



# GCdocs16



Job aid

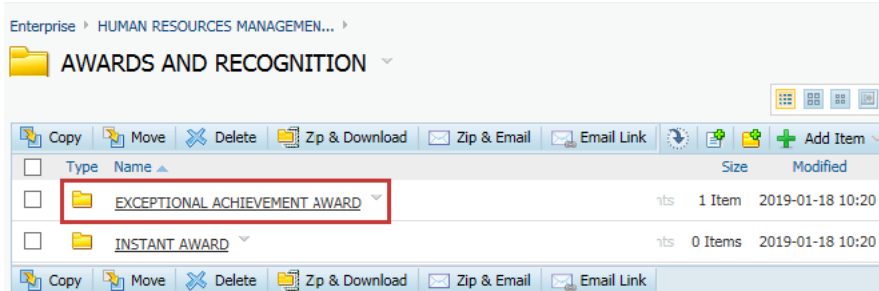
Working with documents and items

## How to add new documents

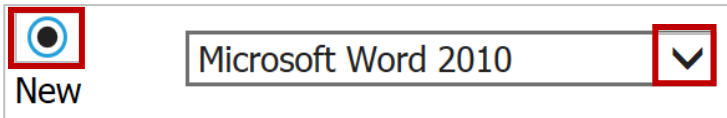
Classic View

### Using the Add Document icon

1. Navigate to the folder where you want to add the document



2. Select **Add Document**
3. Select **New** and, then select the pull down menu



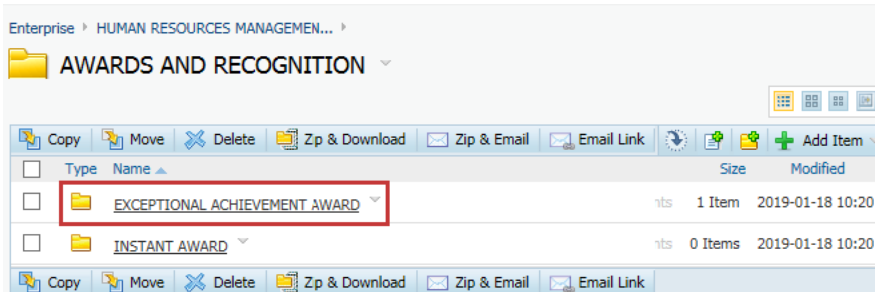
4. Select an application (e.g. MS Word, MS Excel, etc.)
5. Select **Add**
6. Create the document

7. Select **Save** and, then select **Close**

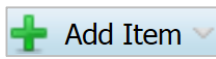


## Using the Add Item menu

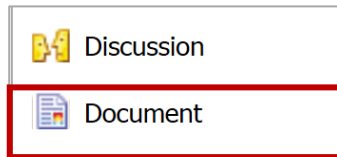
1. Navigate to the folder where you want to add the document



2. Select **Add Item**

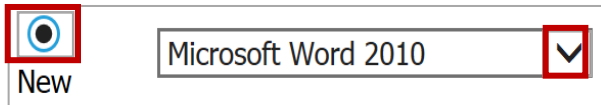


3. Select **Document**



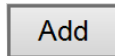
from the pull down menu

4. Select **New** and, then select the pull down menu



5. Select an application (e.g. MS Word, MS Excel, etc.)

6. Select **Add**



7. Create the document

8. Select **Save**

