



	Low Importance – No Immediate Impact	
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Document Category

System : Browsers Team Owner : Service Desk Sensitivity Category : Open

Version Control

Version	Ву	Date	Reason for Change
1.0	Luke Rosier	09 Sep 2024	Added to the Hub
1.1	Riker Sheffield	09 Sep 2024	Convert to Template

Background

This guide can be sent to anyone who requires instructions on adding a shortcut to their desktop for easy access.

Instructions

Open the page you want to create the Shortcut for:



Next, Right Click on the url and Copy:

https://www.google.co		Emoji	Win+Period
		Send to your devices	
		Undo	Ctrl+Z
		Cut	Ctrl+X
		Сору	Ctrl+C
		Paste	Ctrl+V
		Paste and go	
		Delete	
Q		Select all	Ctrl+A
		Manage search engines and Site Search	
		Always show full URLs	
	~	Always show Google Lens shortcut	

Go to your Desktop and Right Click, select New > Shortcut



Paste the copied url into the free text field and press Next:

		\times
\leftarrow	Create Shortcut	
	What item would you like to create a shortcut for?	
	This wizard helps you to create shortcuts to local or network programs, files, folders, computers or Internet addresses.	
	Type the location of the item:	
	https://google.co.uk Browse	
	Click Next to continue.	
	Next Cancel	

Give the new Shortcut a name and click Finish:

Create Shortcut	
What would you like to name the shortcut?	
Type a name for this shortcut:	
Google	
Click Finish to create the shortcut.	
Click Finish to create the shortcut.	
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It will then appear on the desktop.

