Create a New Document

You can add a file to a SharePoint library by creating the file on your computer and uploading, copying, or moving it into SharePoint. But, you can also create a new document directly within SharePoint, as shown in this help file.

Note: Properties are also called metadata. Some properties, such as security level or content type, may be required. It is important that you assign properties correctly.

1. Navigate to the library.
2. On the ribbon, click the **FILES** tab. In the **New** group, click the arrow next to **New Document**. Click **Document** from the drop-down.
Note: There may be different or additional options under New Document. For example, the Word document might be a template that is prepopulated with an outline and boilerplate text or the new document might be an Excel spreadsheet designed to be used as a form.
3. If prompted, click **OK** to trust the file. If prompted, log in.


In this example, the template for a new document is an empty Word document. When Word opens, the document information panel (DIP) contains the properties associated with the library. (The DIP is also called Document Properties – Server.)


1. Enter appropriate properties for the file in the DIP and add the content for the document.

2. When your work is complete, save the file, enter a name for the document, and save again. By default, the file is saved in the same SharePoint library where it was created, but you can navigate to a different location to save the file there instead.
The new file is now in the library.
The item has a green star to indicate it is new. Remember to check in the file.