

How to create a Google Docs icon on your computer

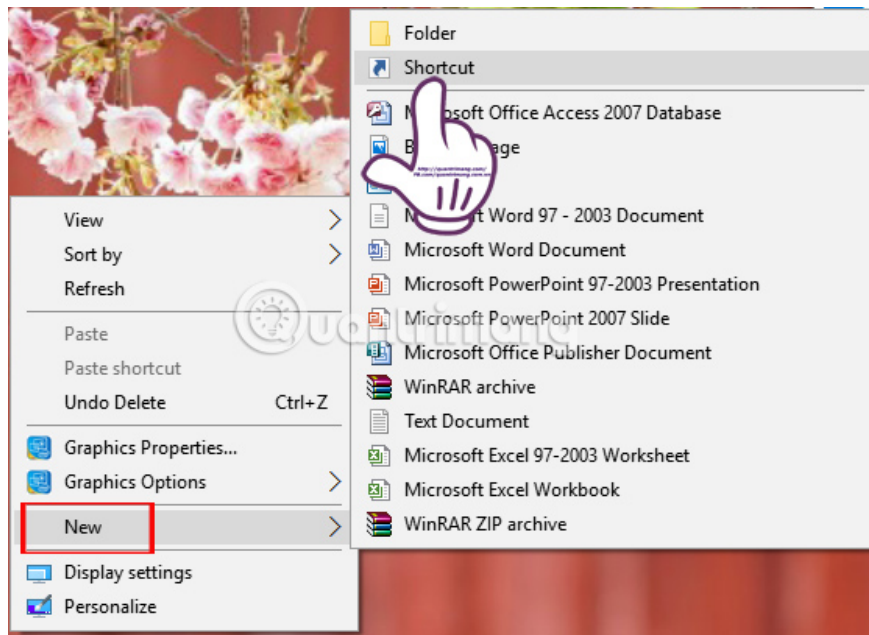
To get quick access to Google Docs, we can create shortcuts to different content using Google Docs.

Google Docs is still the first choice for online editing tools, in addition to Microsoft Office office suite. Possessing many attractive features, such as sharing documents, inserting annotations online, . Google Docs supports users a lot in the process of working with documents.

And if you regularly use Google Docs, you can create a Google Docs icon right on your computer screen. With this approach, we can quickly access the Google Docs text page, spreadsheet, slide show and drawing board. With Network Administrator create Google Docs option icons on the computer screen, in the article below.

Step 1:

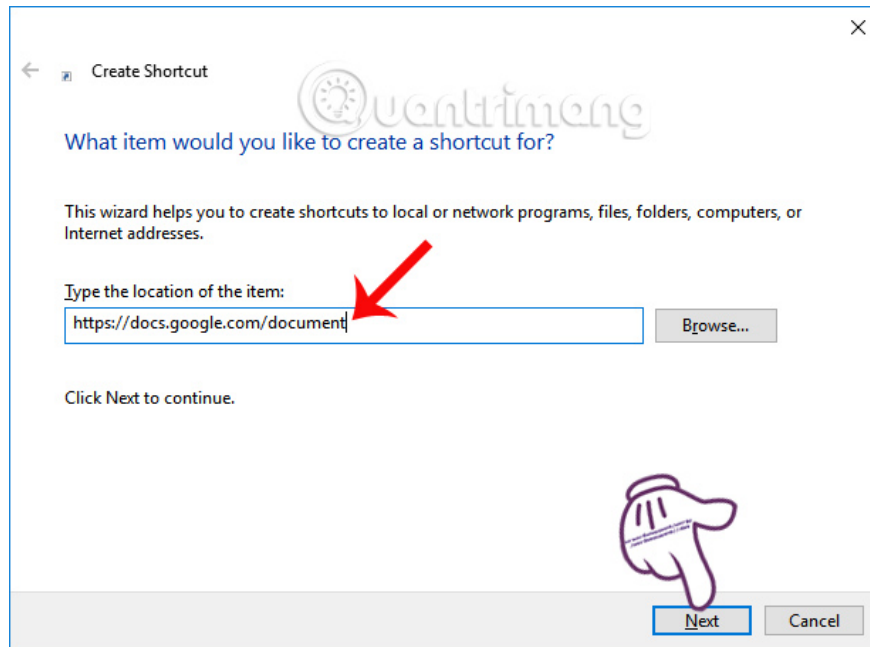
At the computer screen, right-click and select **New> Shortcut** .



Step 2:

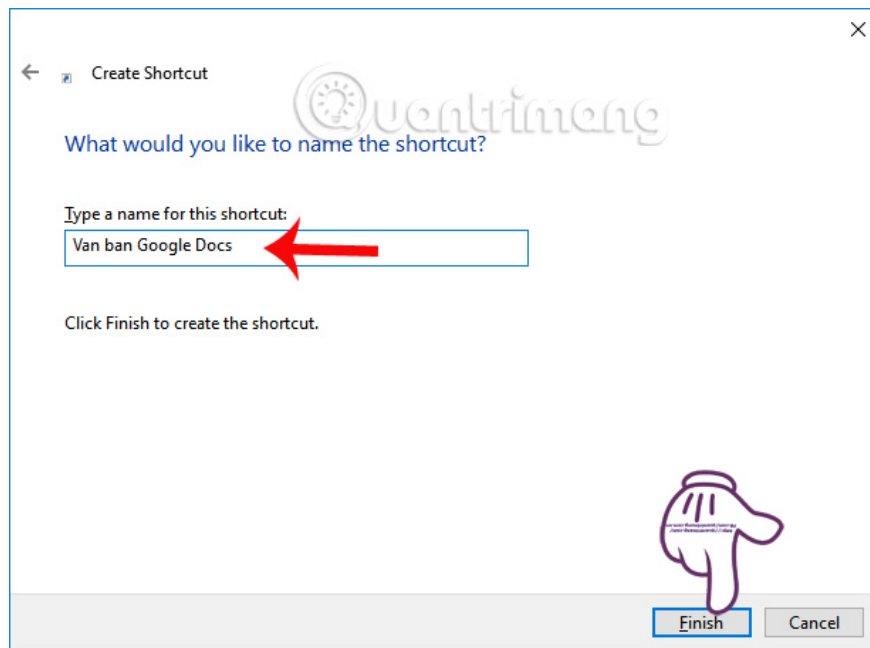
The Create Shortcut dialog box appears. Here, the user enters the address below in the **Type the location of the item** , then click **Next** to continue. This address will take you to the Google Docs text creation page.

1. <https://docs.google.com/document>



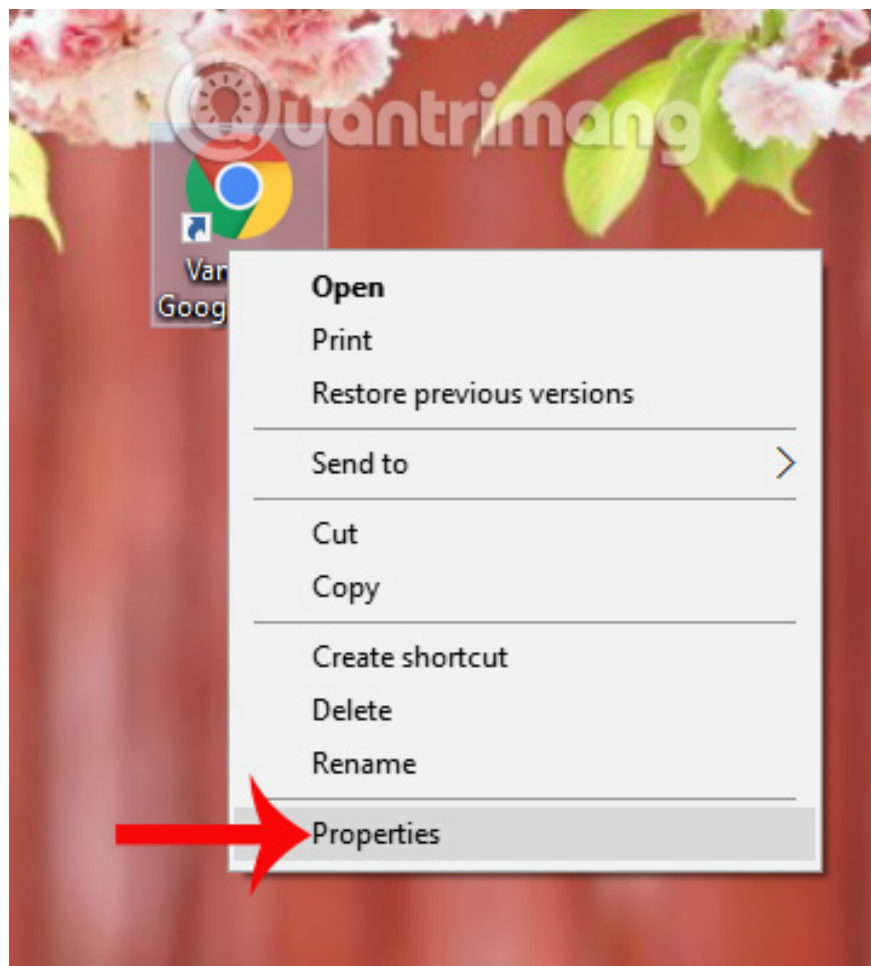
Step 3:

Next, users need **to name** this **shortcut** in Type a name for this shortcut and then click **Finish** to finish.

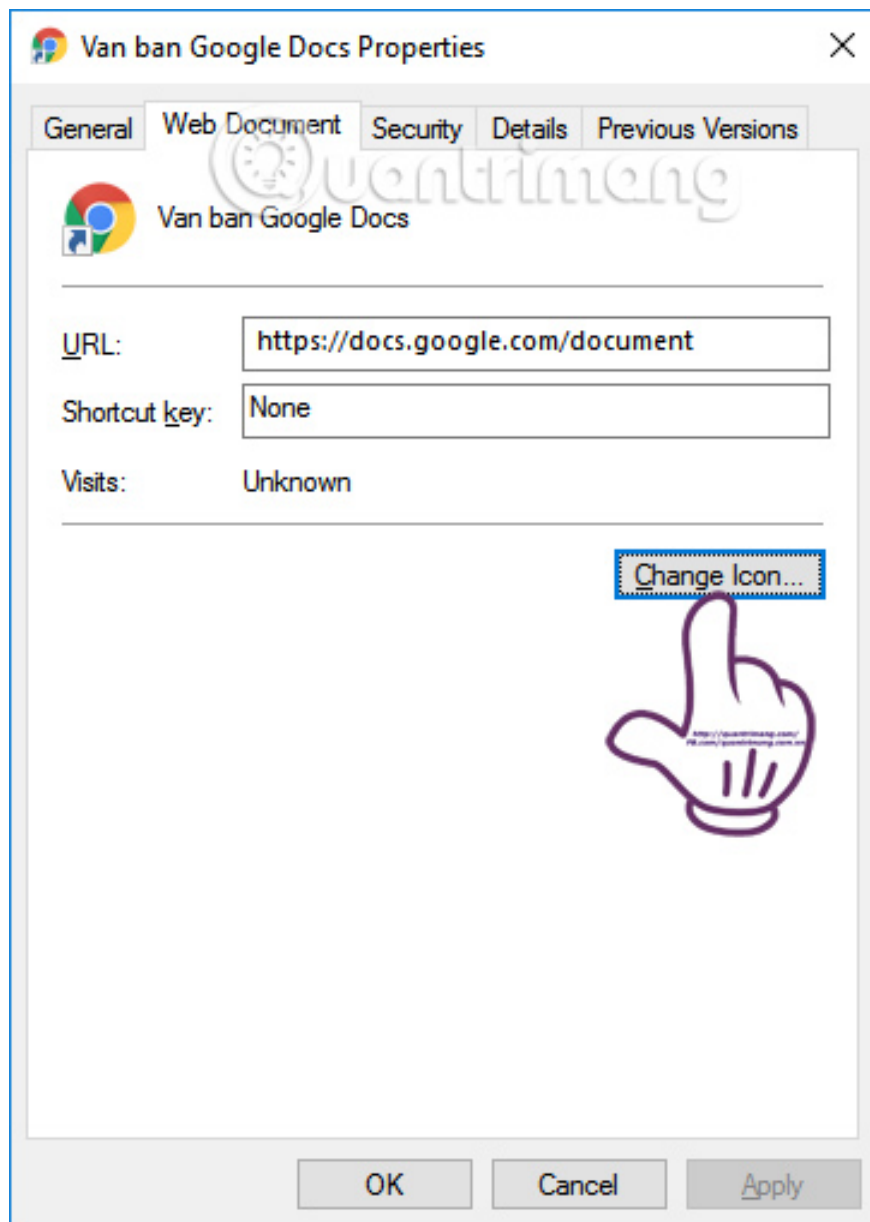


Step 4:

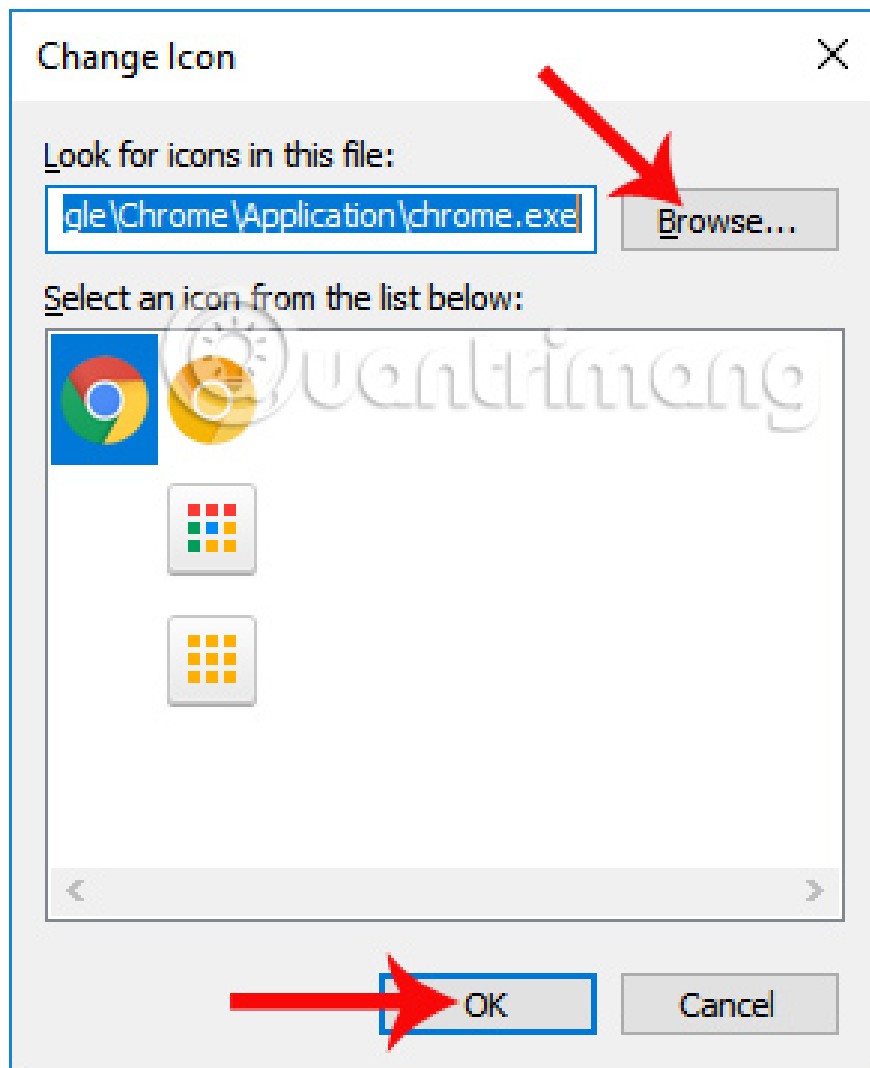
If you want to **change the icon of the Google Docs shortcut** just created, the user right-click on the shortcut and click **Properties** .



Next click on the **Change icon** button.



The Change icon dialog box appears, we click on the icon we want to change from the list or click Browse to open the icon we want to save in the computer folder. Finally click **OK** to save.



So when clicking on the Google Docs shortcut created on the computer screen, the user will be taken to the login page to access Google Docs.



Đăng nhập

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To create more icons other than the options to open Google Docs, we perform the same operations above, but replace the address line with the following targets.

1. **Create a spreadsheet on Google Docs** : <https://docs.google.com/spreadsheet>
2. **Create a slideshow** : <https://docs.google.com/presentation>
3. **Create a new Google Docs drawing** : <https://docs.google.com/drawings>

To save time on accessing Google Docs, users can create a Google Docs shortcut on the computer in the way above. You can create a shortcut to create documents, spreadsheets, slideshows, or new drawings on Google Docs to serve your needs.

I wish you all success!

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