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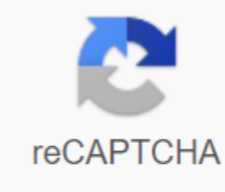
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Google docs icon on desktop icon windows 10

While Google Drive's cloud-based storage is not a physical hard drive, it works like one and helps you manage files on and off the web. After installing the Google Drive desktop app, it adds a Google Drive icon to your system tray. This icon comes in handy because you can click it to open the Google Drive folder quickly. Pin the icon on your taskbar and you can click it at any time to view files that live in your Google Drive folder. About the post-physics writer Kevin Lee began writing professionally in 1989 when, as a software developer, he also created technical papers for the Johnson Space Center. Today this Texas urban cowboy continues to lame down high-quality software as well as non-technical articles covering many diverse topics ranging from games to current affairs. SearchClear searchClose searchGoogle appsMain menu Docs Editors //www.google.com/tools/feedback/metric/report SearchClear searchClose searchGoogle appsMain menu Docs Editors //www.google.com/tools/feedback/metric/report I would like to have a shortcut on my desktop to an Excel document in Google Docs. How do I create a shortcut (icon) like this? I use Google Chrome as a web browser. If you're using Google Documents (or spreadsheets or slides), here's a quick tip to get to your files faster than your desktop. Instead of opening Google Docs directly in your browser, you can click on a shortcut on your taskbar or desktop and open the app this way. To do this, open Google Chrome and docs.google.com. If you want to create a shortcut for a specific document, open that file. Then go to the Set up menu in Chrome (three horizontal lines on the top right of your browser), more tools, and create app shortcuts.You'll be able to choose whether you want to pin the app or file to your taskbar and/or desktop. Once you click Create, the shortcut will be added and you can open it just like you have any apps on your desktop. It opens in your application window, which you can resize and work with as you window other apps. Even better: If you have the most important or most important files you use starred in Google Drive, you can click the Starred menu to see those files in Chrome, then use the same Create Application Shortcuts option to pin this window to your taskbar. The same goes for your recent files. [h/t Thurrott] This story, How to add a desktop shortcut to Google Docs or a specific Google Docs file, was originally published by ITworld. Copyright © 2015 IDG Communications, Inc. When it comes to word processing, Google Documents is my top choice at any given time of day. The same goes for sheets and slides, which are the leagues ahead in terms of convenience when compared to desktop-based apps like Excel and PowerPoint.However, their setup It feels frustrating at times since you first need to open a browser before you can do that. And reaching the files you can Even more time you have to manually search for them through the interface of any web application. Fortunately, it's incredibly easy to create a desktop shortcut to get to your favorite Google productivity app, and there are several ways to do it. And even better, you can also choose to generate shortcuts to any specific documents, sheets, or slide files you should be so willing to! How cool is that? Click here to see our Google Documents Chrome page features very good dubbing features adding to the desktop that allows you to easily create desktop shortcuts from any web page. And since documents, sheets, and web slides apps are basically pages within a browser, you can use it to generate shortcuts without any problems. Step 1: Launch the Google Web app of your choice, and then open the Chrome menu. After that, simply point to more tools, and then click Add to Desktop. Step 2: You need to now be evoked with a pop-up box where you can opt out to name the shortcut - do so. 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. Yes, it's really as simple as that! Note: Accepted, the shortcut to creating this way looks just like the default browser icon. Luckily, you can customize the appearance of this shortcut, and we'll read more than that later in this article so continue! The procedure is even faster and can be performed on any web browser. However, you need to do in window mode since you have a 'n' drag drop to the desktop. To get started, open documents, sheets, or slides — or a file if you want to create a shortcut to one — and left-click once in the address bar to highlight the URL. Now, simply drag and drop the URL on your desktop, and you should have a shortcut appear instantly! If this is a file, the shortcut should be automatically named with the appropriate file name. It's so cool, right? Creating a handy desktop shortcut can be drag compared to the above two methods, but you should find it useful if you have a bunch of documents, sheets, or slide files that you want to create shortcuts for without having to open them in a first browser. Step 1: Just right-click an empty area on your desktop – or any other location inside File Explorer — and click shortcut under New. Step 2: Simply enter the URL of the programs of documents, sheets or web slides, or paste the URL of a specific file. Once done, click Next to continue. Step 3: Insert a name for the shortcut on the next screen, and then click Finish. Same! Simply repeat the procedure for any other shortcut you want to create, but make sure you add different names so that they don't conflict with each other. Installing backups and syncs from GoogleRather than creating shortcuts yourself is another way to get original documents, sheets, and shortcuts Desktop. However, that includes installing backups and syncs, so only use this method if you don't care if an additional background app is slowing things down at startup. Just download and install backups and syncs, and you should see your shortcuts placed on the desktop regularly. Download Backup and SyncTo has shortcuts for individual files, however, you need to resort to the three methods that are listed above. Note: Installing backups and syncs will cause various files or documents stored in Google Drive to start syncing locally. To manage sync settings, click the backup and sync icon on the system tray, click the Ellipsis icon, and then click Settings settings. Before we wrap things up, let's get over a couple of tips to enhance the functionality of your newly added shortcuts. OfflineYeah work, you added a bunch of file shortcuts, but you still need an internet connection before you can start working on a document, right? Wrong.With some pre-preparation, you can configure any file to open even when you are offline. Simply head to documents, sheets, or slides, and then use the tongueless icon next to a file to prepare it for offline use. Any changes you make will be synced automatically after you return online. Note: If you don't see the available offline option, you'll need to install the Google Docs offline add-on. To get the extension, open the Docs, Sheets or Slides menu, click Settings, and then click the key next to Available Offline. However, you can customize them to look just like your respective web apps by changing the default icon for each shortcut. Step 1: Firstly download docs, Sheets or Slides icons in ICO format from an icon repository like Iconfinder. Step 2: Next, right click a shortcut, and then select The Properties Step 3 option: Click the Change icon under the Web Document tab. Step 4: Select the icon you downloaded, and then click OK. You'll need to find the boring Chrome icon that has been replaced by an icon you just applied. It looks better now, right? Last updated on 11 June, 2018 The above article may include affiliate links that help support technology guidance. However, it does not affect the integrity of our editorial. The content remains impartial and valid. 1. Open Google Chrome. It's an icon with red, green, and yellow wheels with blue dots in the middle. Google is the only web browser that allows you to create a desktop shortcut from a web page. 2. type in the address bar ↵ enter the button. The address bar at the top of Google Chrome is under the tabs above. This will take you to the Google Documents website. Documents to a list of your recent documents They will. If you're not automatically signed in, enter your email address or phone number, Password associated with your Google Account to sign in. 3. Click the document that you want to create shortcuts. This will open the document in the web browser. If you prefer to create a desktop shortcut for your Google Docs list, skip this step and stay on the recent documents page. 4. ⋮ . This is in the top right corner of Google Chrome, next to the address bar. It displays a drop-down menu of options. 5. Hover over more tools. This is a little over halfway down the drop-down menu options. It displays a pop-up menu side by side. 6. Click Create shortcut. This is the second option in the More Tools menu. This will display a dialog box to create a new shortcut. 7. Type a name for the shortcut. Use the text box next to the blue dot next to type the shortcut name. You can name it after your document, or just name it Google Documents. 8. Click Create. This is the blue button in the Create Shortcut dialog box. This will create a shortcut icon for the selected Google Doc, and save it to the computer desktop. 1. Open a web browser. You can use any web browser on the default Mac Safari web browser. It's a symbol that resembles a blue compass. You can also use Google Chrome, Firefox or any other web browser. 2. type in the address bar ↵ enter the button. The address bar at the top of Google Chrome is under the tabs above. This will take you to the Google Documents website. Documents will be opened to a list of your recent documents. If you're not automatically signed in, enter your email address or phone number and enter the password associated with your Google Account. 3. Click the document that you want to create shortcuts. This will open the document in the web browser. If you prefer to create a desktop shortcut for your Google Docs list, skip this step and stay on the recent documents page. 4. Drag the web browser so that your desktop is visible. If the web browser is in full screen mode, click the green button in the top left corner to exit full screen mode. Then click and hold a black space on the tab bar at the top of the web browser and drag it down to see the desktop. You can also drag the left or right in front to make the web browser window smaller. 5. Click on the URL. The URL in the address bar is at the top of the web browser. Clicking the URL will highlight the entire URL. If the URL is not fully highlighted, click the end of the URL and drag the mouse pointer over the entire address to highlight the entire web address. 6. Click and drag the URL to your desktop. With all the highlighted URL, click and drag the URL to your desktop. This will create a shortcut on your desktop as a webloc file. Clicking the webloc file opens the URL using your default web browser. [1] Be careful not to select and drag the URL as you click. Ask questions ^ The article was written by Travis Boyles. How is Travis Boyles, technology writer and wiki editor. Travis has experience related to technology, providing software customer service, and in graphic design. He specializes in Windows, MacOS, Android, iOS, and Linux platforms. He studied graphic design at Peake Pikes Community College. This article has been viewed 1,335 times. Co-authors: 4 Updates: January 9, 2020 Views: 1,335 Thanks to all authors for creating a page that has 1,335 reads. Times.

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