

How to use Word Import for monday.com

1. In the workspace, click on "Word Import"
2. Click "Choose File"
3. Select a Word file (docx file) and click "Open"
4. Click "Pick a Doc Name"
5. Choose from the Word document file name, the first paragraph (often the title) or a custom Doc name
6. Click "Start Import"
7. Wait for import to complete

CHOOSE FILE

File details:

- **File name** Sales Report Document
- **Number of elements** 53
- **Title paragraph** Quarterly Sales Report
- **Estimate processing time** 23 seconds

Analysis complete.

PICK A DOC NAME

Select a Doc name

☐ Use original file name *Sales Report Document*

☒ Use title paragraph (first paragraph) *Quarterly Sales Report*

☐ Enter custom name

START IMPORT

Import details

- **Doc name** Quarterly Sales Report
- **Estimate processing time** 23 seconds

⚠Please do not close or click away from the App during this process or the Doc will be partially imported. Thank you.

25.49%

Creating Doc...