

Create a New File in a Document Library

1. Go to the location in the document library where you want to create a new file. If you need to create a new folder to store the file, see [Create a folder in a document library](#).
2. On the main document library menu, click **New** and then select the type of file you want to create. (**Note:** The file-type selection may vary.)
3. Add the text and other items that you want to your file. Your new file is automatically saved to the document library and will appear in the list of files. It has a generic file name.
4. Click the back arrow in your browser to return to the document library when done.
5. If you don't see your files in the library, refresh the browser.
6. To rename your file, click **Show actions**. The Show Actions button. next to the document, then click **Rename**, and enter a name.

