

How to Create a New Document in Google Docs for iPhone

May 30, 2015

How to Create a New Document in Google Docs for iPhone

Google Docs is the most convenient and easiest way to create, share, edit, and access your documents. With the Google Docs app available in the app store, you will have that access always at your fingertips. The following slides will explain how to create a new document in Google docs using the app on your iPhone (or iPad).

Step 1

Search and download the Google Docs app in the App Store.

Once you have downloaded the app, tap the icon on your screen and follow the prompts for logging into your Google account (if it wasn't logged in automatically).

Now you are ready to create documents!



Image courtesy of: [Google images](#)

Step 2

After you open the Google Docs App,
Touch the + in the bottom right corner of the app
A new Google Docs file will automatically open.

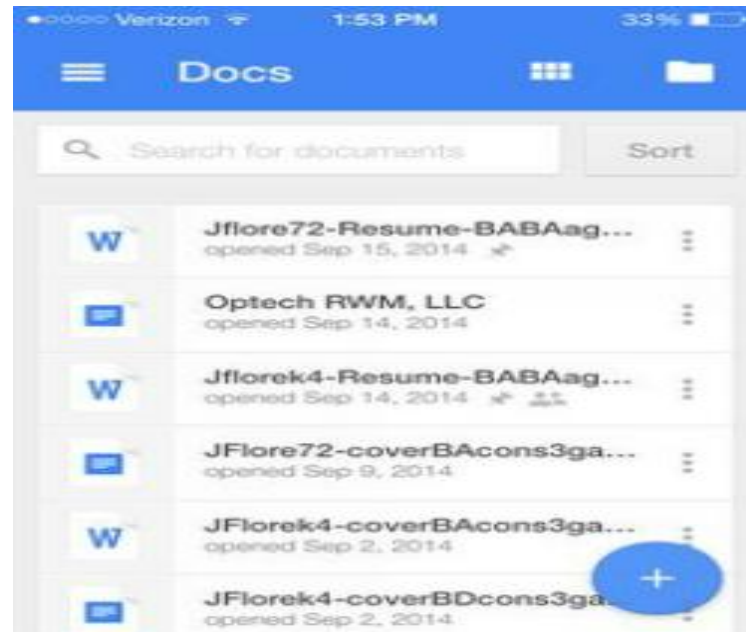


Image courtesy of: [Pinterest](#)

Step 3

You can type your document just as you would in any other word processing program.

You will be able to change fonts, font sizes, insert images and comments, and share your document instantly.



Image courtesy of: [Google Play Store](#)

Step 4

Once you have completed your document, be sure to rename it so that it can be found easily later.

With your document open, Click on the filename.

A text box will appear where you will be able to insert the name of your file.

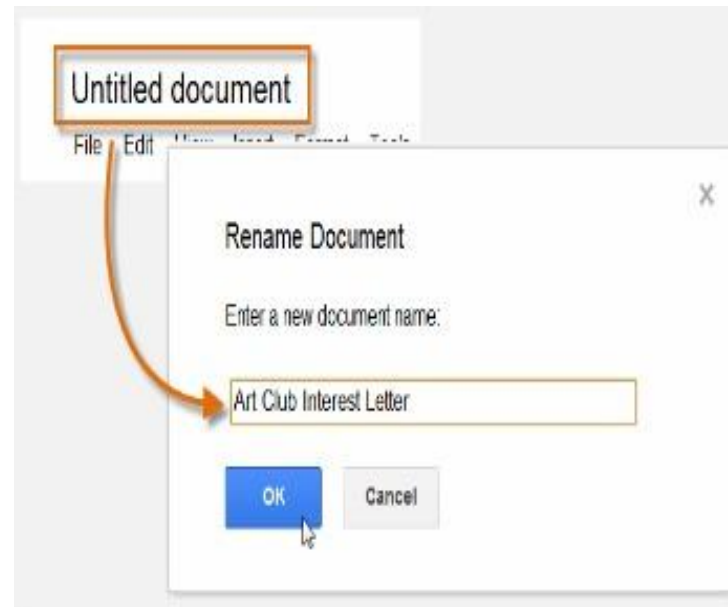


Image courtesy of: gcflearnfree.org

Step 5

You can find your file in the following places:

Drive on the web at drive.google.com , Drive app for iPhone or iPad,

Docs home screen at docs.google.com



Image courtesy of: brokenairplane.com

Additional Resources

Learn more about creating documents in Google Docs here:

- [Quickly Create New Google Documents](#)
- [Create a new Google Docs](#)
- [Google Docs Apps](#)

References

- [View & create documents on iPhone or iPad](#)
- [Google Docs](#)

Get social with us!



[facebook.com/pages/
/iPhoneStore](https://facebook.com/pages/iPhoneStore)



[twitter.com/iPhone
StoreWW](https://twitter.com/iPhoneStoreWW)



Click to Contact Us:

iPhoneStore.com

[Email us -
support@iphonestore.com](mailto:support@iphonestore.com)

© 2015 iPhoneStore.com All Rights Reserved