


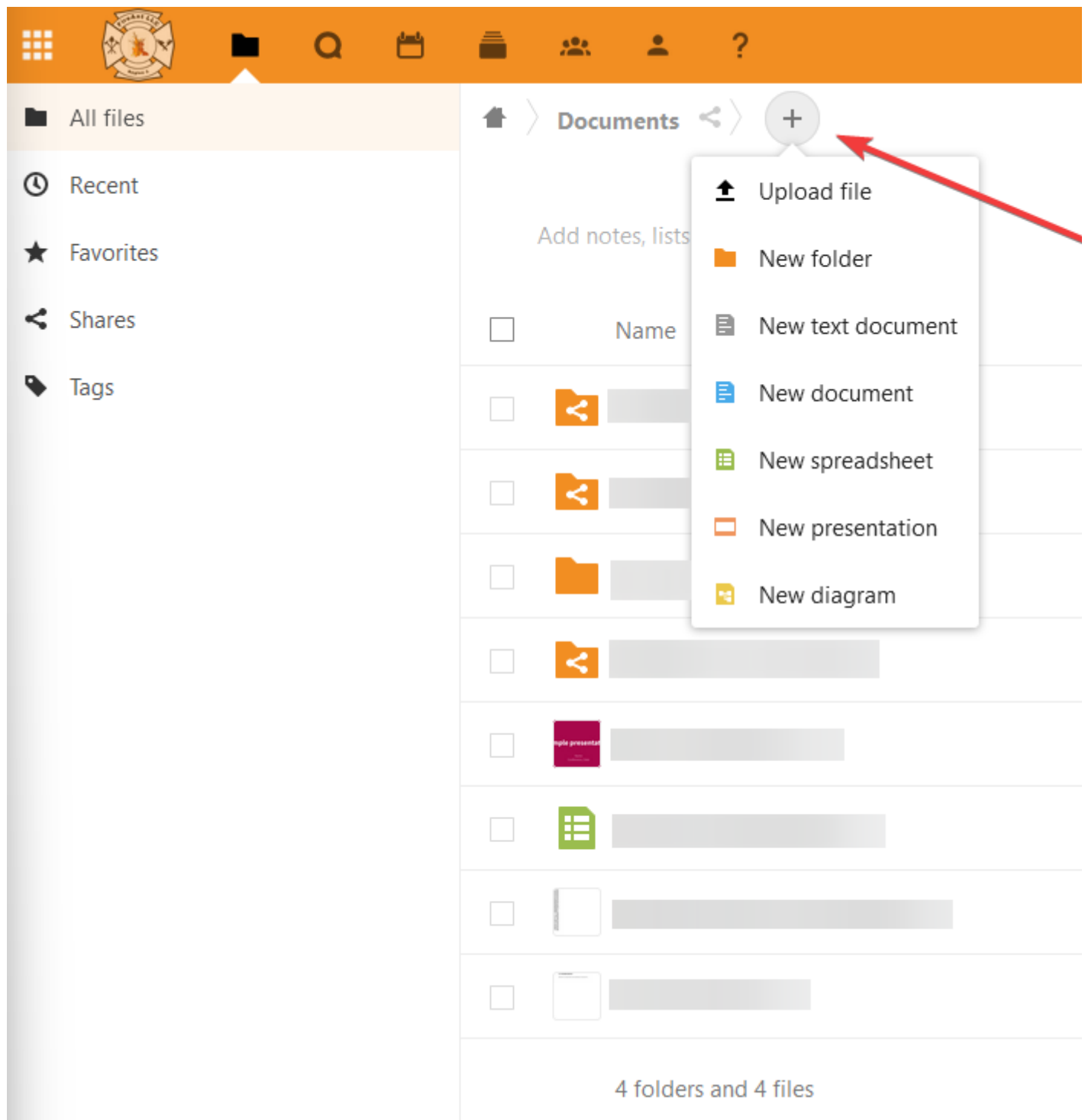
# Editing Documents

- Creating a New Document

# Creating a New Document

When browsing your files on [cloud.fireantllcaz.net](https://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 →

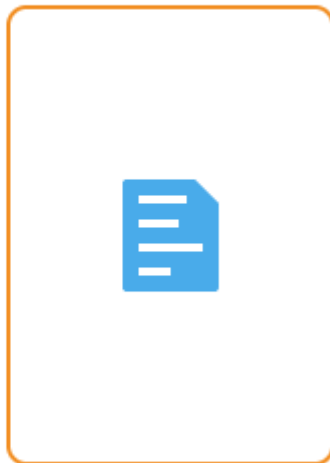
 New spreadsheet

 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?