

Create Office Document

Version 11

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View, create, and edit Office documents in Communifire directly in your browser. Communifire uses Microsoft's Web Application Open Platform Interface Protocol (WOPI) to view and edit Office documents in your browser. An Office 365 account is required to create and edit Office documents.

Select the folder to create the file in.

Navigation bar with search, Home, Browse, Create, Spaces, and user profile (Alexis).

Human Resources > Files

Public Space · Manage Space

File management interface showing a folder tree on the left and a list of files on the right. A red arrow points to the 'Folder Actions' dropdown menu.

Folder Actions	Upload	Newest	A-Z	File Actions
Root				
Activity Stream Files				
Benefits				
Company Policy Docs				
Compliance				
Employee Handbook				
Legal Documents				
TPS Reports				
SharePoint				
Sharepoint Files				
Recycle Bin				

File Name	Created/Updated	Actions
Axero-Company-Password-Policy.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Axero-Remote-Access-Policy.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Axero-Security-&-Risk-Management-Practices.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Communifire Feature Tour.docx	Created: 5 days ago by Alexis Fox · Updated: 5 days ago	⋮ □
Communifire-Basic-Launch-Timeline.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Communifire-Customers-Case-Studies-Reviews.pdf	Created: 10 days ago by Alexis Fox	⋮ □

Select a file type.

Navigation bar with search, Home, Browse, Create, Spaces, and user profile (Alexis).

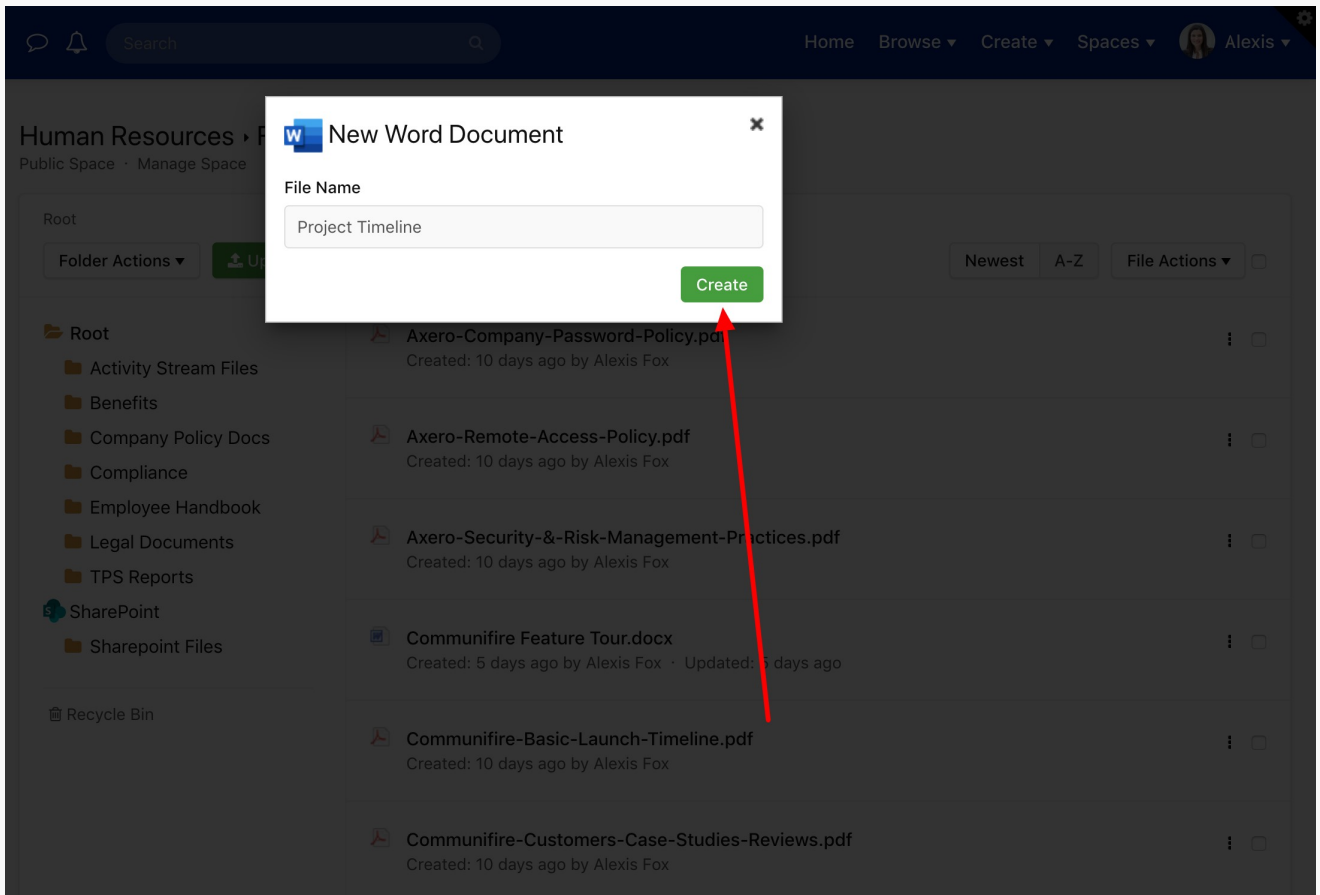
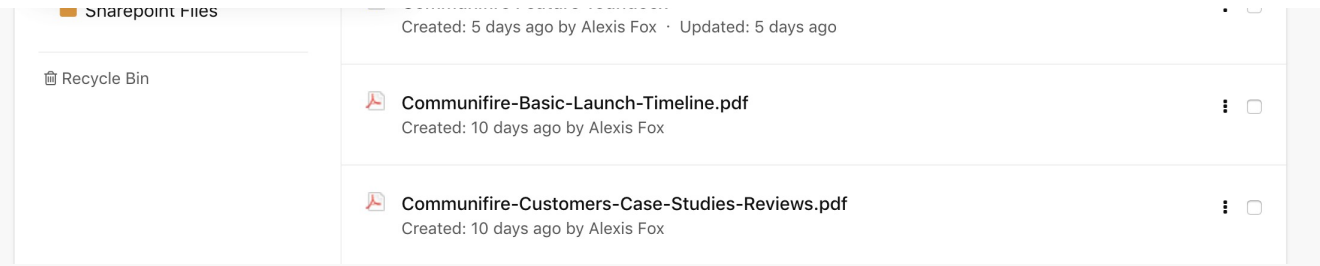
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File management interface showing a dropdown menu for 'Folder Actions' with options like 'New Folder', 'Rename', 'Download Folder', 'New Excel Workbook', 'New Power Point Presentation', and 'New Word Document'.

Folder Actions	Upload	Newest	A-Z	File Actions
New Folder				
Rename				
Download Folder				
New Excel Workbook				
New Power Point Presentation				
New Word Document				

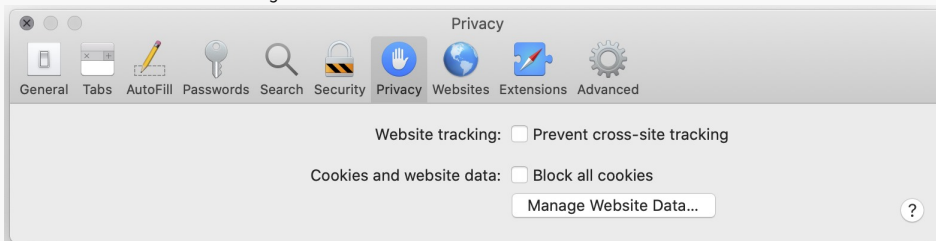
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Axero-Remote-Access-Policy.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Axero-Security-&-Risk-Management-Practices.pdf	Created: 10 days ago by Alexis Fox	⋮ □
Communifire Feature Tour.docx		⋮ □



Known Issue: Redirect Loop in Safari 14

There is a known issue with Safari 14 where editing in Office Online leads to a redirect loop. To fix this issue, enable third-party cookies and cross-site tracking in Safari:

1. Click Safari > Preferences > Privacy
2. Uncheck Block all cookies
3. Uncheck Prevent cross-site tracking



4. Close Preferences
5. Restart Safari