

Create Desktop Shortcuts Instructions

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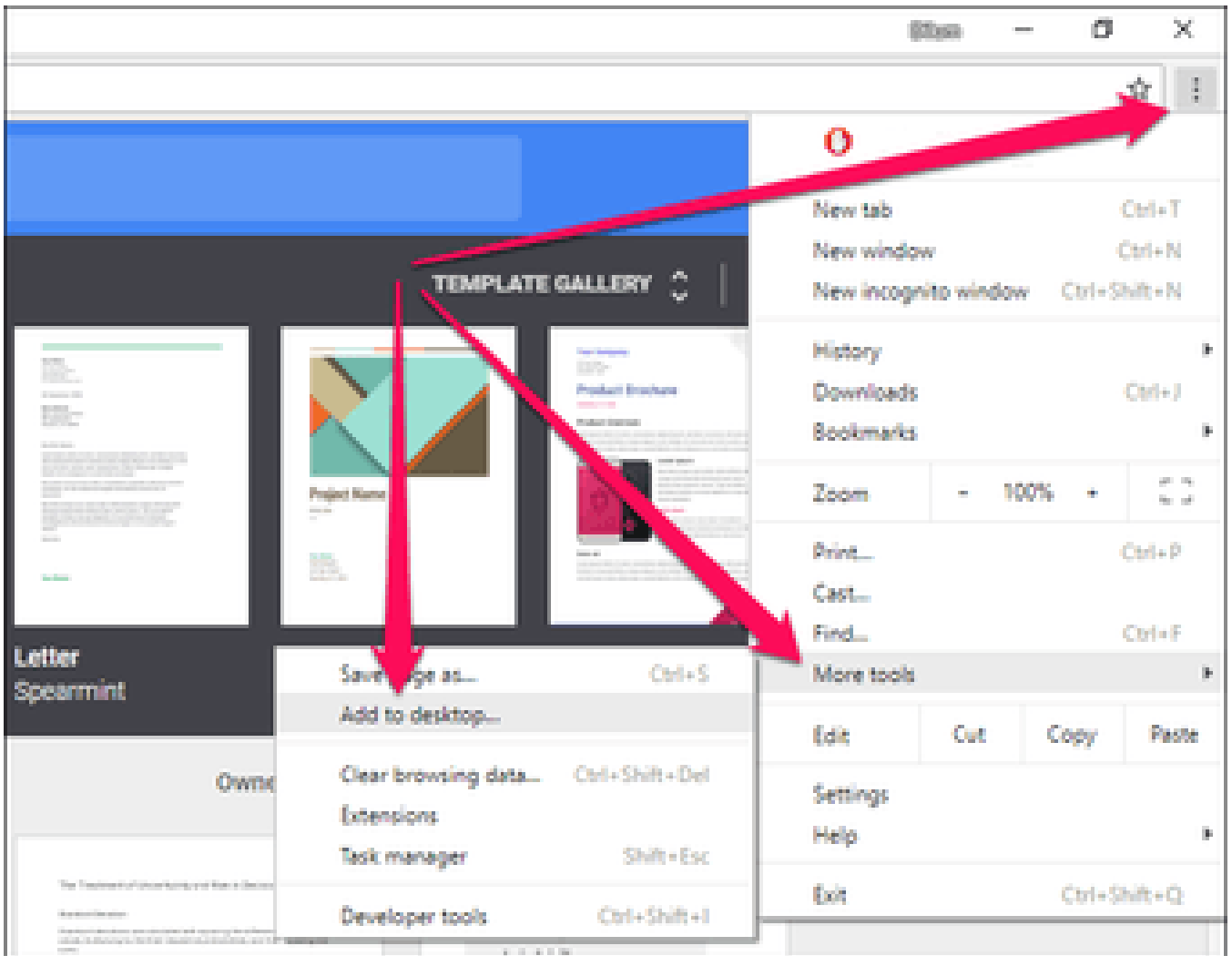
Create Desktop Shortcuts

Chrome's Add To Desktop Functionality

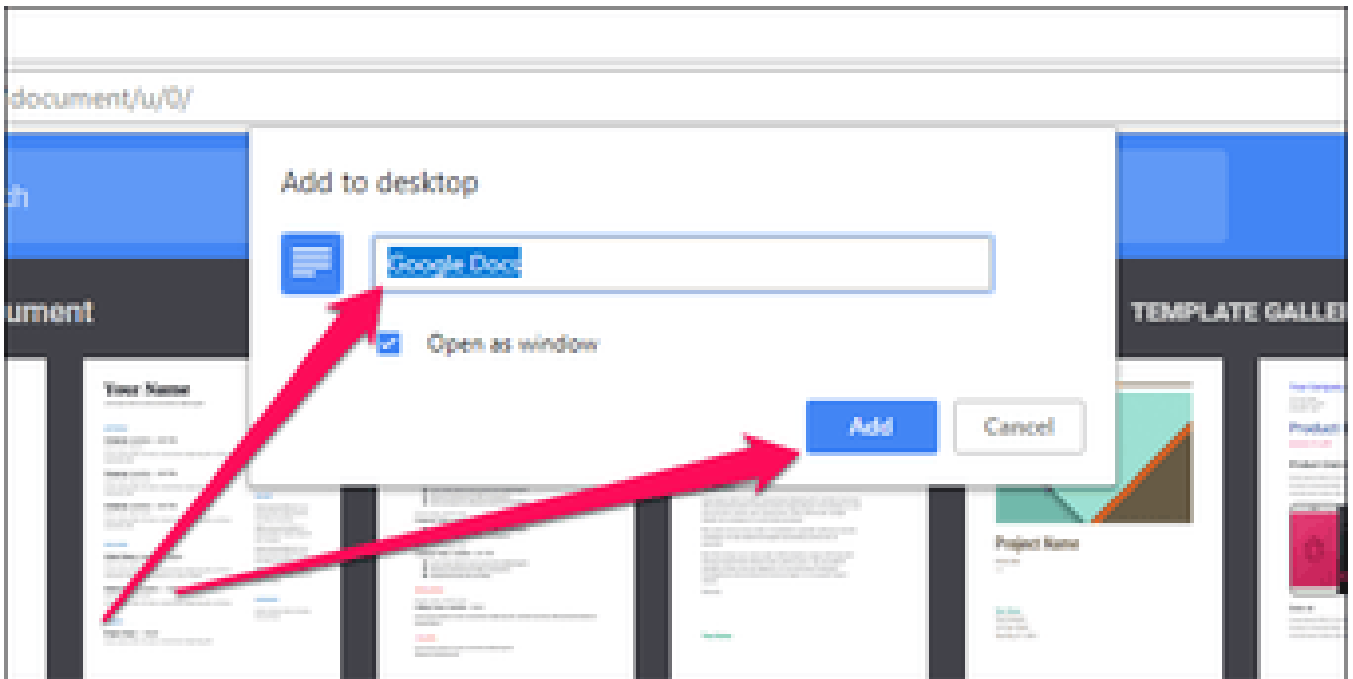
Chrome features a nifty feature dubbed Add to Desktop that lets you easily create desktop shortcuts out of any web page. And since the Docs, Sheets, and Slides Web apps are basically pages within a browser, you can use it to generate shortcuts with no problems whatsoever.

Step 1: Launch the Google web app of your choice, and then open the Chrome menu.

Afterward, simply point to More Tools, and then click Add to Desktop.



Step 2: You should now be prompted with a pop-up box where you can opt to name the shortcut — do that.



Click Add, and you should see a shortcut appear instantly within your desktop.

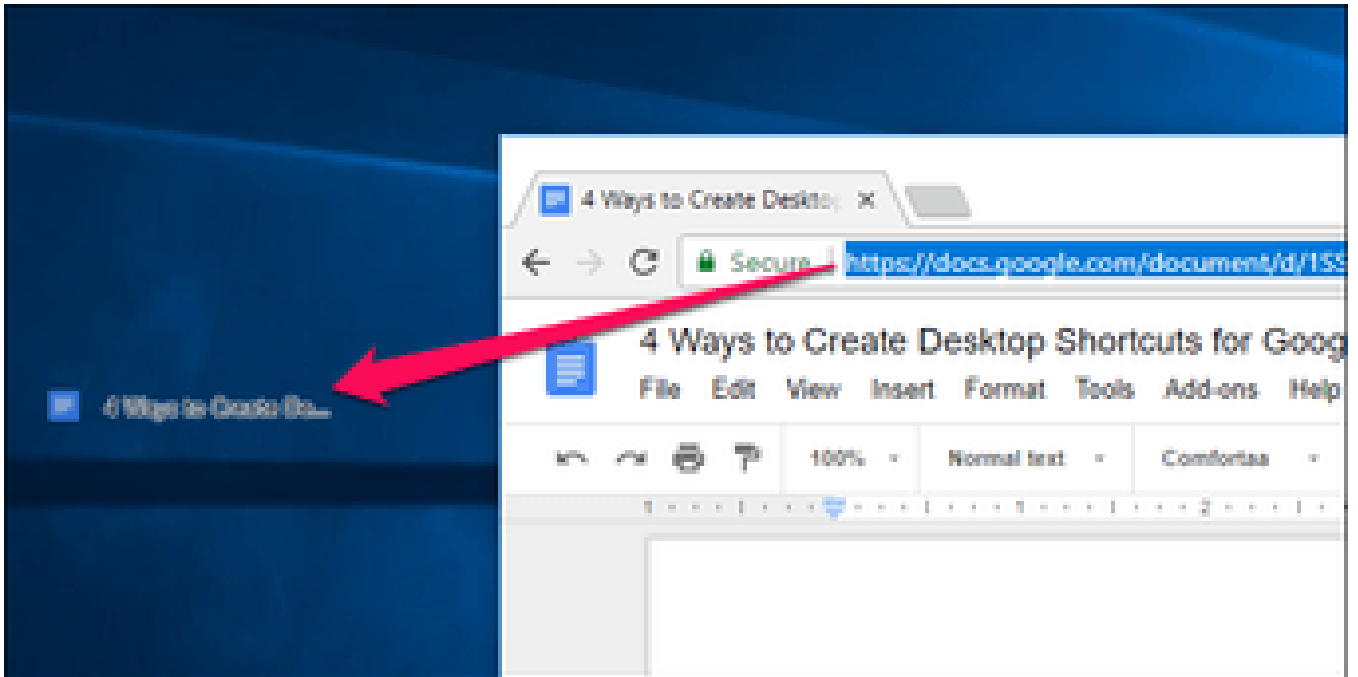


To create shortcuts to a specific Docs, Sheets, or Slides file, just open it within your browser and follow the same procedure.

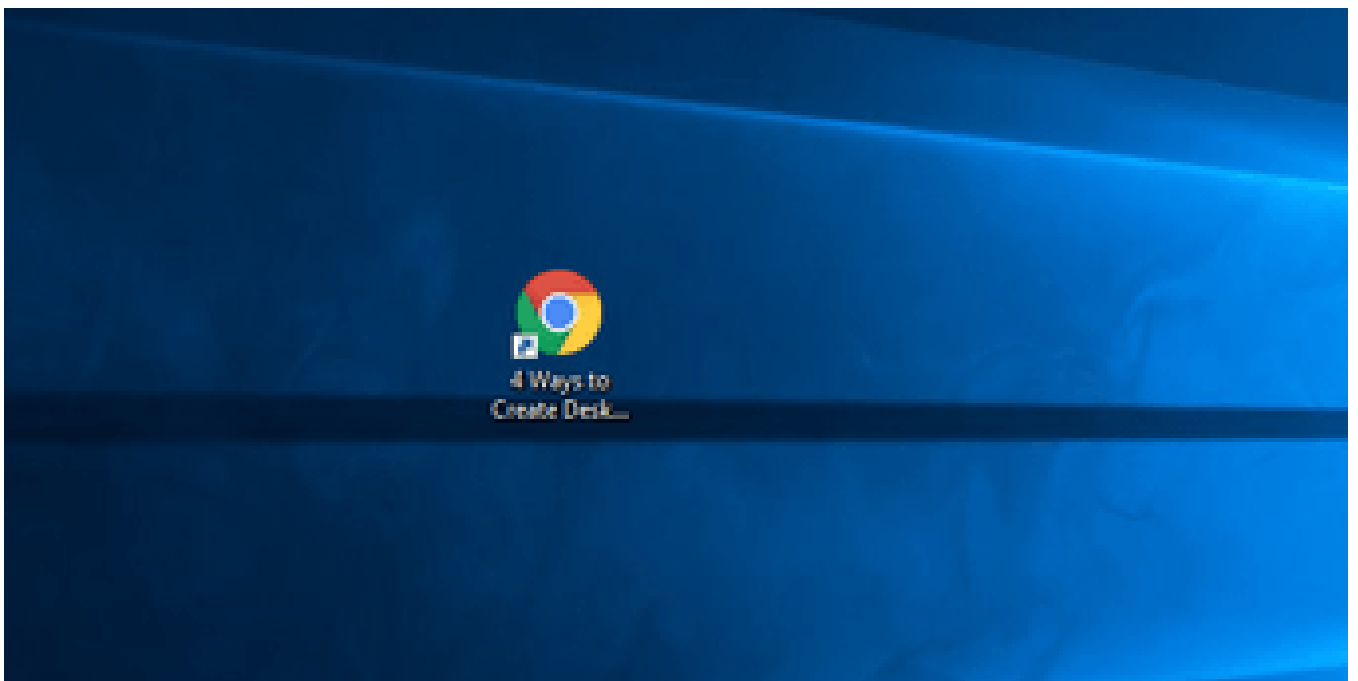
Drag And Drop Url To Desktop

This method is even faster and can be performed on any Web browser. However, you need to be in windowed mode since you must perform a drag n' drop to the desktop.

To begin, open Docs, Sheets, or Slides — or a file if you want to create a shortcut to one — and left-click once within the address bar to highlight the URL.



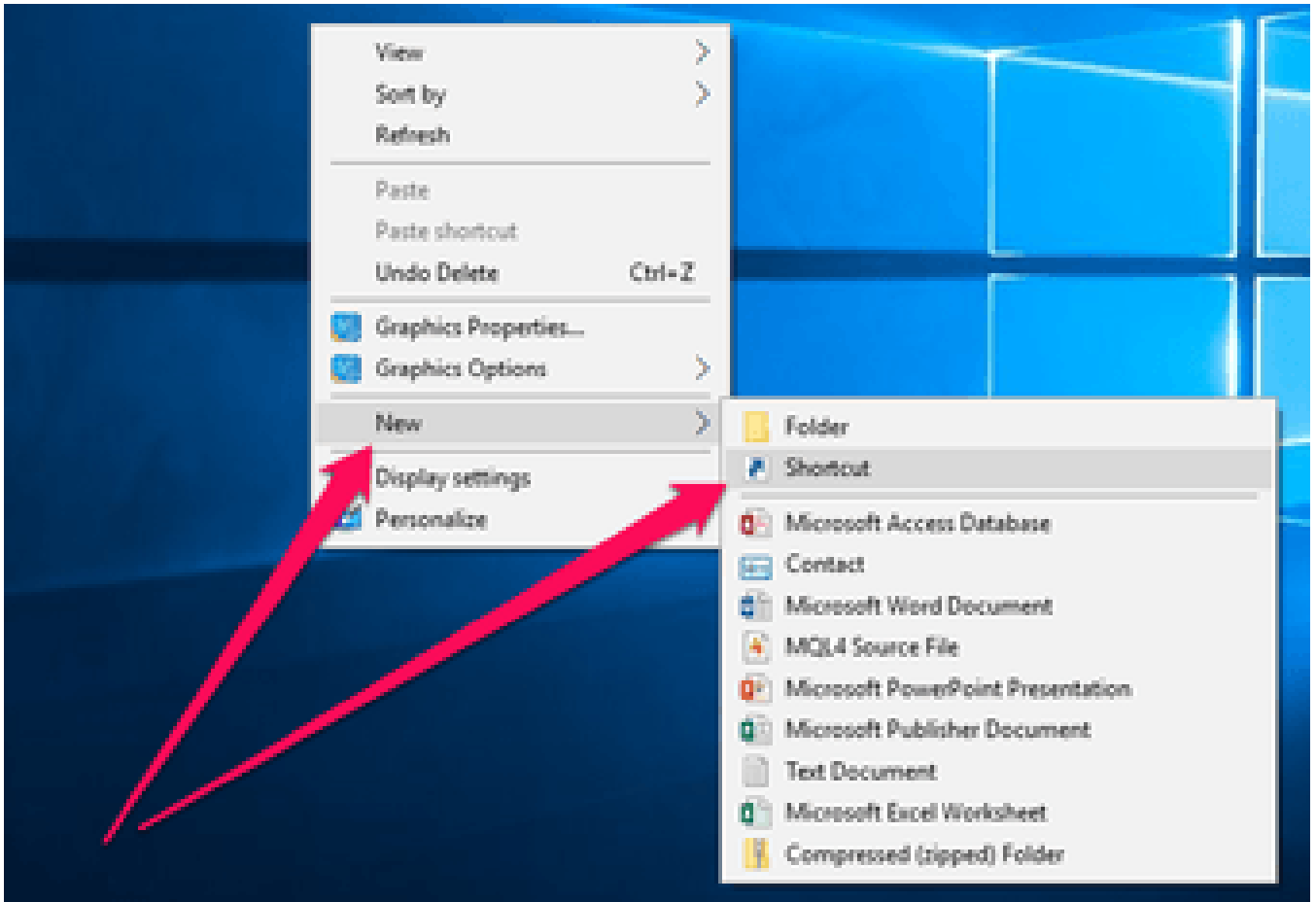
Now, simply drag and drop the URL onto your desktop, and you should see a shortcut appear instantly!



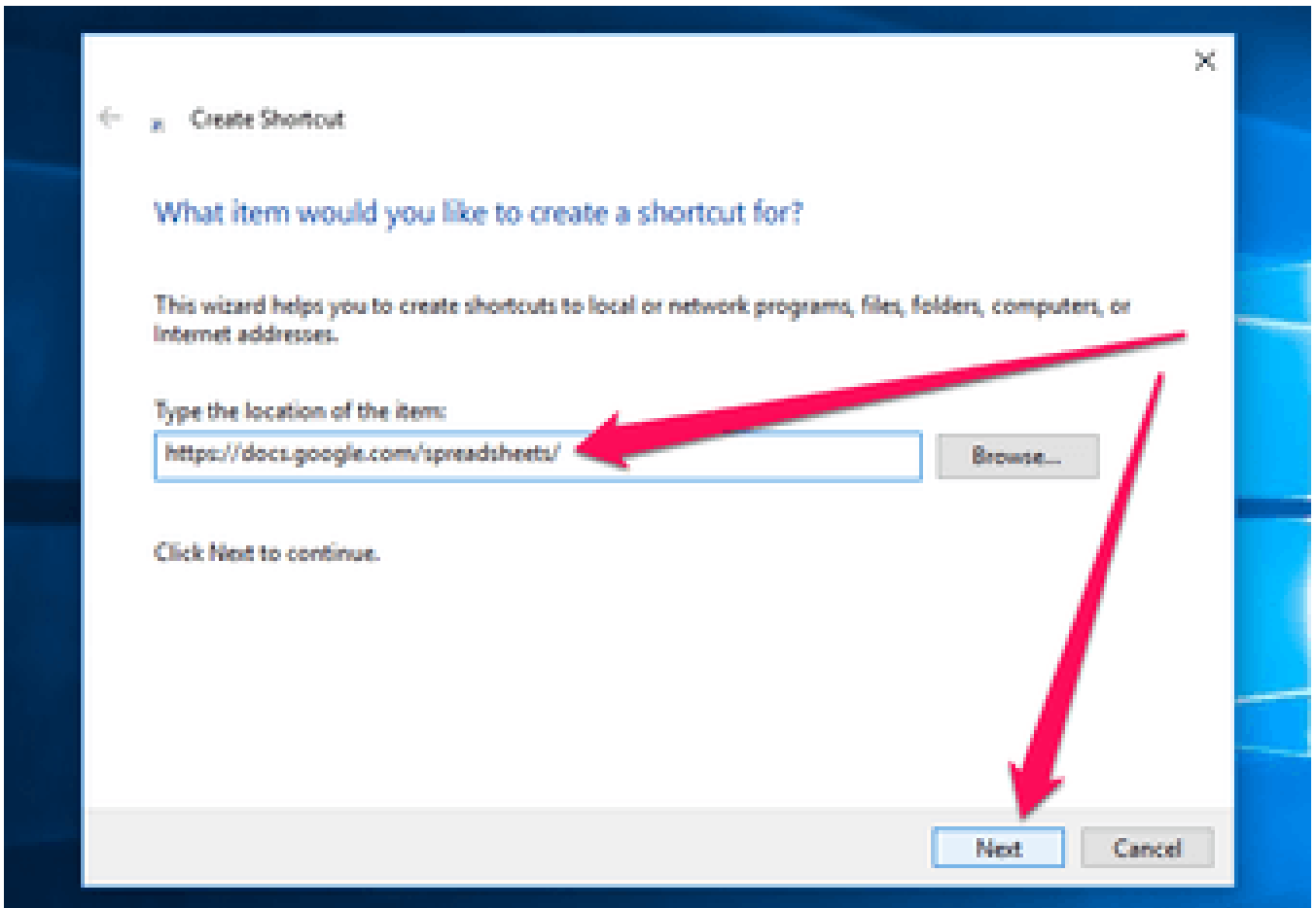
If it's a file, the shortcut should be automatically named with the appropriate file name. Super cool, right?

Create Desktop Shortcut Manually

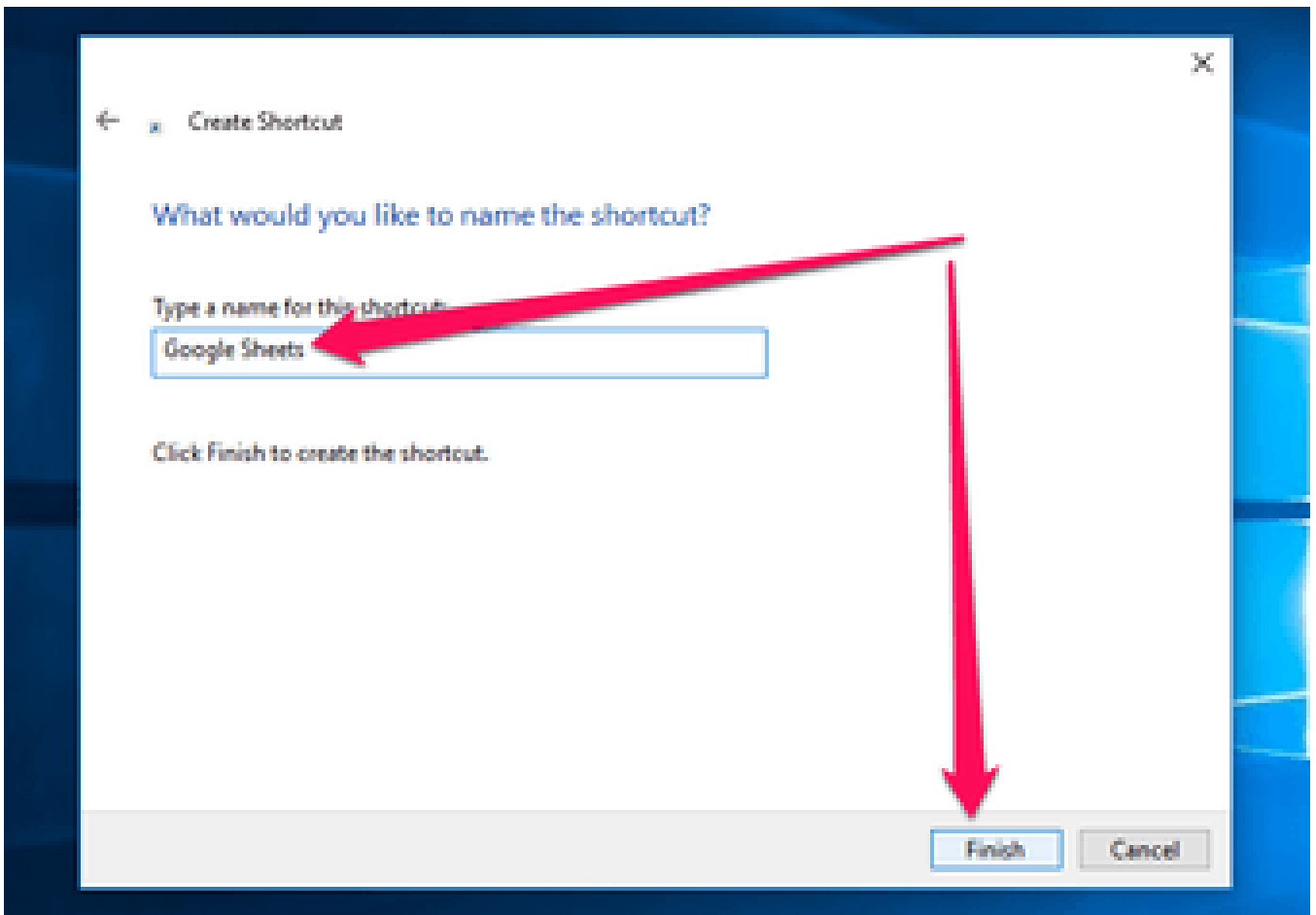
Step 1: Just right-click a vacant area on your desktop — or any other location within [File Explorer](#) — and click Shortcut under New.



Step 2: Simply enter the URL of the Docs, Sheets, or Slides Web apps, or paste the URL of a specific file. Once done, click Next to proceed.



Step 3: Insert a name for the shortcut on the subsequent screen, and then click Finish.



Make sure to add different names so that they don't conflict with each other.