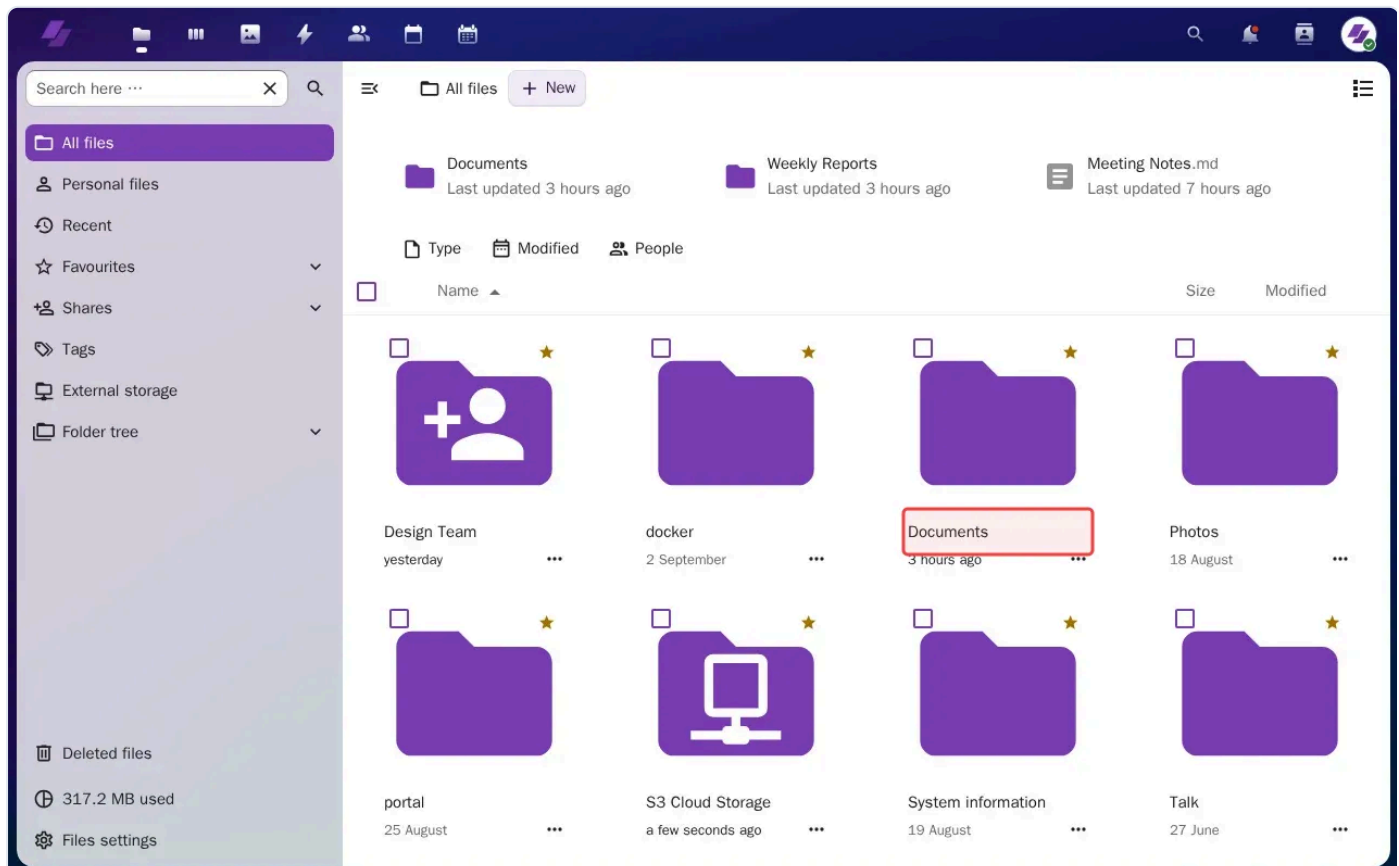


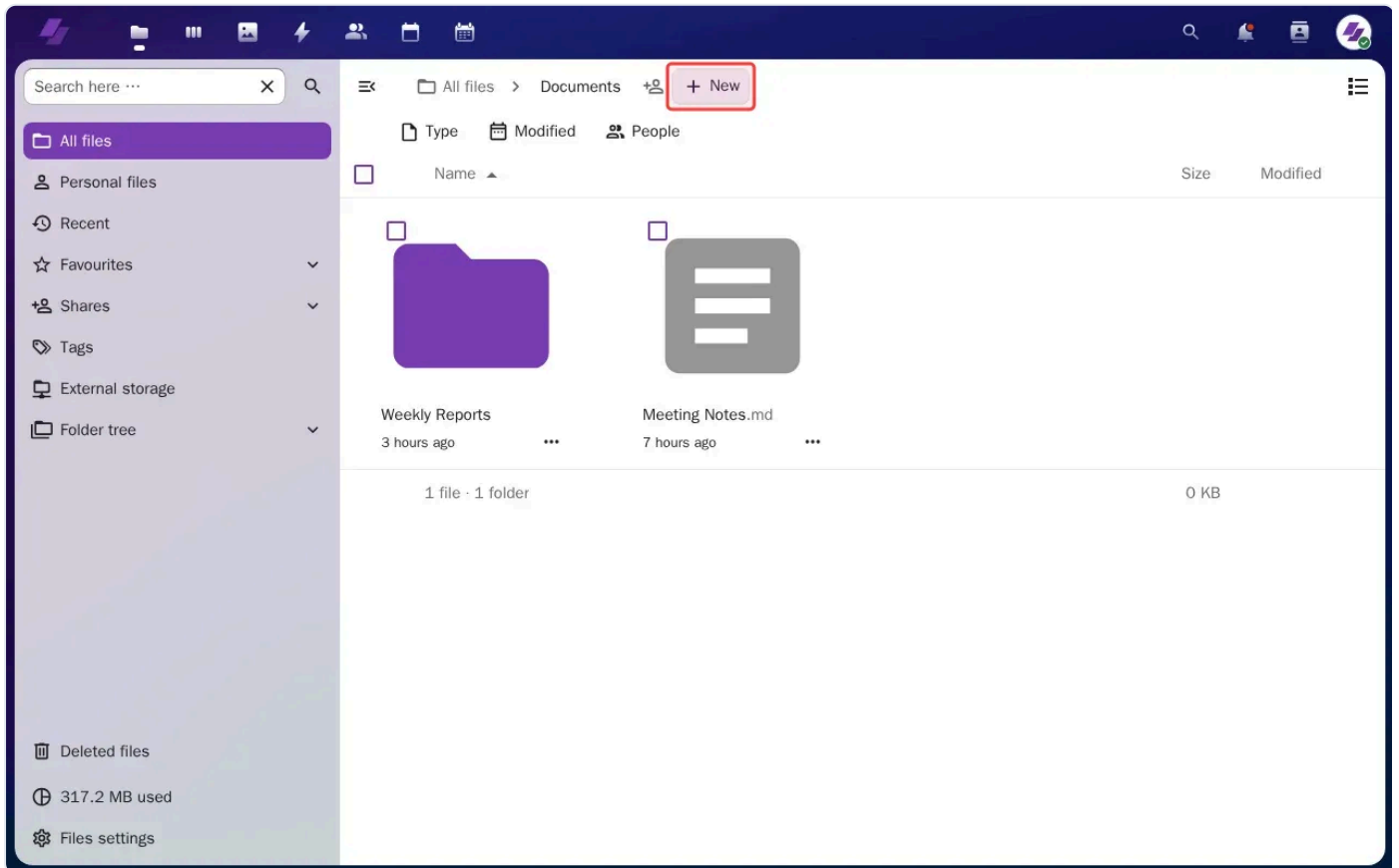
# Create a new text document called Meeting Notes in the Documents folder

NextCloud 5 steps · 2m 40s

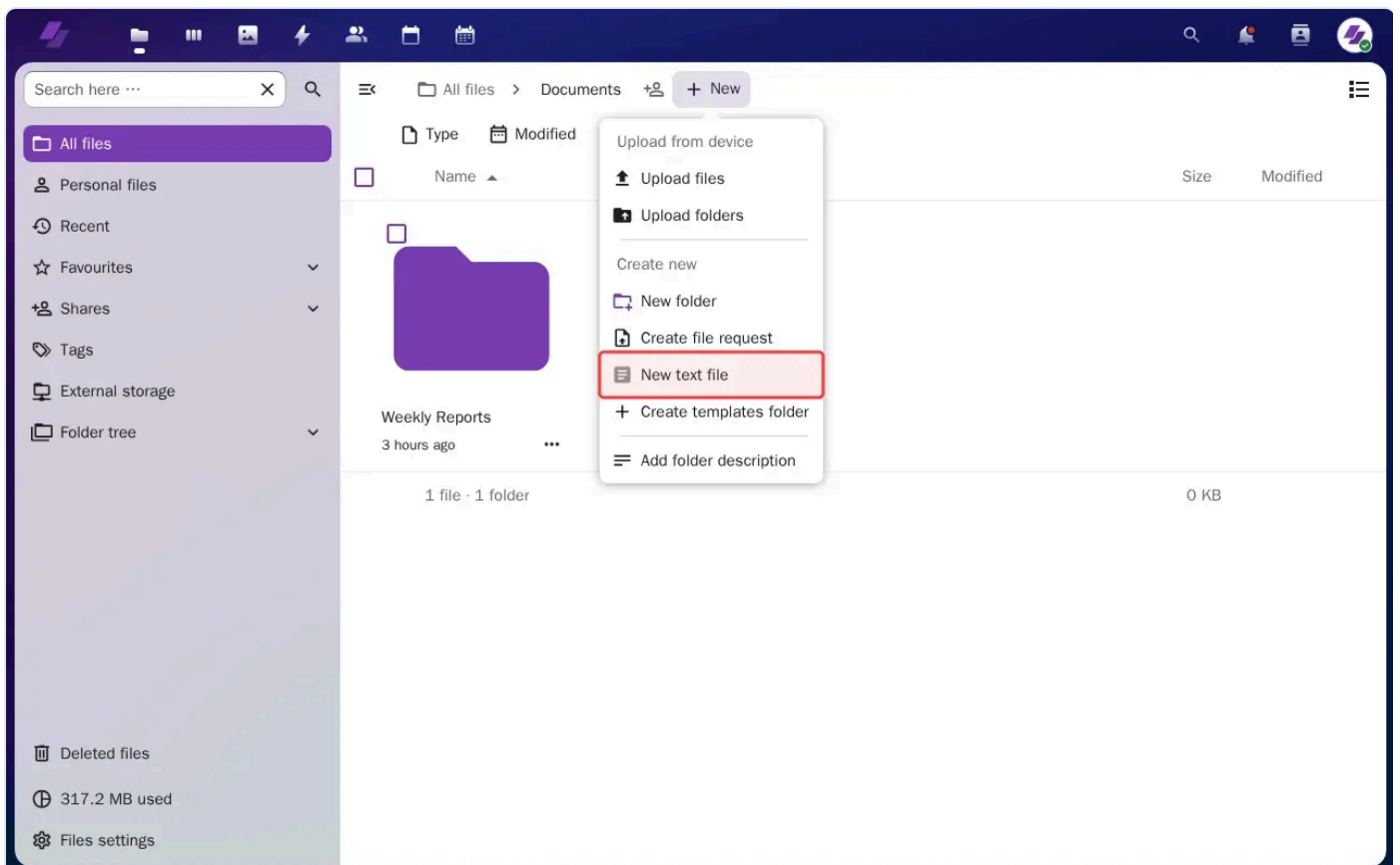
## 1 Click Documents folder to open it



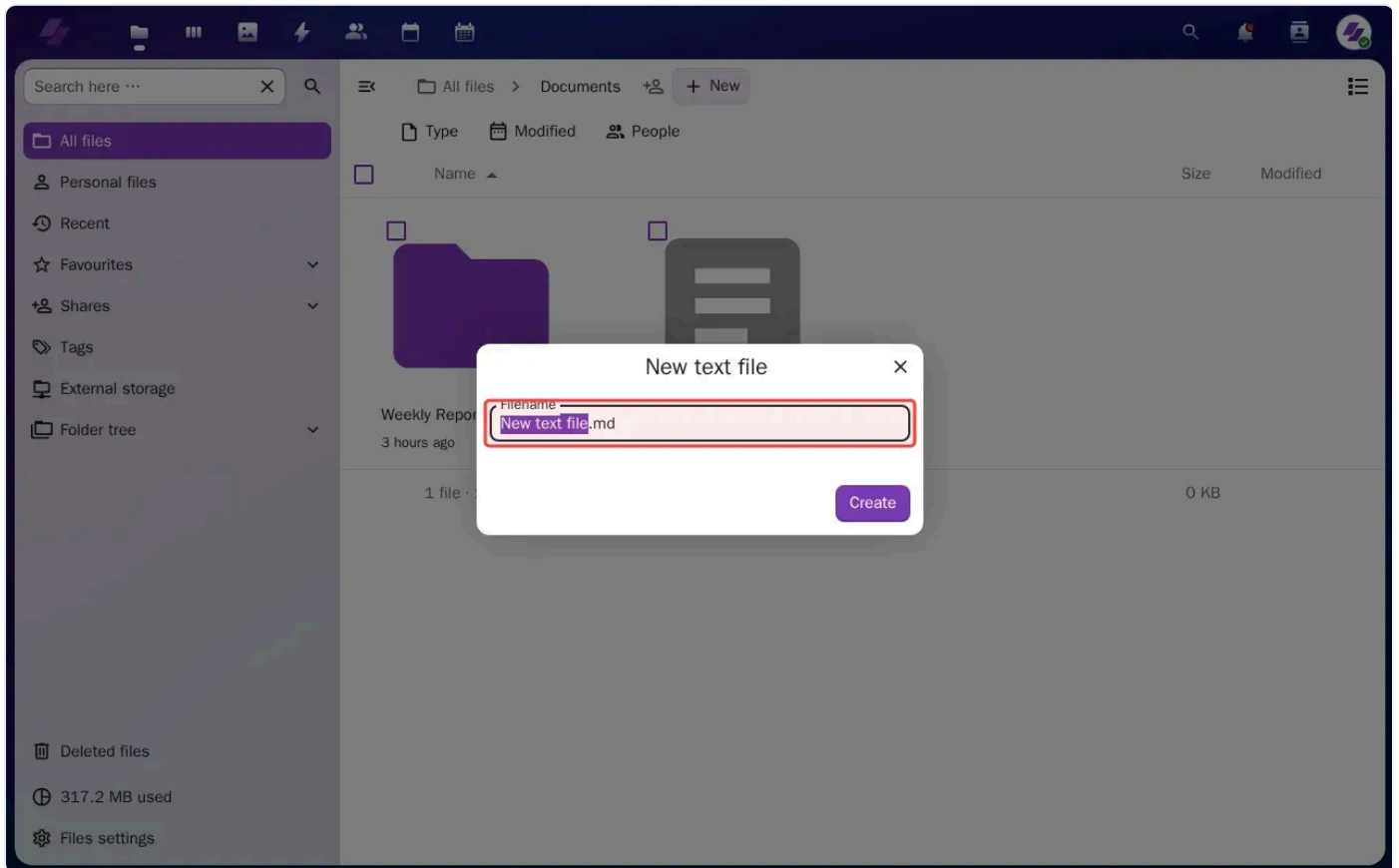
2 Click 'New' button to open creation menu.



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.

