


# Creating a New Category Under Reference Docs

## SUMMARY

Learn how you can easily organize blank forms, reference docs, and website links under custom categories in the Reference area.

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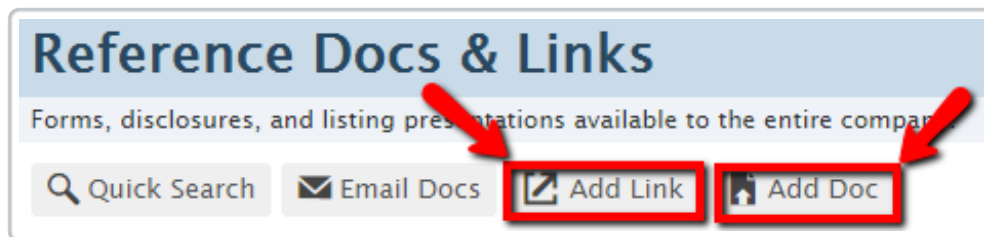
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## Add Docs to the Reference Page

New categories can be created when uploading a document or adding a link to the Reference page.

- 1 Click Reference from the top navigation menu.
- 2 Click [Add Docs].
- 3 Select a document from your computer to upload.
- 4 Choose a name for the doc and select a category. If the desired category isn't listed, type in a new one and hit enter.
- 5 Click [Upload]. The new category will be created and the uploaded document will be saved under it.



## Create a New Category

You can create a new category when adding a link instead of a document.

- 1 Rename a category by hovering over the category name and clicking the [Pencil].
- 2 Type in a new name and click [Save].

