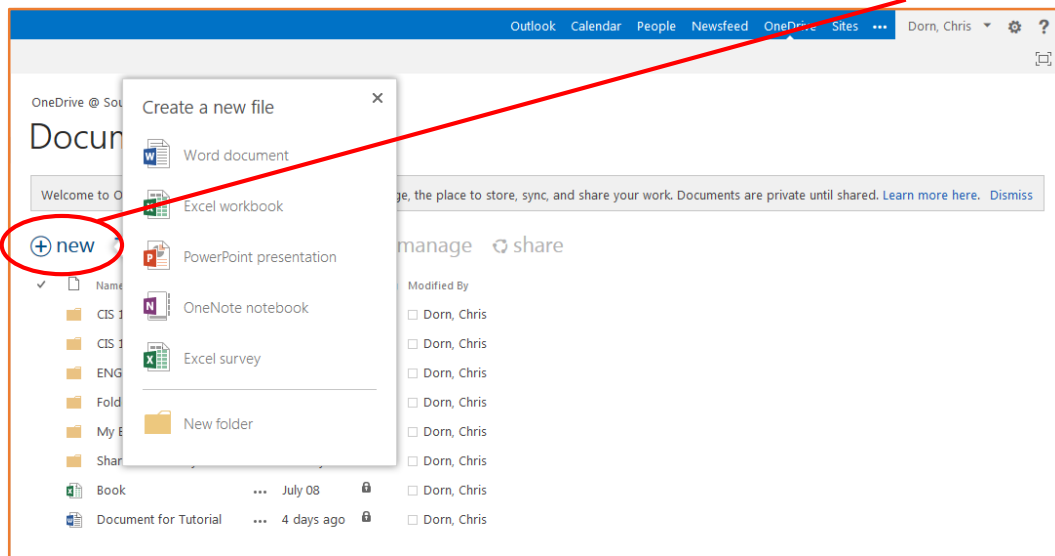
As a student at South Puget Sound Community College, you have access to OneDrive, a cloud-based storage service provided through Microsoft. This tutorial covers a handful of essential tasks related to creating and managing files in OneDrive:

- How to create documents *within* OneDrive
- How to retrieve documents *from* OneDrive
- How to upload documents *to* OneDrive
- How to save documents to OneDrive from *within* a program



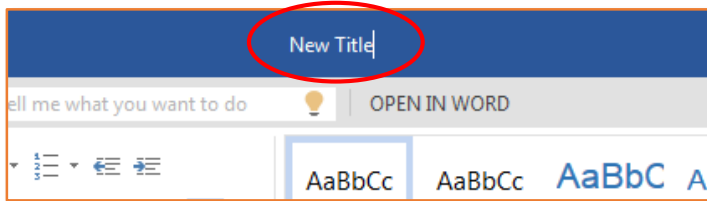
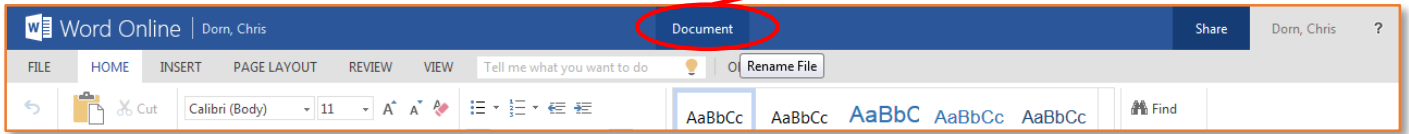
## Creating a Document *within* OneDrive

To create a new document within OneDrive, the first step is to click on the “new” icon.



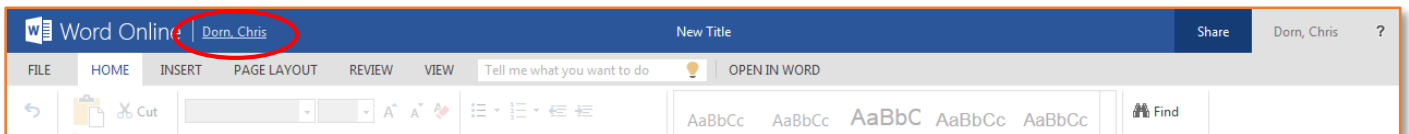
You can then choose which program you would like to use to create the document. Keep in mind that these are the web app versions of the programs, so they won't have as many features as the normal Microsoft desktop applications.

Once you choose a program, you can change the name of your document (which will be called "Document" by default) by clicking directly on the file name, found at the center of the blue bar at the top.

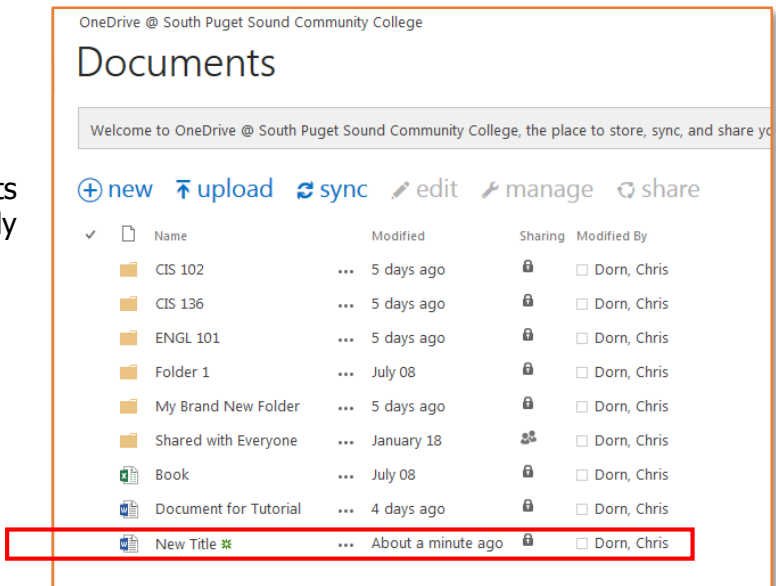


This places the cursor in the file name box and allows you to type in whatever file name you'd like.

To go back to your other OneDrive files, you can click directly on your own name, which is displayed at the left side of the blue bar.

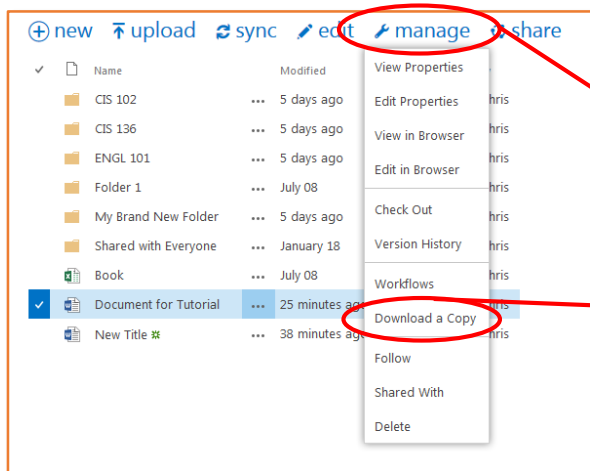
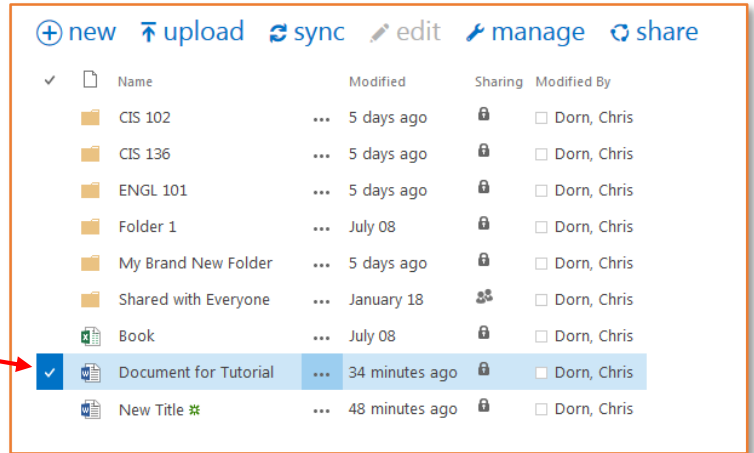


Returning to your OneDrive Documents page, you will be able to see your newly created file:



## Retrieving a Document from OneDrive

If you've previously created or uploaded a document to OneDrive and would like to download it to your computer or another device, first select the desired file by clicking the checkmark beside it:

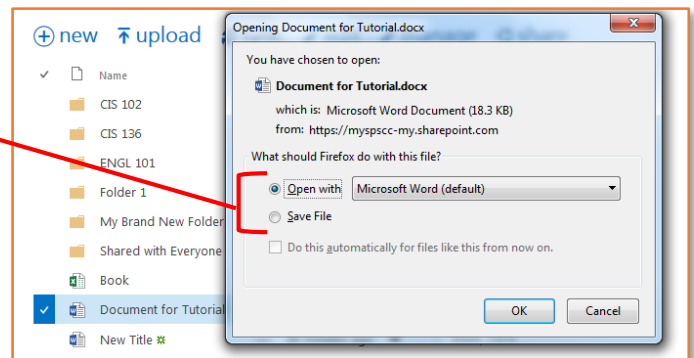


Next, click "manage." This will display several options to choose from, such as deleting the file or viewing its properties.

To download the file, select "Download a Copy."

Finally, you can choose to either open or save your file.

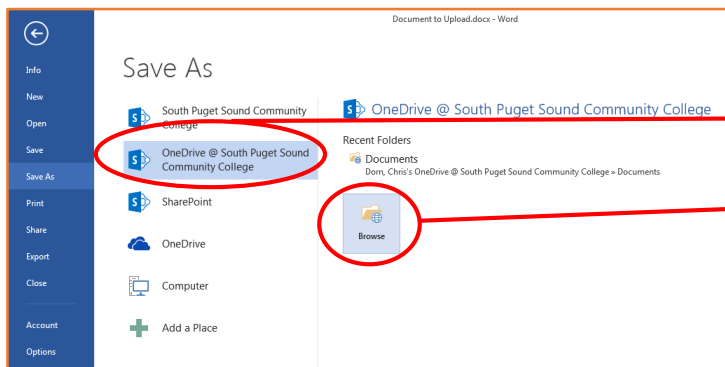
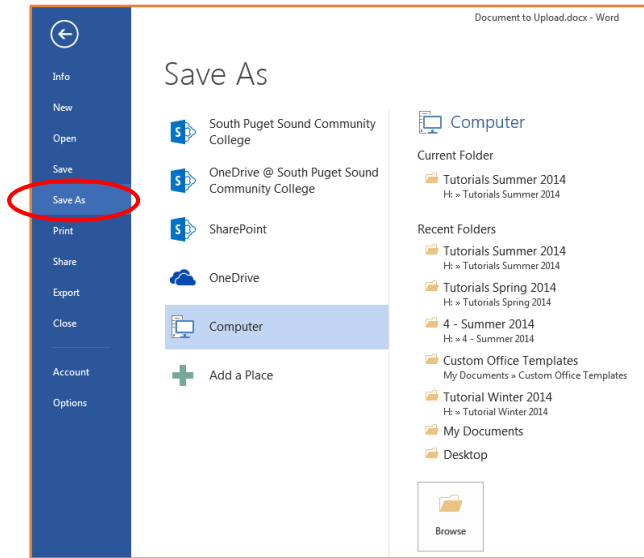
Select "Open with" if you wish to work on the document offline right away. Select "Save File" if you simply wish to have the document saved to your computer.



(Note: selecting "Save File" will automatically store the file in the computer's Downloads folder. You may want to move the file to a different location such as your flash drive or the Documents folder.)

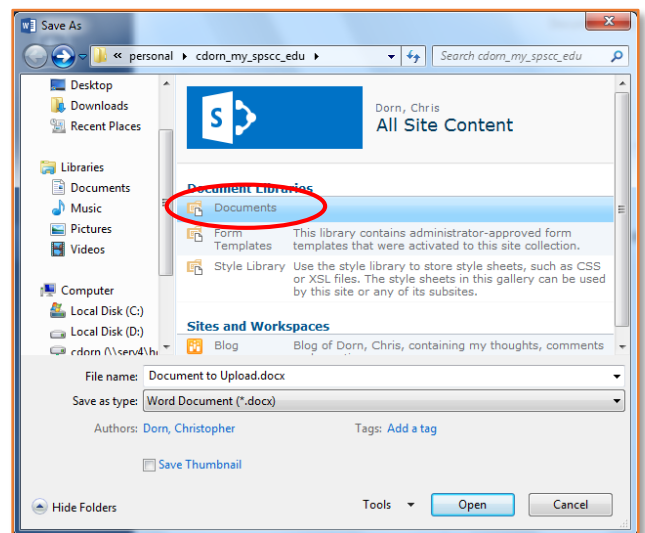
## Saving a Document to OneDrive from *within* a Program

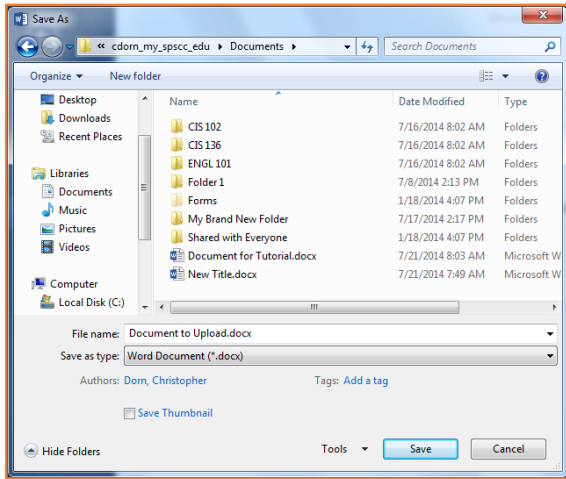
If you are working on a document using a Microsoft desktop application and would like to save to OneDrive, select the File tab and then click Save As.



From here, select "OneDrive @ South Puget Sound Community College" and then click "Browse."

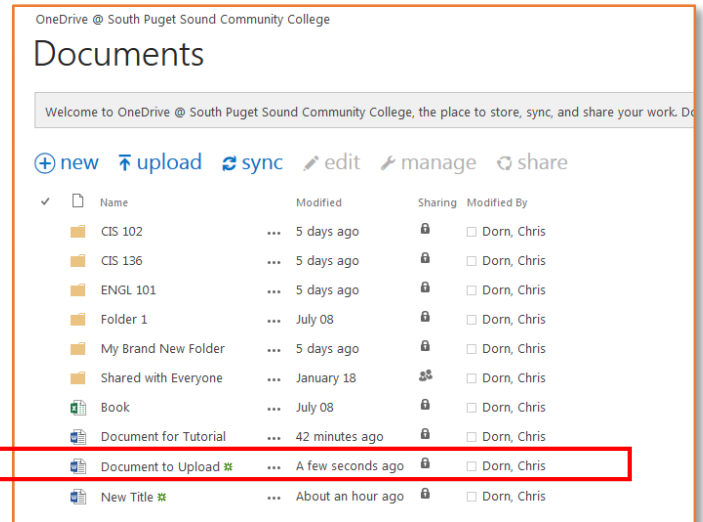
In the Save As dialog box, double click the "Documents" folder.



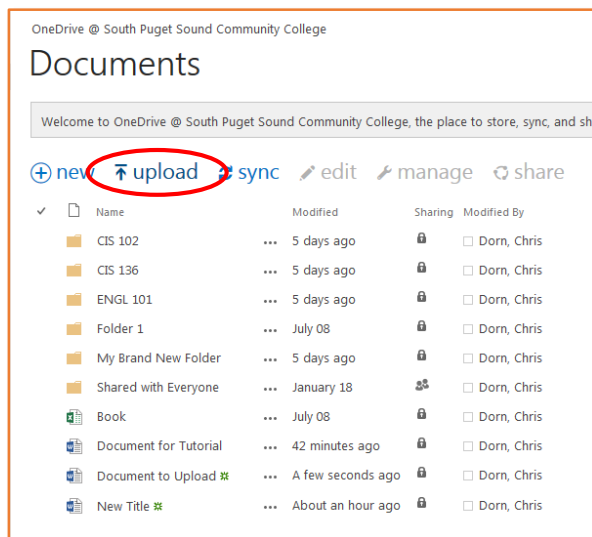


You will then be able to see your OneDrive folders and documents, and you can choose a name and location for your file.

After clicking "Save," the newly saved file will appear in your list of OneDrive documents online.



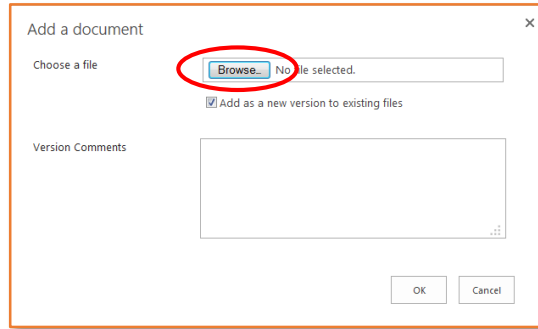
## Uploading a Document to OneDrive



To upload a document to OneDrive, first click "upload" from the OneDrive homepage.

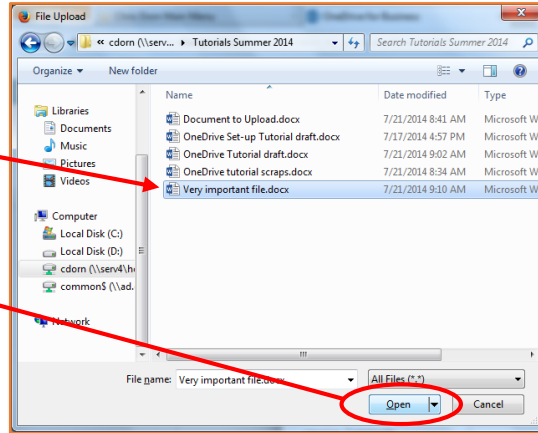
In the window that appears:

1. Select "Browse"

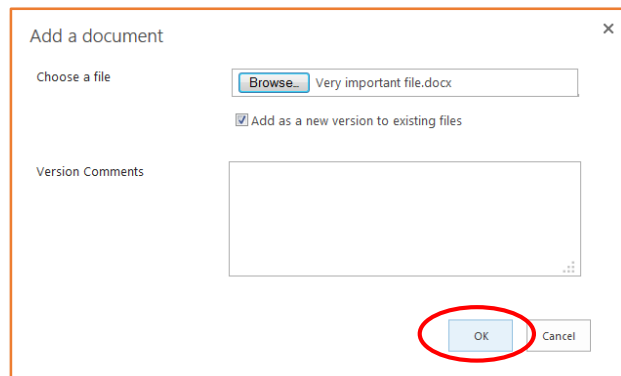


2. Navigate to the desired document

3. Click "Open"



4. Click "OK"



At this point you will see the file listed among your other OneDrive documents:

