Stepify

Create a new text document called Meeting Notes in the Documents folder

NextCloud   5 steps · 2m 40s

1   **Click Documents folder to open it**

2   **Click 'New' button to open creation menu.**

3   **Click 'New text file' to create a document.**

4   **Type 'Meeting Notes' in the filename field.**

5   **Click 'Create' button to save the document.**