

Modify files online

Nicolas ARBOUIN - 2024-06-21 - Good practices


Modify files online

Modify : with NetExplorer

From 2019 onwards and beyond, you can access an in-built editor when connected on NetExplorer web platform.

Built-in editor allows to open and edit files directly from web browser.

Modify files with NetExplorer :

- **Go to your NetExplorer platform**
- Spot a file then right-click and select "**Edit with NetExplorer**" 
- Then modify what you need to, and close windows. No need to save, NetExplorer does it for you, in real-time.


→ *Your work has been saved online and generates a new version.*

Notes

- Thanks to NetExplorer online edition, you can also work together on the same file.


Modify : Office Online

In order to use online edition with Microsoft Office, you will need to install Office Pack (Office 2010 SP2 and beyond) , or have an account on **Office 365**.

Your platform is connected with Microsoft ? Then you can modify documents with Microsoft Office Online and your account on  **Office 365**

Modify files with Office Online:

- **Go to your NetExplorer platform**

- Spot a file then right-click and select "**Edit with [...] online**"
- e.g. 
- Then modify what you need to, and close windows. No need to save, Office Online does it for you, in real-time.

→ *Your work has been saved online and generates a new version*


For more details about Office Online and your platform, please read complete article on [NetExplorer et Office 365](#)

Notes

- Thanks to Office Online you can work together on same files.
- **In order to use Office Online**, you will need an account on **Office 365 valide** with a recent Office version.
- All of the offers in Office 365 are compatible with online edition (Office 365 Business Essentials, Office 365 Business Premium, Office 365 Business,...). For more details, you can go [this way !](#)

Modify : Pack Office (not 365)

To modify online without Office 365 licence you can use your offline Office suite :

- Go to your **NetExplorer platform**,
- Spot a file then right-click and select "**Edit with desktop application**" 
- Dedicated application will then open file locally
- **When opening, you can activate modifications.**
- Modify what you need and save file manually.

→ *Your work has been saved online and generates a new version*

Notes

- Online edit needs at least Office 2010 SP2 to work on Windows, and Office 2016 for MacOs.
- Open Office does not allow online edit.
- As soon as you modify online, file will lock itself for other users to avoid conflict copies and duplicate files.
- After modification and closing of the file, it will unlock and create a new version of file.