# Overleaf: Create LaTeX documents

Overleaf ⧉ is a web-based platform for creating and publishing documents in LaTeX and Rich Text format. This article explains the basics of creating a new project and the process of adding collaborators.

> **Before you begin, you may need:**
>
> - An free account on Overleaf.com ⧉ or request a premium account on Bryn Mawr's institutional license if you need access to premium features
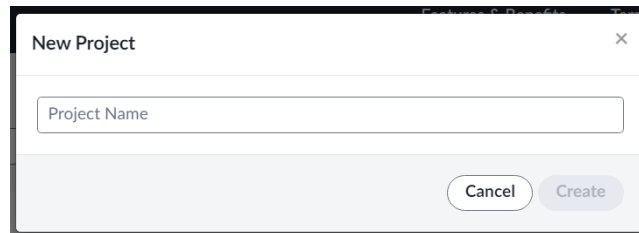
Creating a New Project

1. Click the **New Project** button on the left panel.
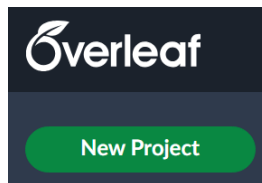
2. From the drop-down menu, click on **Blank Project** if you are starting a brand new document. If you instead want to edit a document created elsewhere in Overleaf, select **Upload Project** or **Import from GitHub**. Overleaf also offers templates you can use.
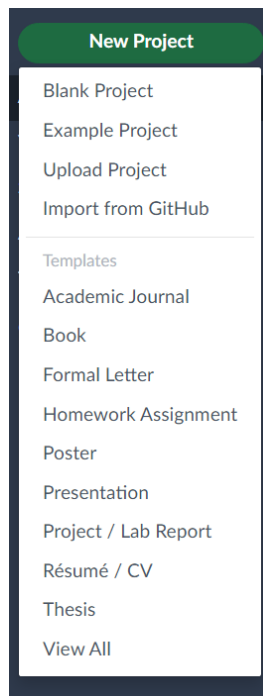
3. Name your project and click **Create**.

4. A new document is created with basic LaTeX formatting. As you make changes to the text, clicking the green **Recompile** button will regenerate the preview of the document with those changes.
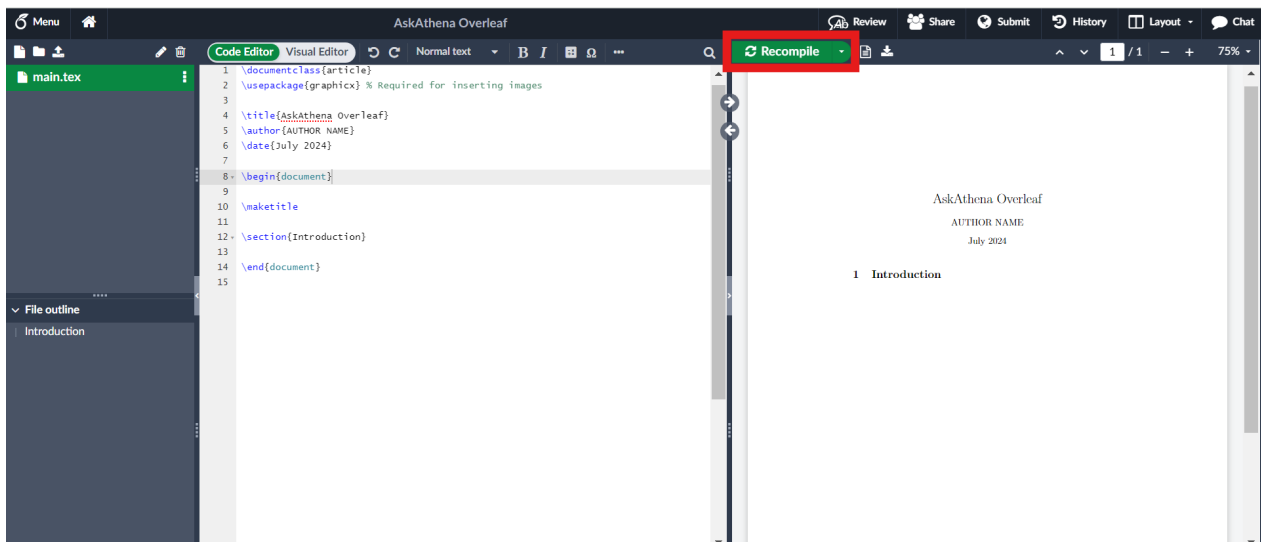

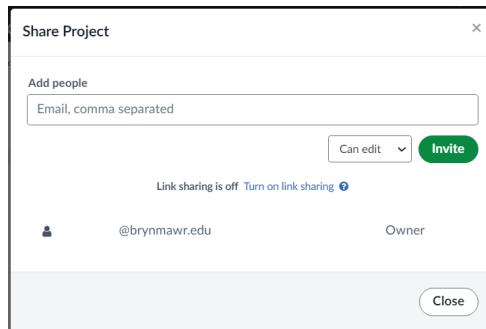Further documentation can be found at Overleaf's instructions on Creating a Document .

Add a Collaborator

Note: To add more than one collaborator to your project, access to premium features is required. For more information about requesting a premium account check out Overleaf: Premium Features.

1. Click the **Share** button near the top of the Overleaf project interface.
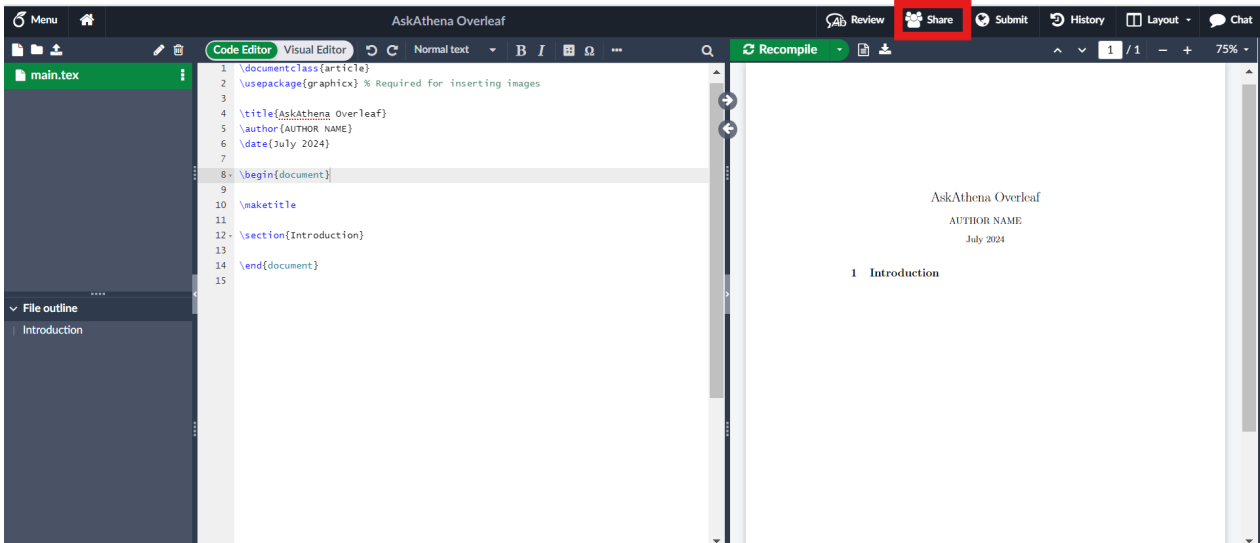
2. Add email(s) and choose the type of access you would like to permit (either edit or view). Then select **Invite**.

3. Under the Review tab, track changes can be switched on to keep track of collaborators edits. More information about track changes and versioning can be found in the Overleaf documentation. ⧉
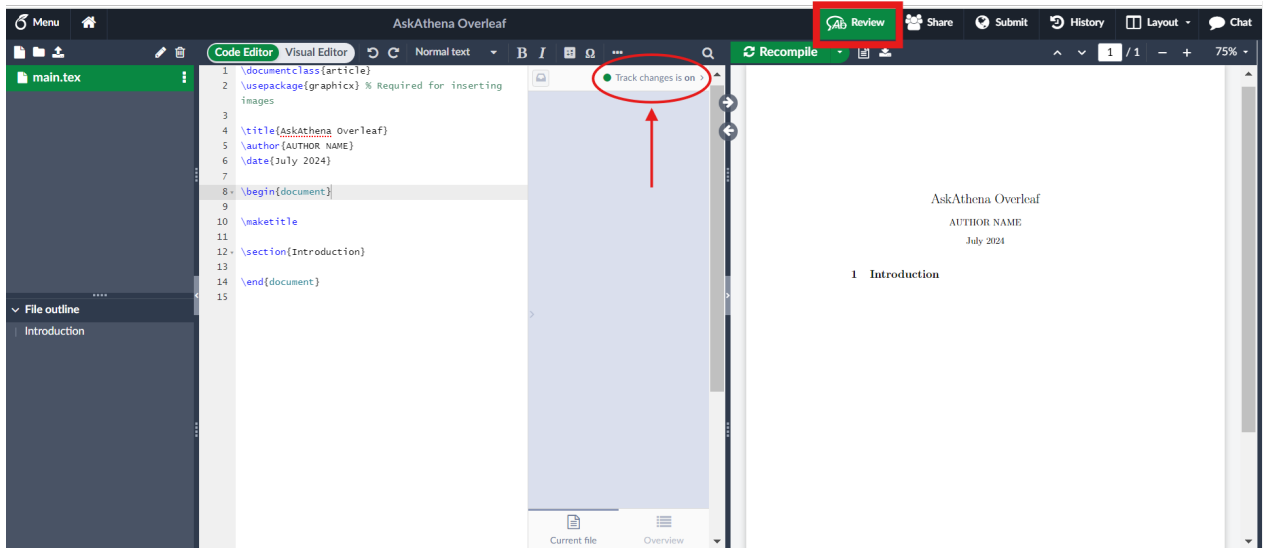
Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | Library and Help Desk hours ⧉
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