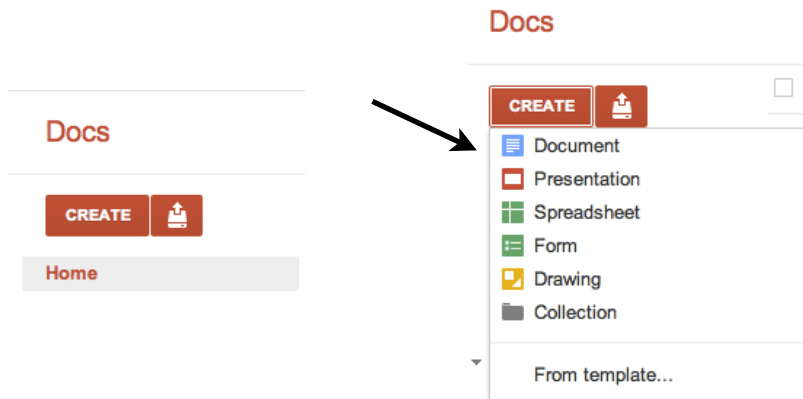# Google Docs: Creating a New Document

You can get started using Google Documents by doing one of the following: create a new online document, upload an existing document, or use a template from the Google template gallery.
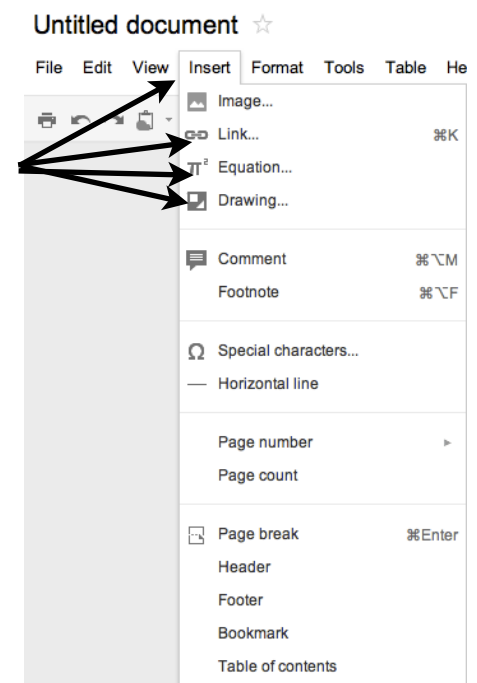
## Creating a New Document

1. Log in to your Google Documents and go to **Create**. Select **Document** from the dropdown menu.

2. A document screen will open, allowing you to compose and edit a document as you would in Word or Pages. You can give your document a title by clicking on **Untitled document** and typing the name in the window that appears.
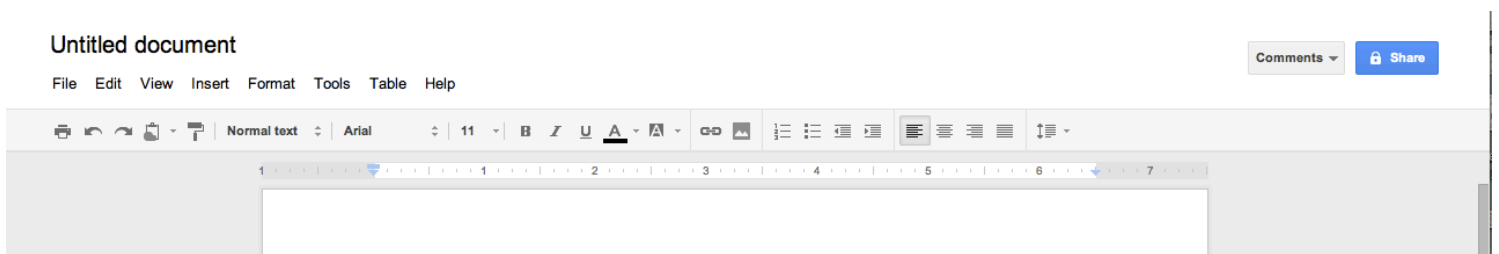
3. To insert an image into your Google Doc, click on **Insert**, then on **Image**. You will be prompted to select an image by either uploading a file, providing the URL, doing a Google Image Search or using Picasa Web Albums or the stock photo library.

4. You can insert a link by going to **Insert** and choosing **Link**. You may choose to link to either a Web address, an email address, or a bookmark.

5. For an extensive variety of math symbols, go to **Insert** and choose **Equation**. A menu bar will appear with five different dropdown menus, each providing different types of symbols.

# Google Docs: Creating a New Document

6. Drawings can also be added by selecting **Drawing** under the **Insert** menu.

7. Comments may be added to any document by placing your cursor where you want the comment to appear within the document and going to **Insert** and **Comment**. A comment box will pop up to the right of the page. Click on **Comment** to add your comment.

8. **Comments** are a good way to communicate with collaborators or to make notes to yourself. The comments will disappear when you publish your document as a webpage or when you print it.
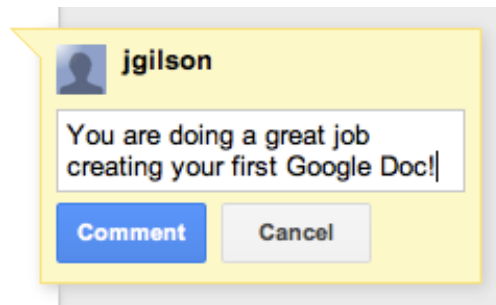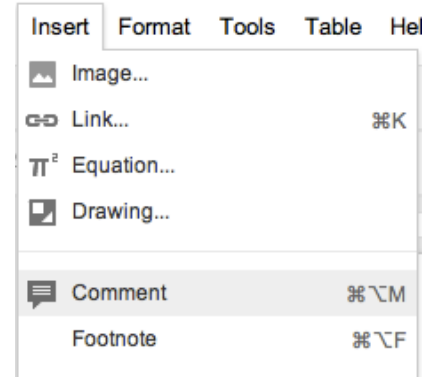
9. To delete a comment, simply click on it and select **Delete**. If you select **Resolve**, the comment will disappear from view but still be available in the discussion stream. To view the discussion stream, click on the **Comments** box in the upper right corner of the document and select **Show comment stream**.
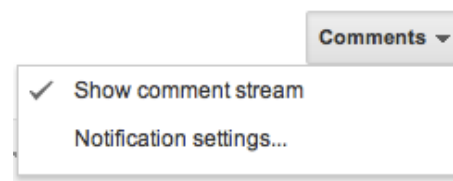
10. Your document will automatically save. When you have finished the document, you can download a final copy to your home folder or desktop, click on **File**, **Download as**, and select your choice of download format, such as Word, PDF, or HTML.