

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

NextCloud 5 steps · 2m 40s

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- 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.
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