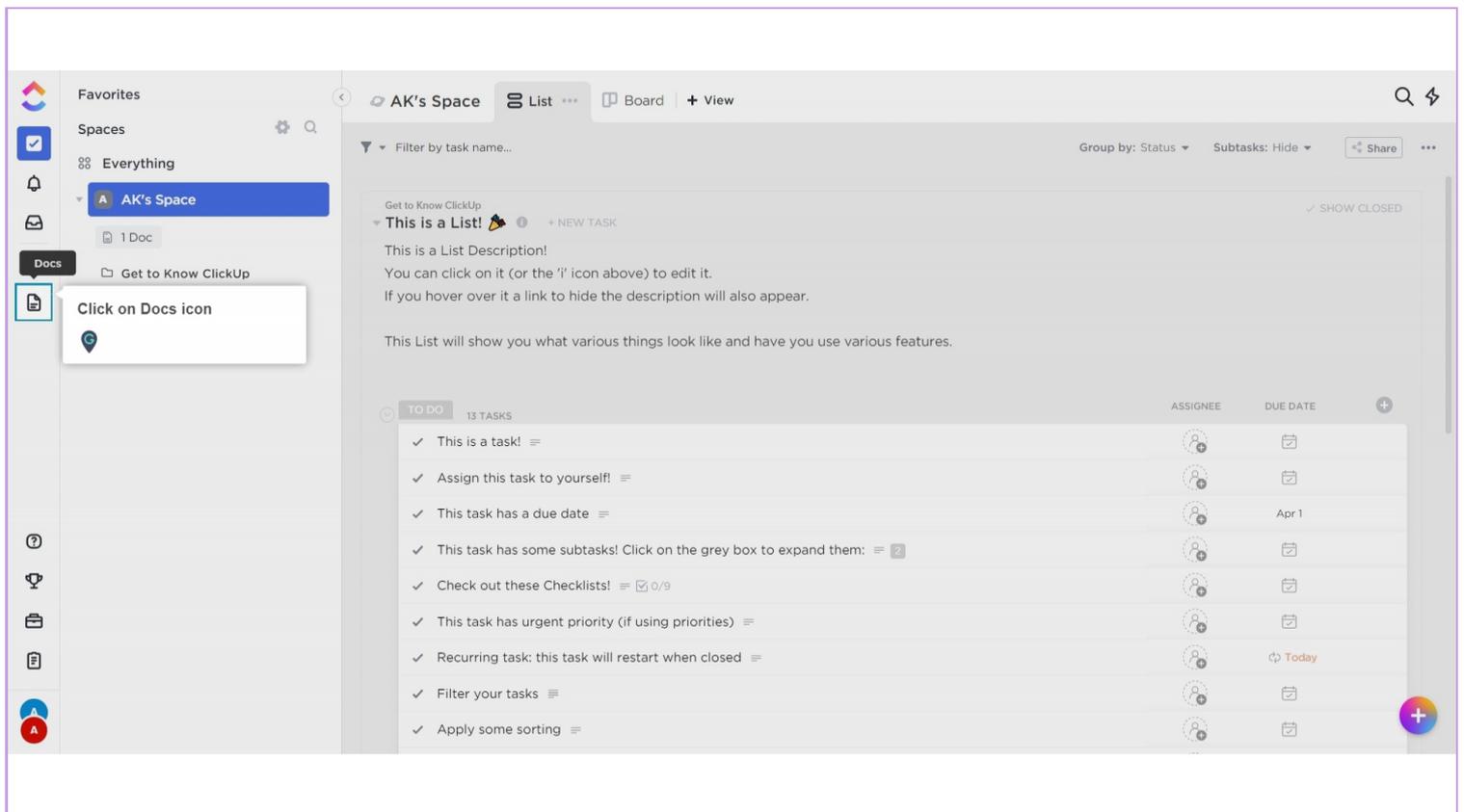




How to add a document in ClickUp

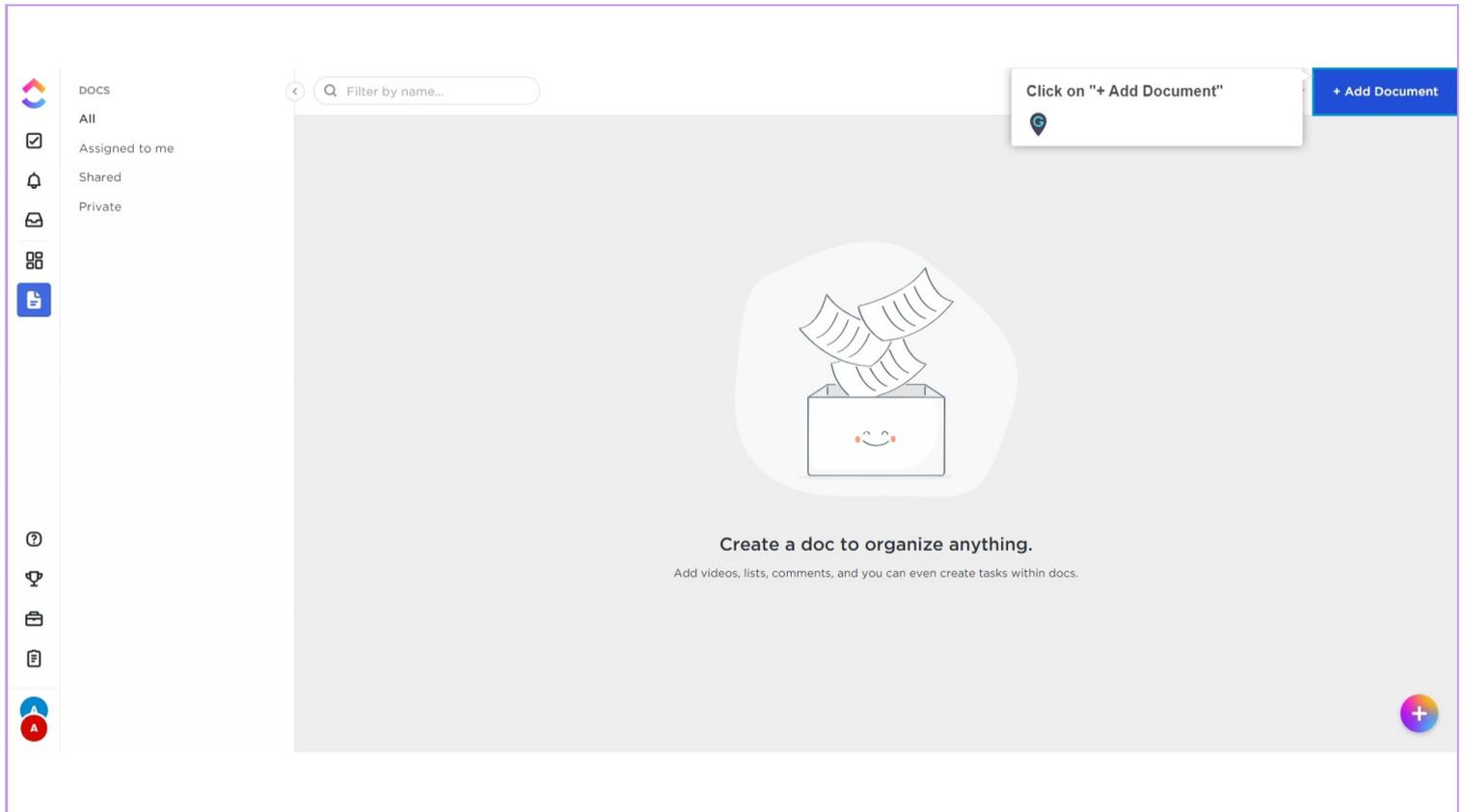
Step: 01

Click on Docs icon



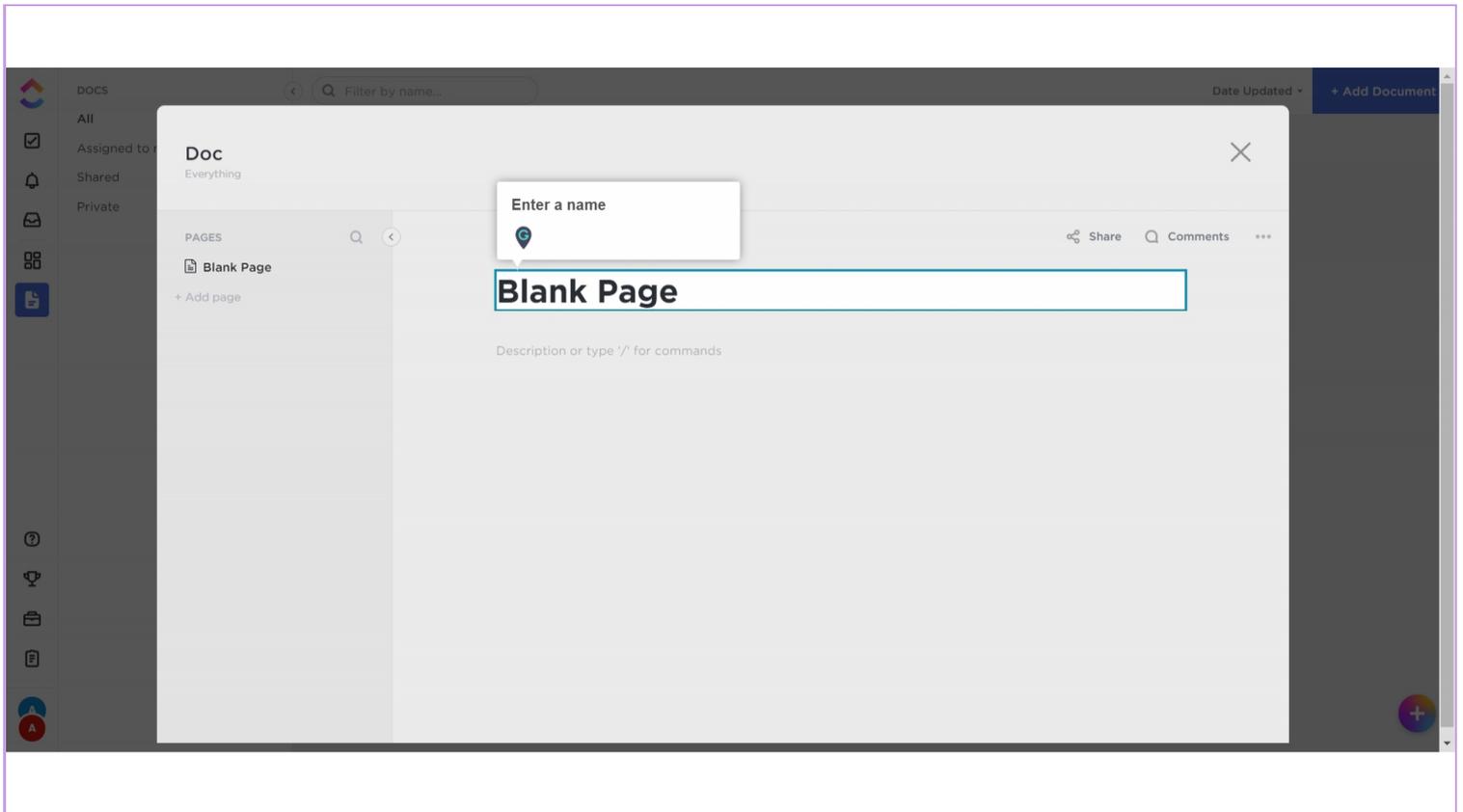
Step: 02

Click on "+ Add Document"



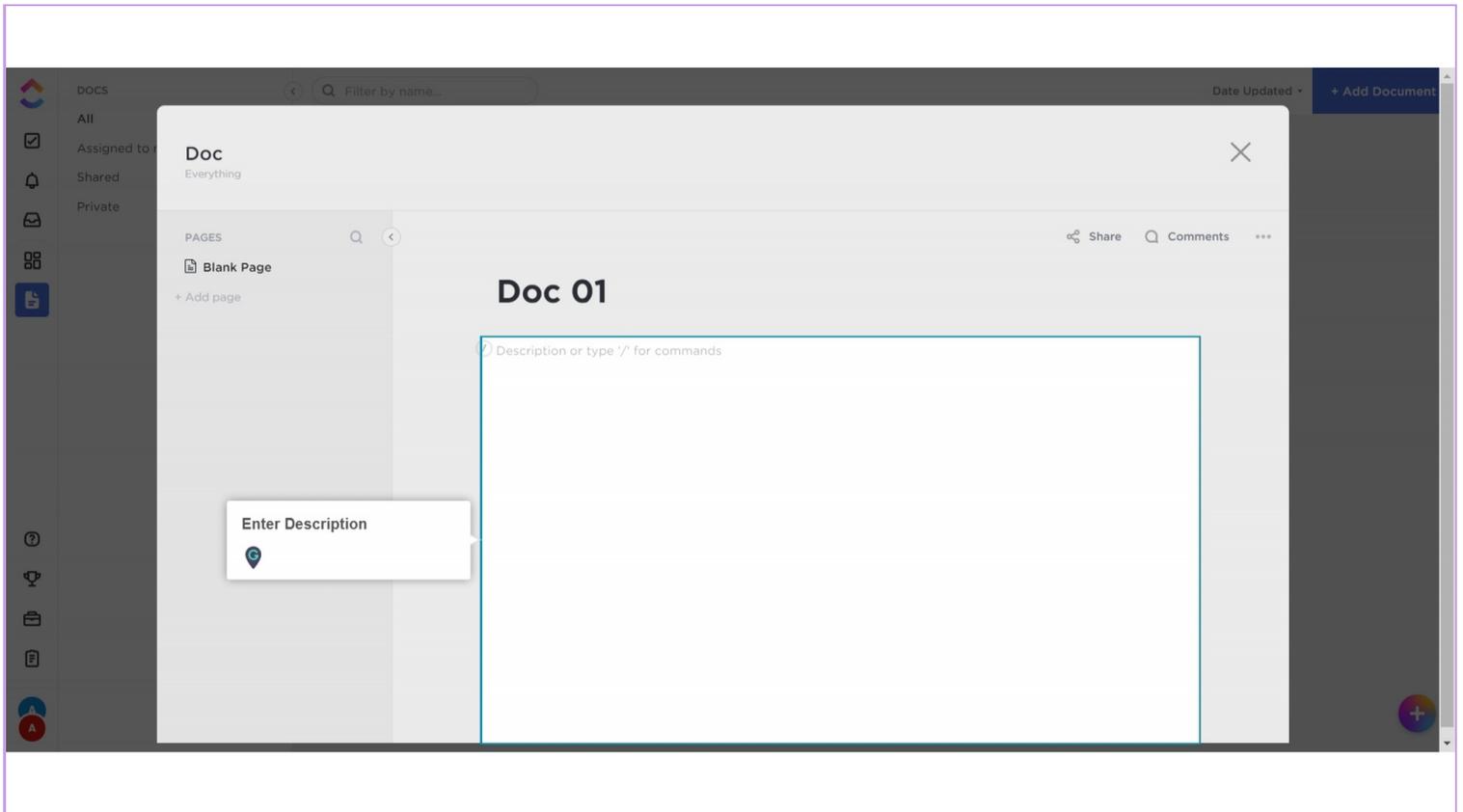
Step: 03

Enter a name



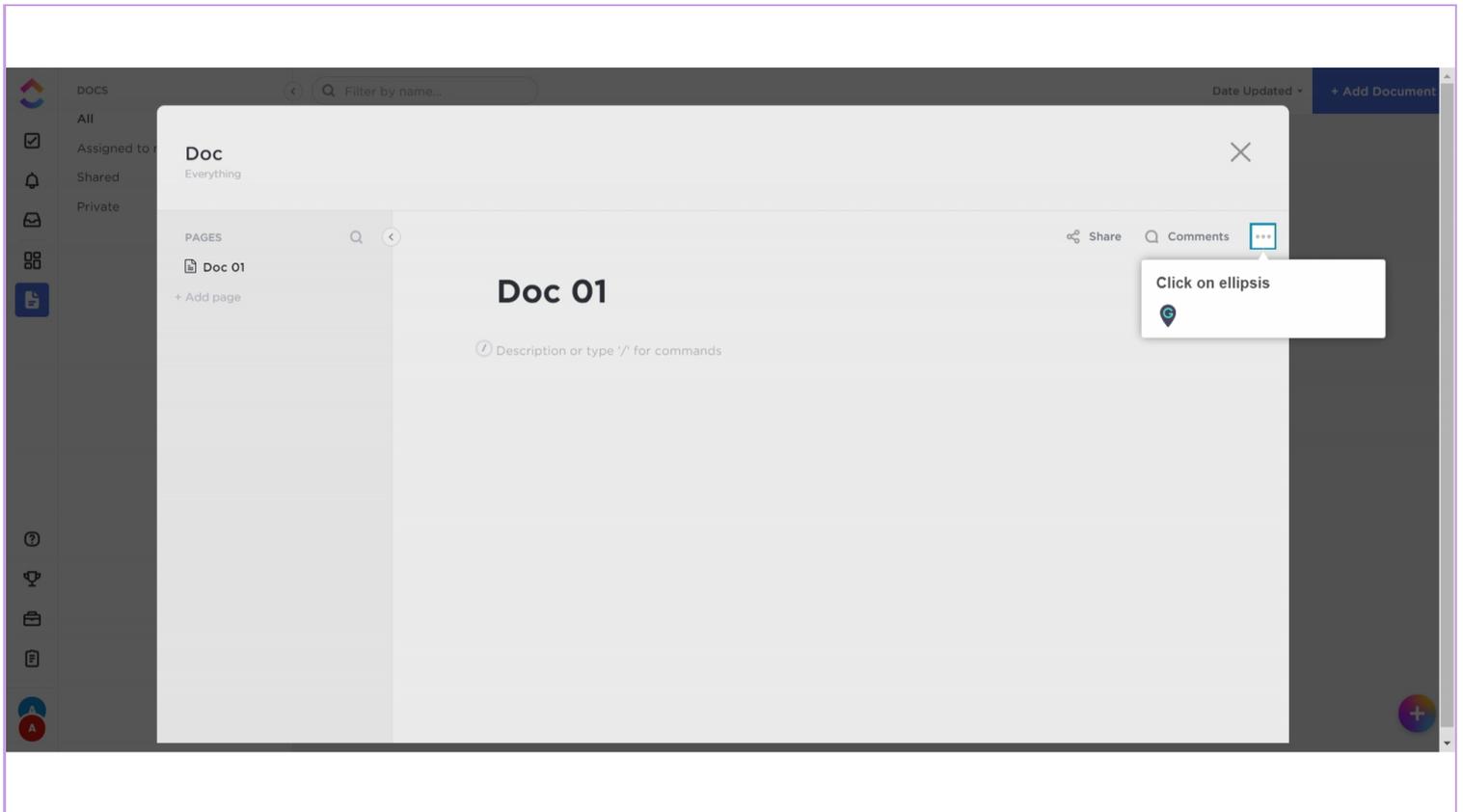
Step: 04

Enter Description



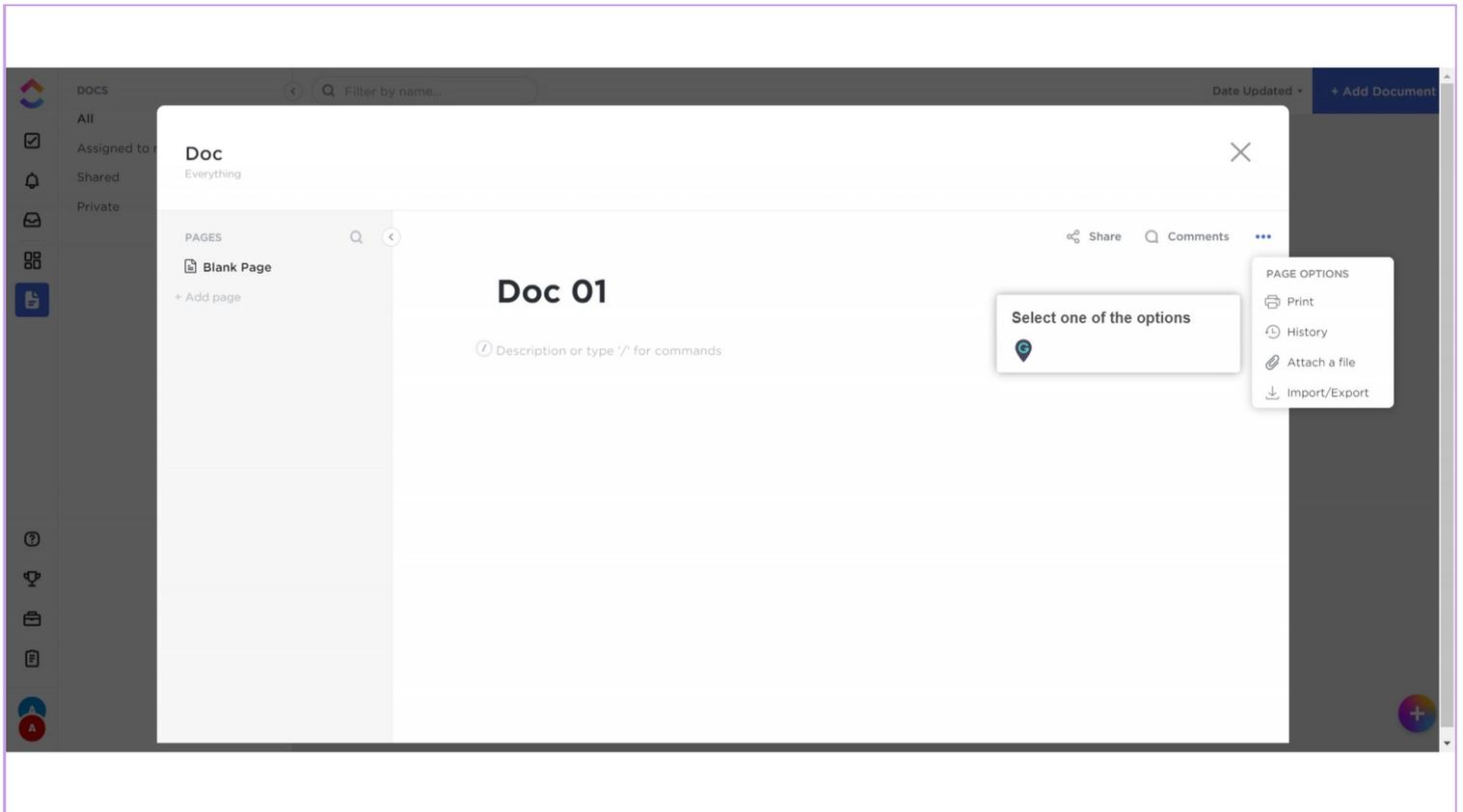
Step: 05

Click on ellipsis



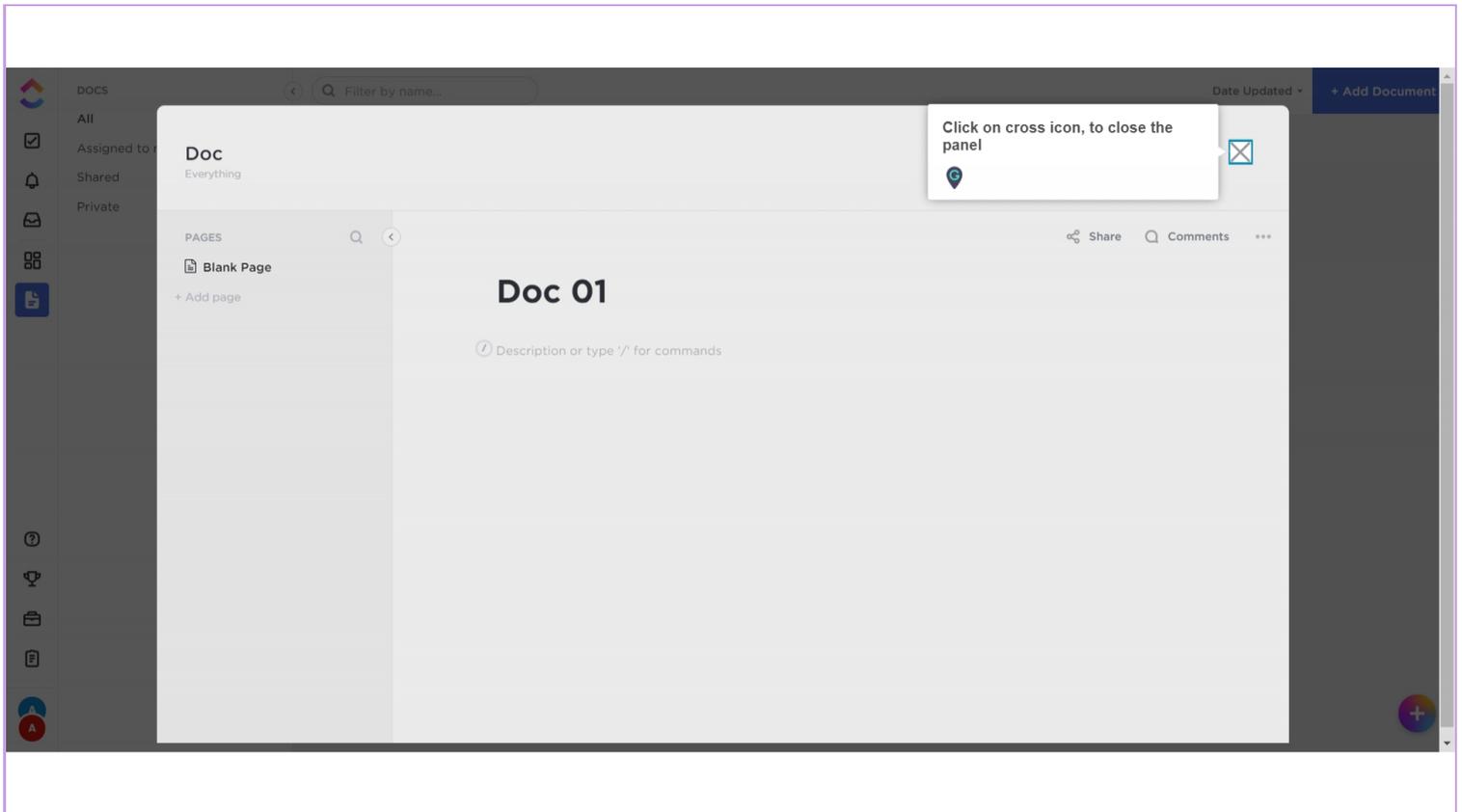
Step: 06

Select one of the options



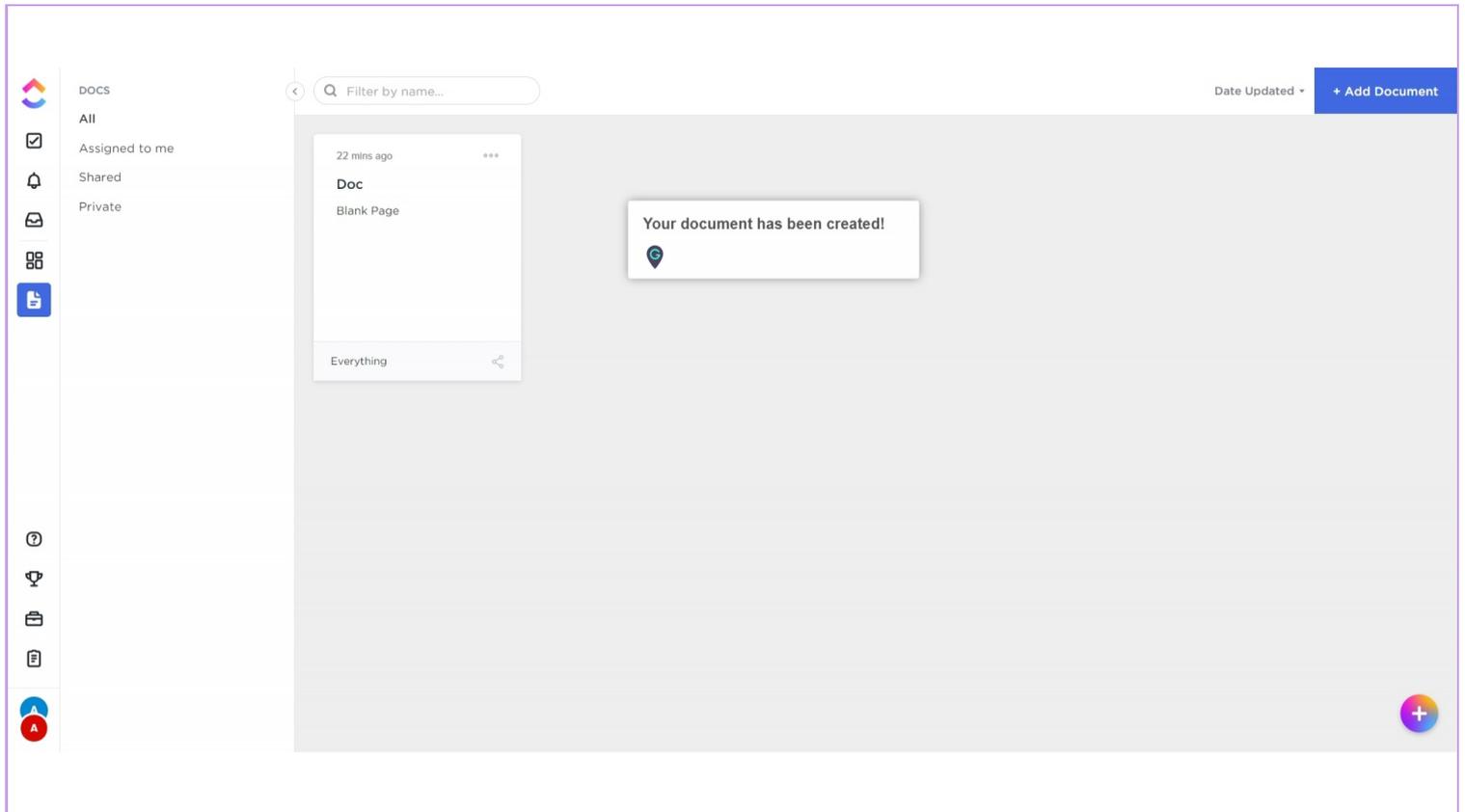
Step: 07

Click on cross icon, to close the panel



Step: 08

Your document has been created!



Thank You!

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