

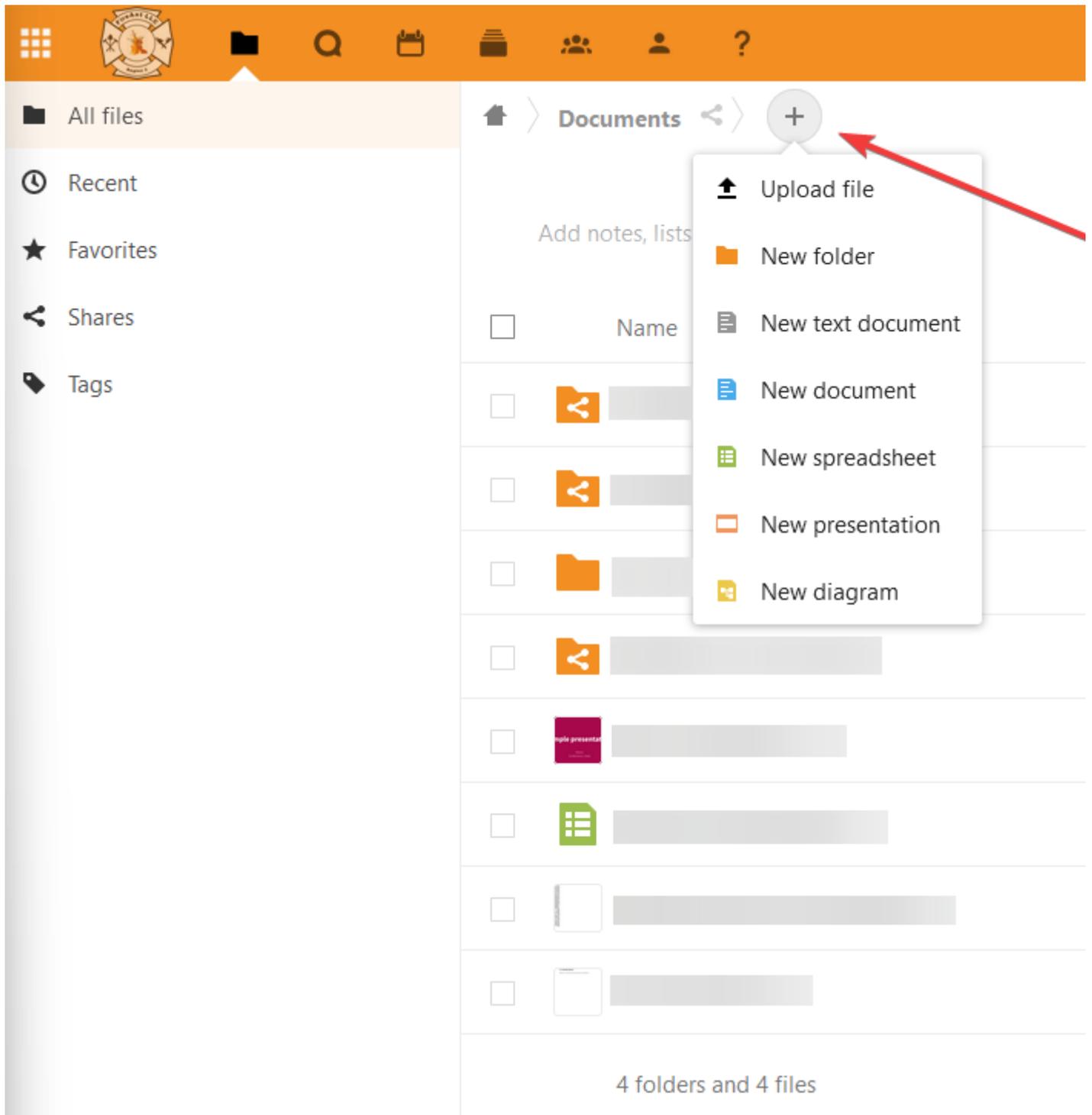
# Editing Documents

- [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 on the type of document you want to create.

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



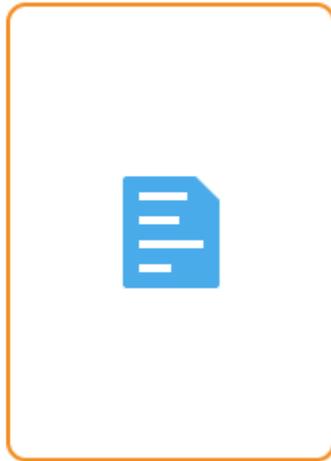
You'll then be prompted to enter a name for the file. Name this file something you can identify later. And don't worry, you can always change this name later.

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?