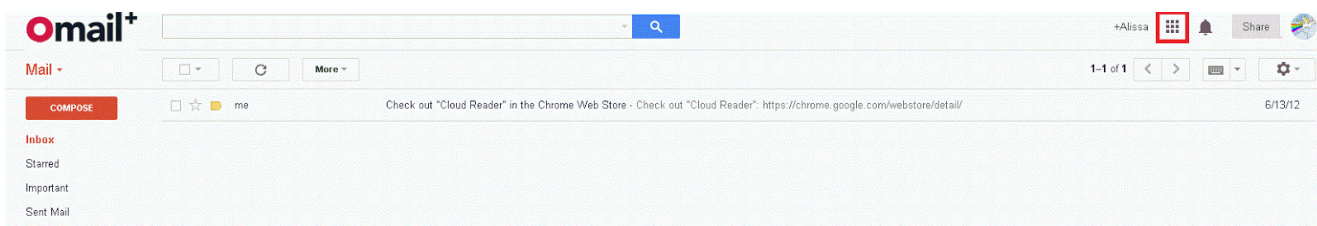
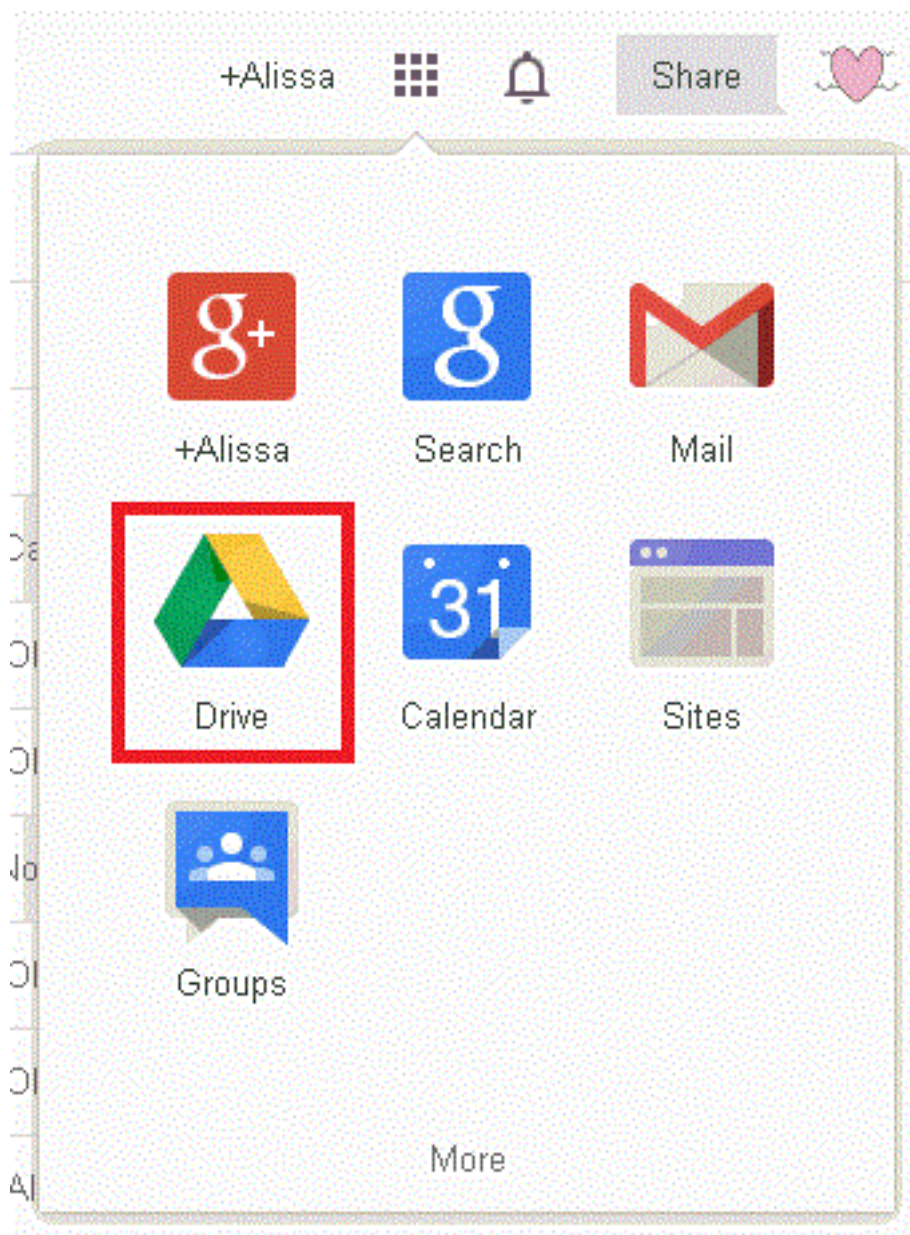


# How do I create a Google Doc (document)?

1. From your Gmail+ screen, click on the **square symbol** in the upper right-hand corner.



2. Click **Drive**.



3. Click **Create**.

# o mail<sup>+</sup>

## Drive

**CREATE**



▶ My Drive

Shared with Me

Starred

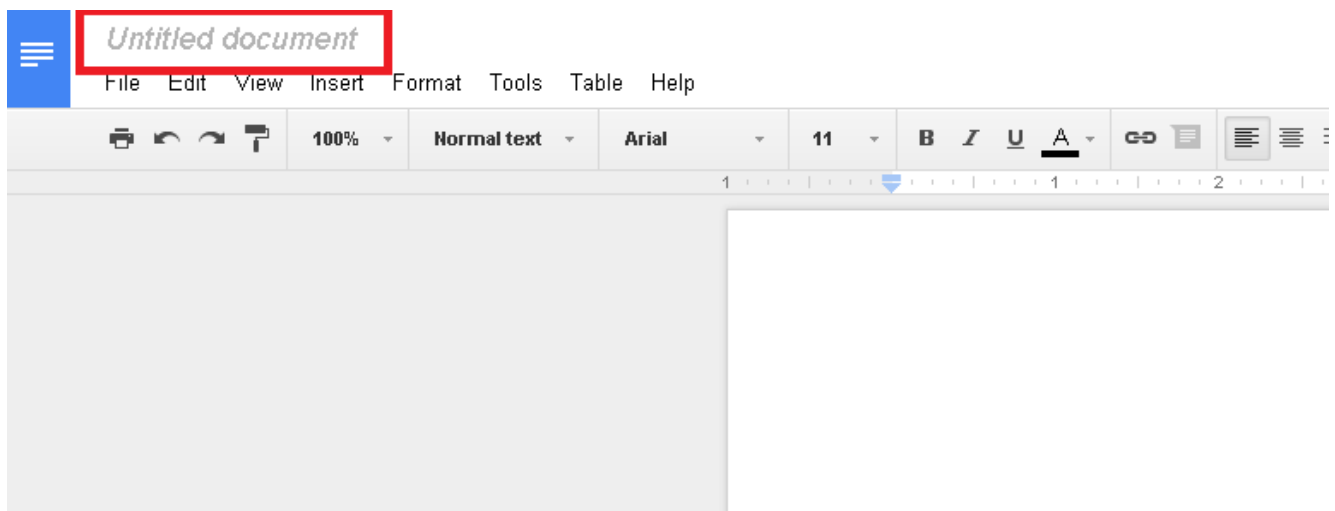
**Recent**

More ▾

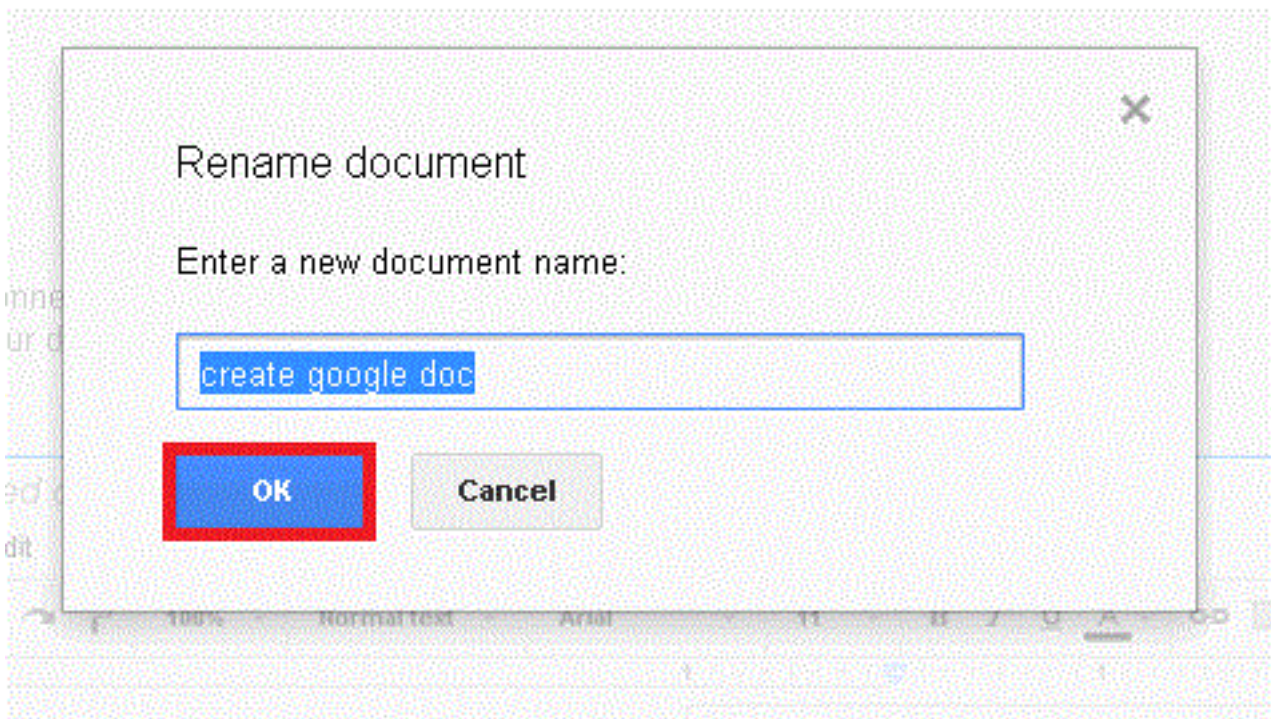


Connect Drive to  
your desktop

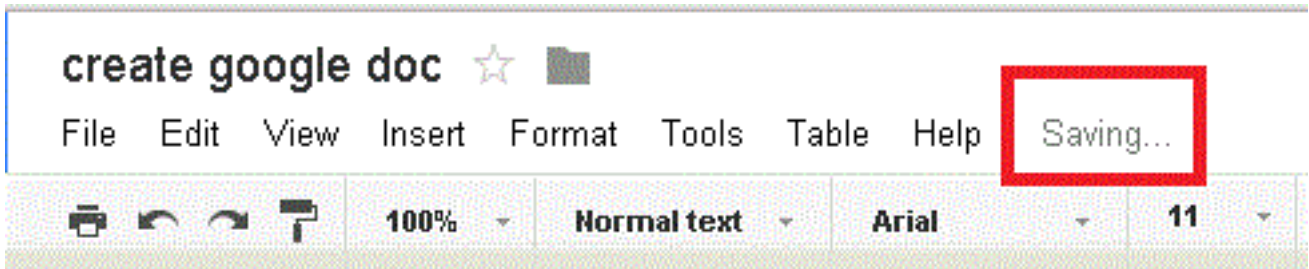
4. Click **Untitled document**.



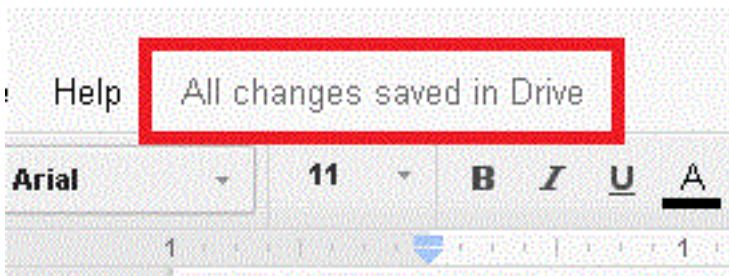
5. Type in what you would like to name your new document and click **OK**.



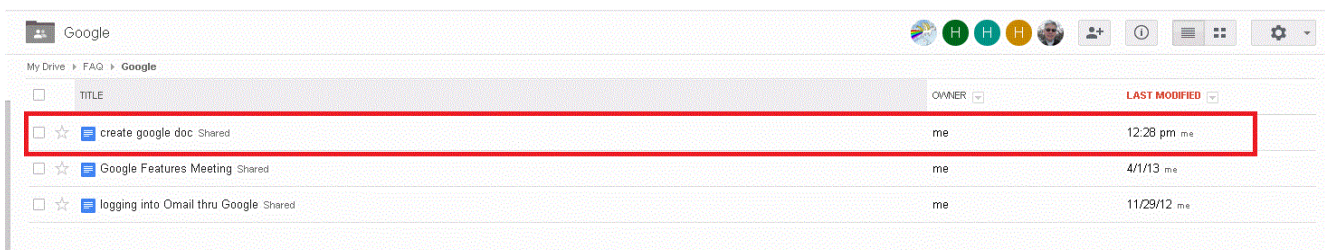
6. Google Docs automatically **Saves** your changes.



7. When the message **All changes saved in Drive** appears, it is safe to close out of your document.



8. Your document will now appear in your Google Drive.





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Information Technology Services -> Ozone -> How do I create a Google Doc (document)?

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