

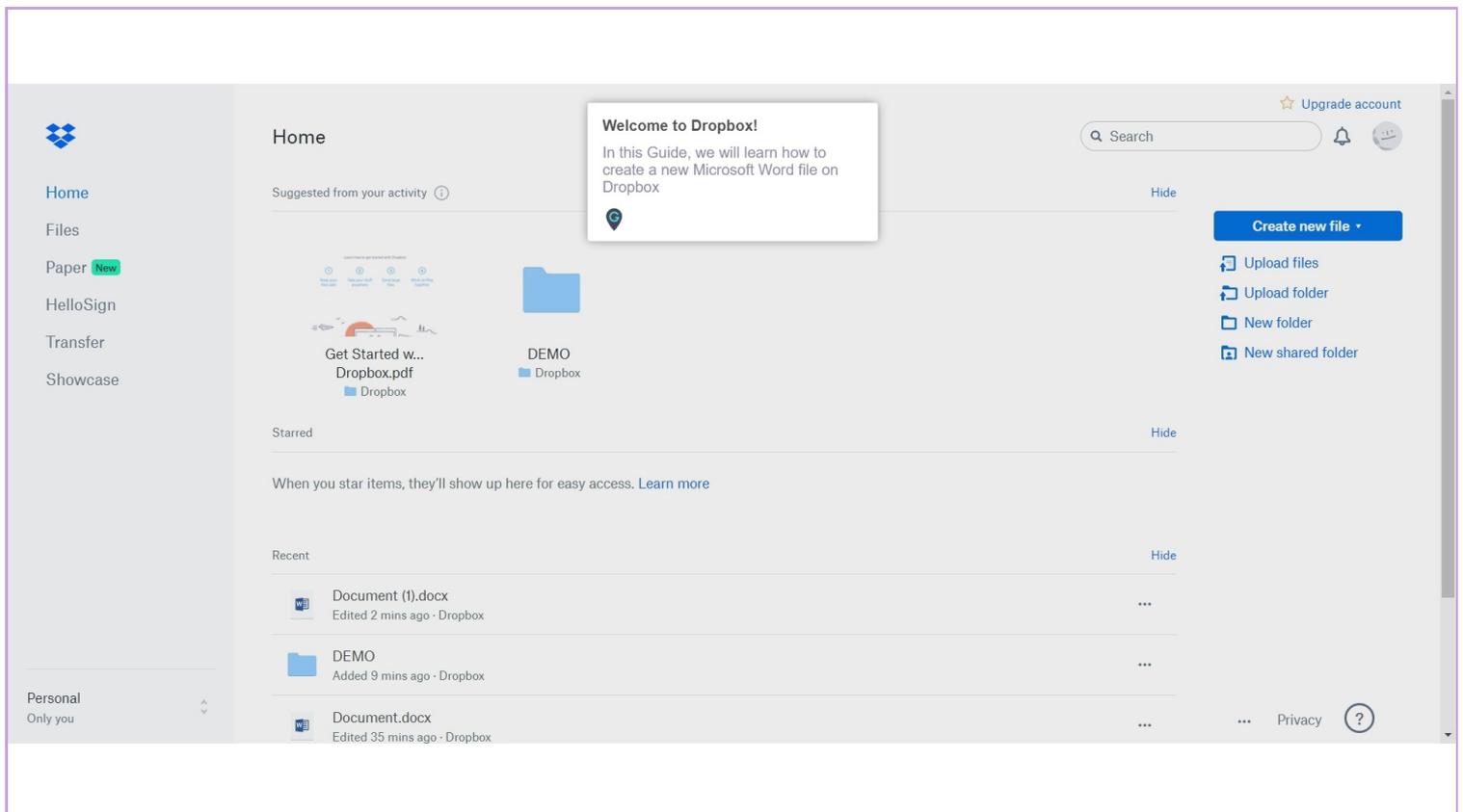


How to create a new Microsoft Word file on
Dropbox

Step: 01

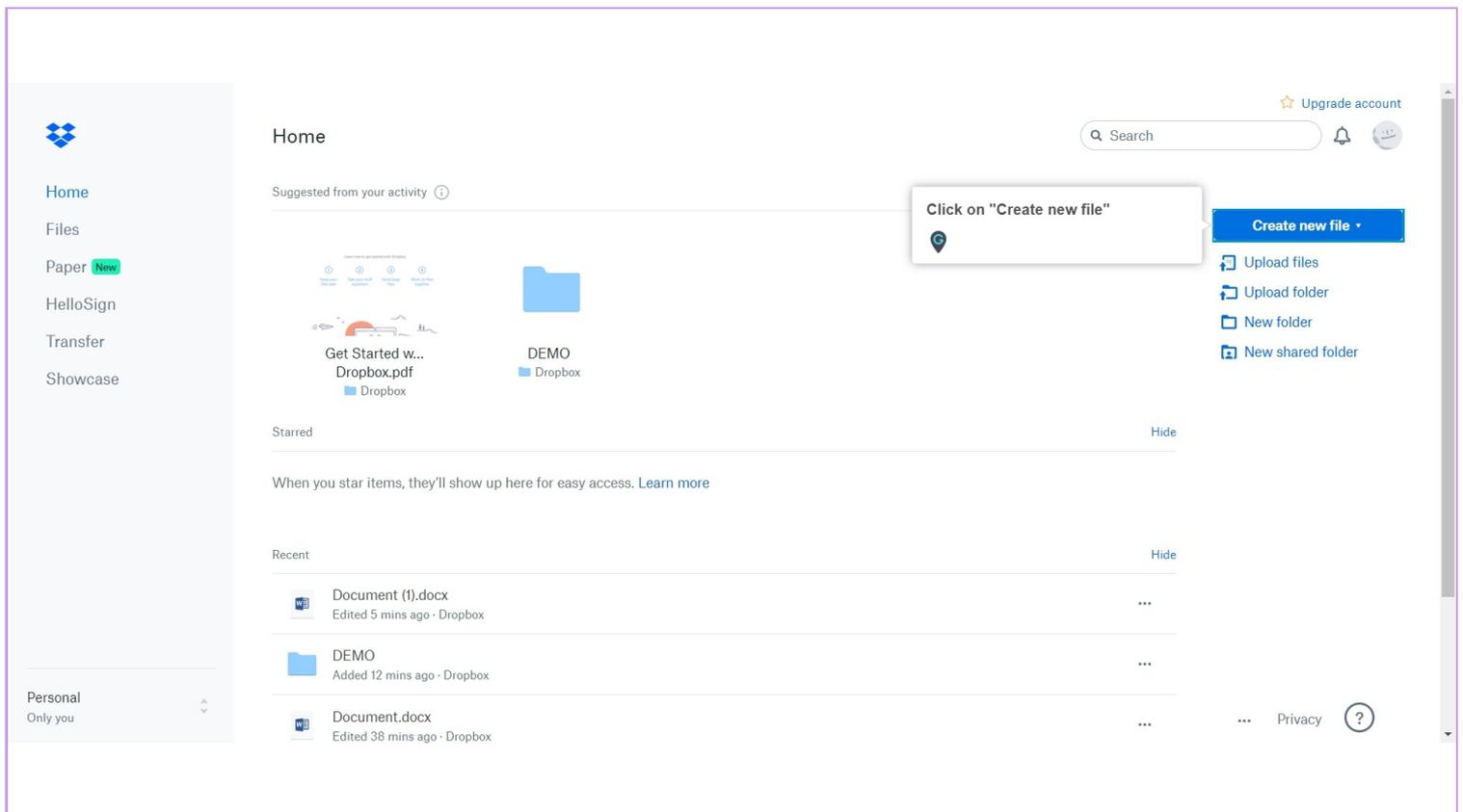
Welcome to Dropbox!

In this Guide, we will learn how to create a new Microsoft Word file on Dropbox



Step: 02

Click on "Create new file"



The screenshot shows the Dropbox web interface. On the left is a navigation sidebar with options: Home, Files, Paper (marked 'New'), HelloSign, Transfer, and Showcase. The main content area is titled 'Home' and features a search bar, an 'Upgrade account' link, and a 'Suggested from your activity' section. Below this are sections for 'Starred' and 'Recent' items. A callout box with a green location pin icon points to the 'Create new file' button in the top right corner. The callout text reads 'Click on "Create new file"'. The 'Create new file' dropdown menu is open, showing options: Upload files, Upload folder, New folder, and New shared folder. At the bottom right, there is a 'Privacy' link with a question mark icon.

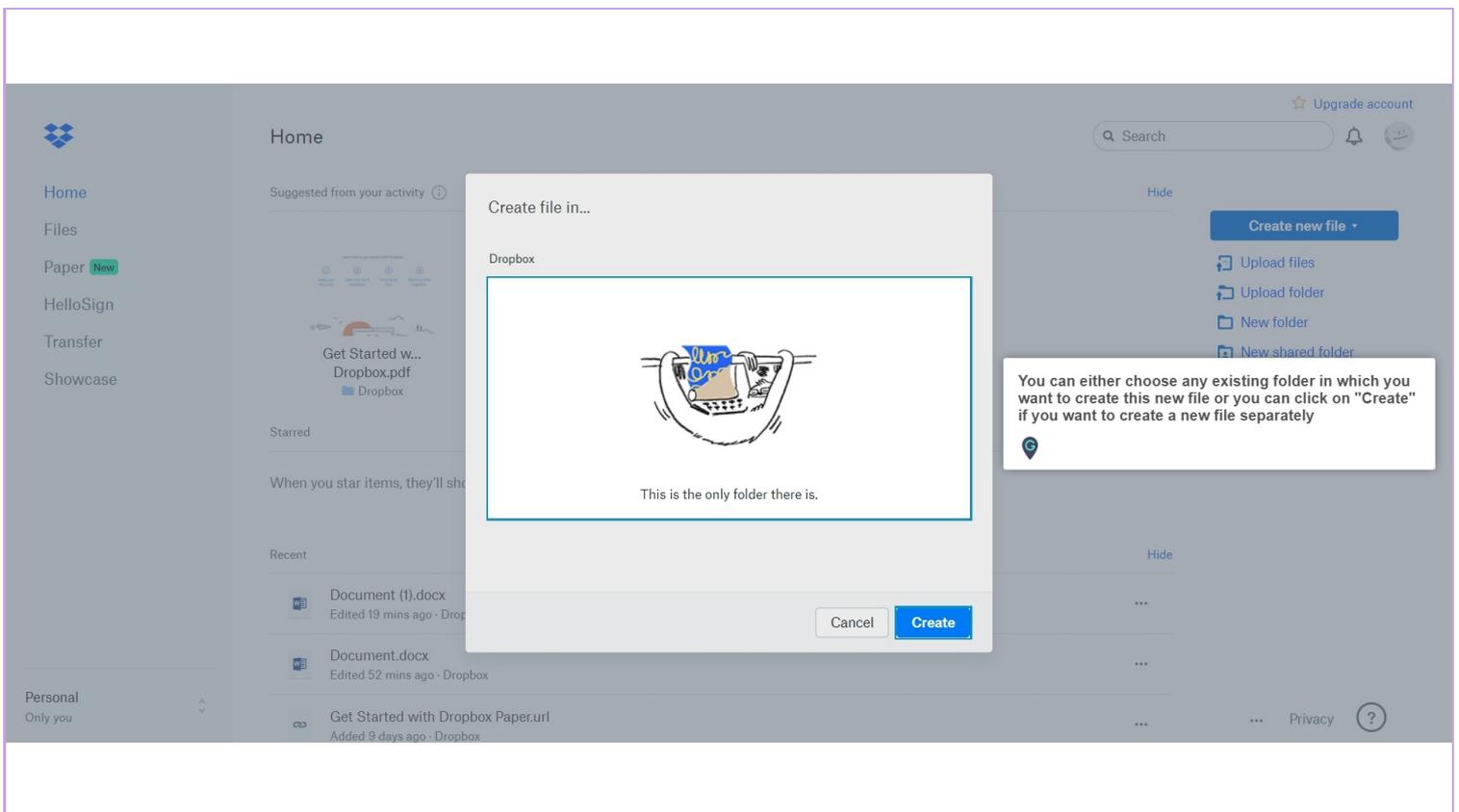
Step: 03

Select "Microsoft Word" from here

The screenshot displays the Dropbox home interface. On the left is a navigation sidebar with options: Home, Files, Paper (marked 'New'), HelloSign, Transfer, and Showcase. The main content area is titled 'Home' and includes a search bar, an 'Upgrade account' link, and a 'Suggested from your activity' section featuring a PDF document titled 'Get Started w... Dropbox.pdf'. Below this is a 'Starred' section with a note: 'When you star items, they'll show up here for easy access. Learn more'. The 'Recent' section lists three Word documents: 'Document (2).docx' (edited just now), 'Document (1).docx' (edited 21 mins ago), and 'Document.docx' (added 55 mins ago). A 'Create new file' button is open, showing a list of options: Dropbox Paper, Dropbox Paper Template, Shortcut, Microsoft Word (highlighted), Microsoft Excel, Microsoft PowerPoint, Google Docs, Google Sheets, and Google Slides. A callout box points to the 'Microsoft Word' option with the text 'Select "Microsoft Word" from here'. At the bottom right, there is a 'Privacy' link and a help icon.

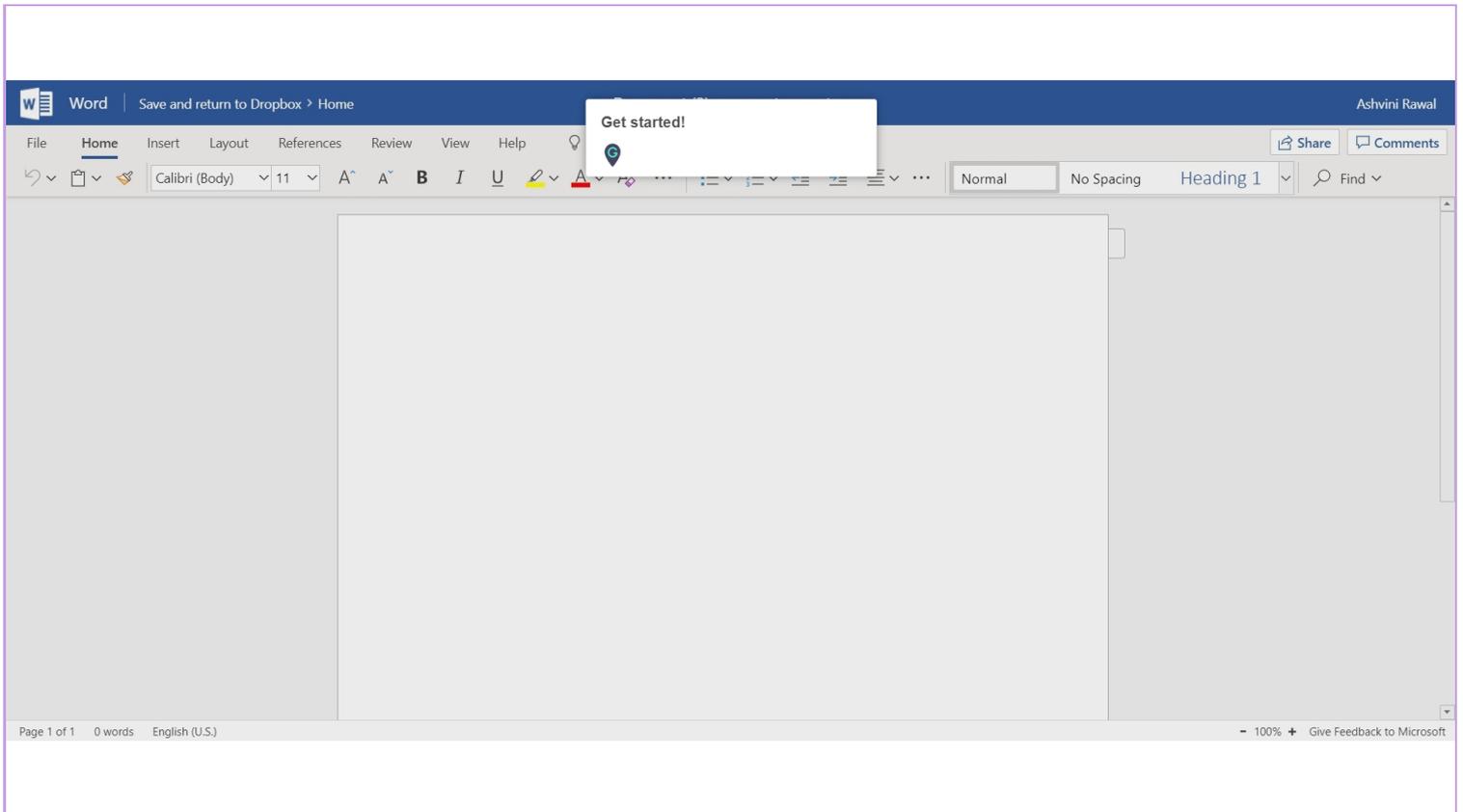
Step: 04

You can either choose any existing folder in which you want to create this new file or you can click on "Create" if you want to create a new file separately



Step: 05

Get started!



Thank You!

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