


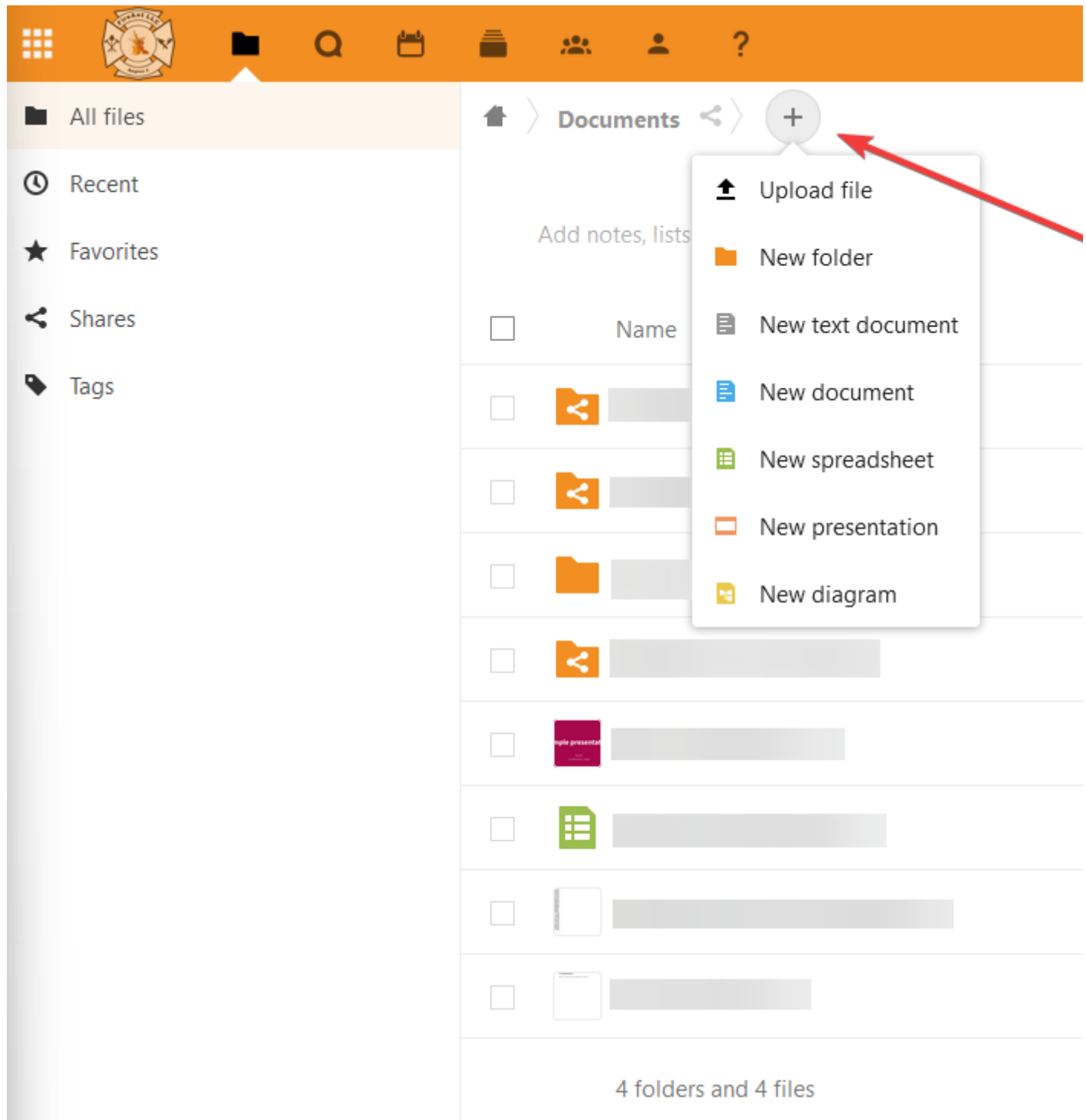
Editing Documents

- Creating a New Document

Creating a New Document

When browsing your files on cloud.fireantllcaz.net, click on the  icon near the top of the web page. Then click on the type of document you want to create.

For this guide, I'll create a new document.




You'll then be prompted to enter a name for the file. Name this file something you can identify later. And don't worry, you can always change this name later.

Press either the arrow button, or `Enter` on your keyboard to continue.


 Upload file


 New folder

 New text document

 My Example Docum →

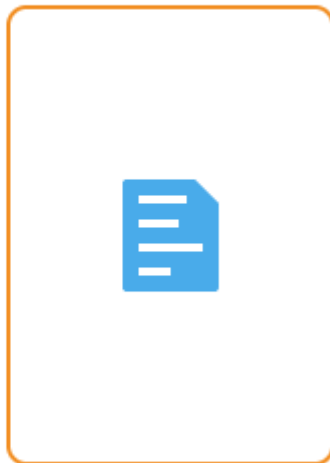
 New spreadsheet

 New presentation

 New diagram

Next, you'll be asked what template you would like to create your document from. For this example, I will create a blank document. Click on the template you want, then click `Create`.

Pick a template for My Example Document



Blank



Letter



Invoice

Cancel

Create

And there we go! Your document has been created, and you can now edit your document.



My Example Do

Because I car

I just created my first document! Pretty neat, huh?