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## Create Shortcut to App, File, Folder, Drive, or Website in Windows 10

*How to Create Shortcut to App, File, Folder, Drive, or Website in Windows 10*

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Category: [General Tips](#)

# How to Create Shortcut to App, File, Folder, Drive, or Website in Windows 10

A shortcut is a link to an item (ex: app, file, folder, drive, website, etc...) on a local or network computer.

You can create a shortcut to an item anywhere you want to make it easier to open the target item from the location of the shortcut.

A shortcut can also be customized to have any [name](#), [icon](#), and [keyboard shortcut](#) you want for it without affecting its target item.

This tutorial will show you different ways on how to [create a shortcut](#) to an app, file, folder, drive, or website for your account in Windows 10.

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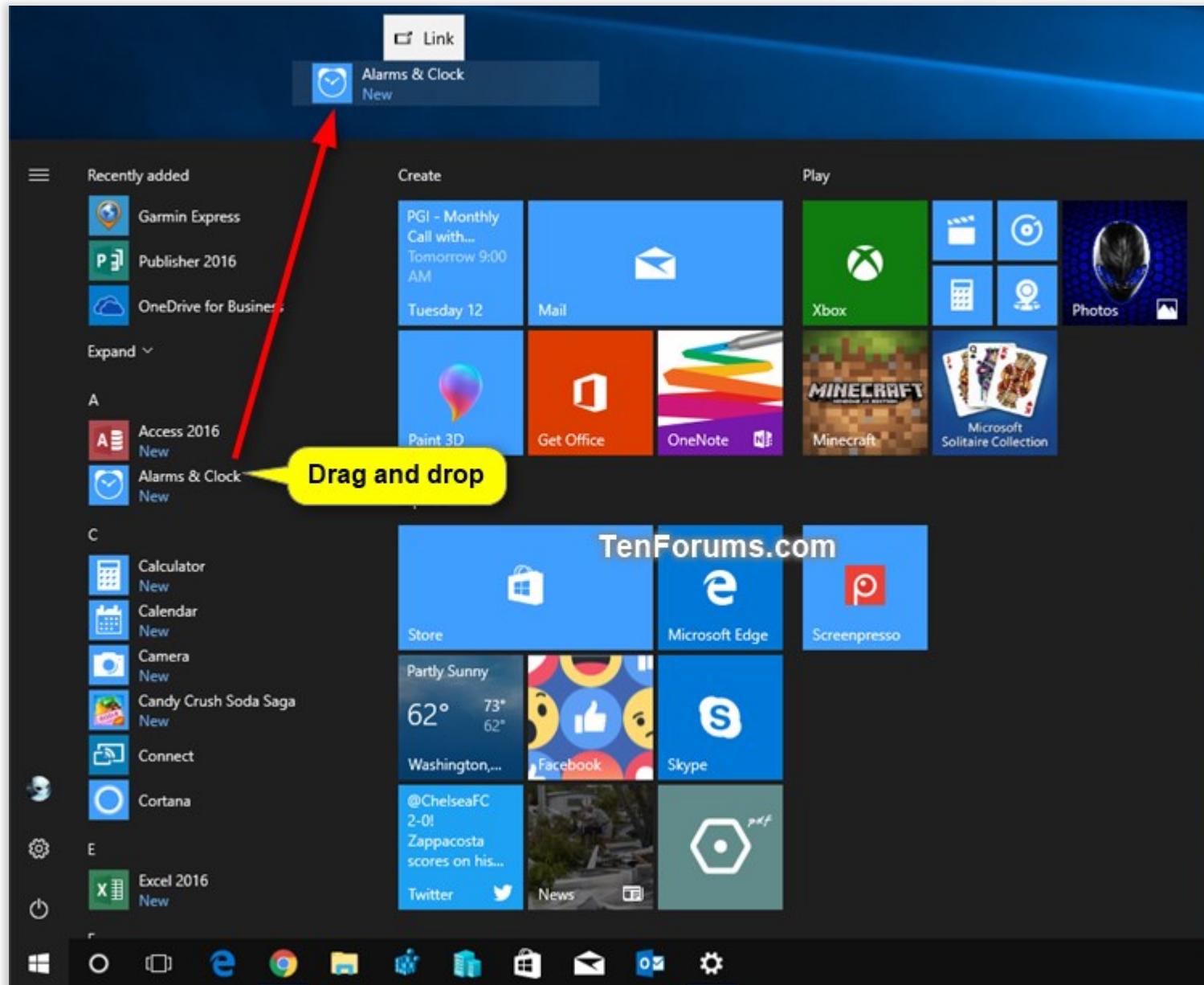
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- **Option Seven:** To Create Shortcut to Folder or Drive from File Explorer Address Bar
- **Option Eight:** To Create Shortcut to App, File, Folder, or Drive using Alt or Ctrl+Shift Keys

## OPTION ONE

### To Create Shortcut to App from Start Menu

1. Open the **Start menu** ().
2. Drag and drop an app on **Start** or in **All apps** to your desktop. (see screenshot below)

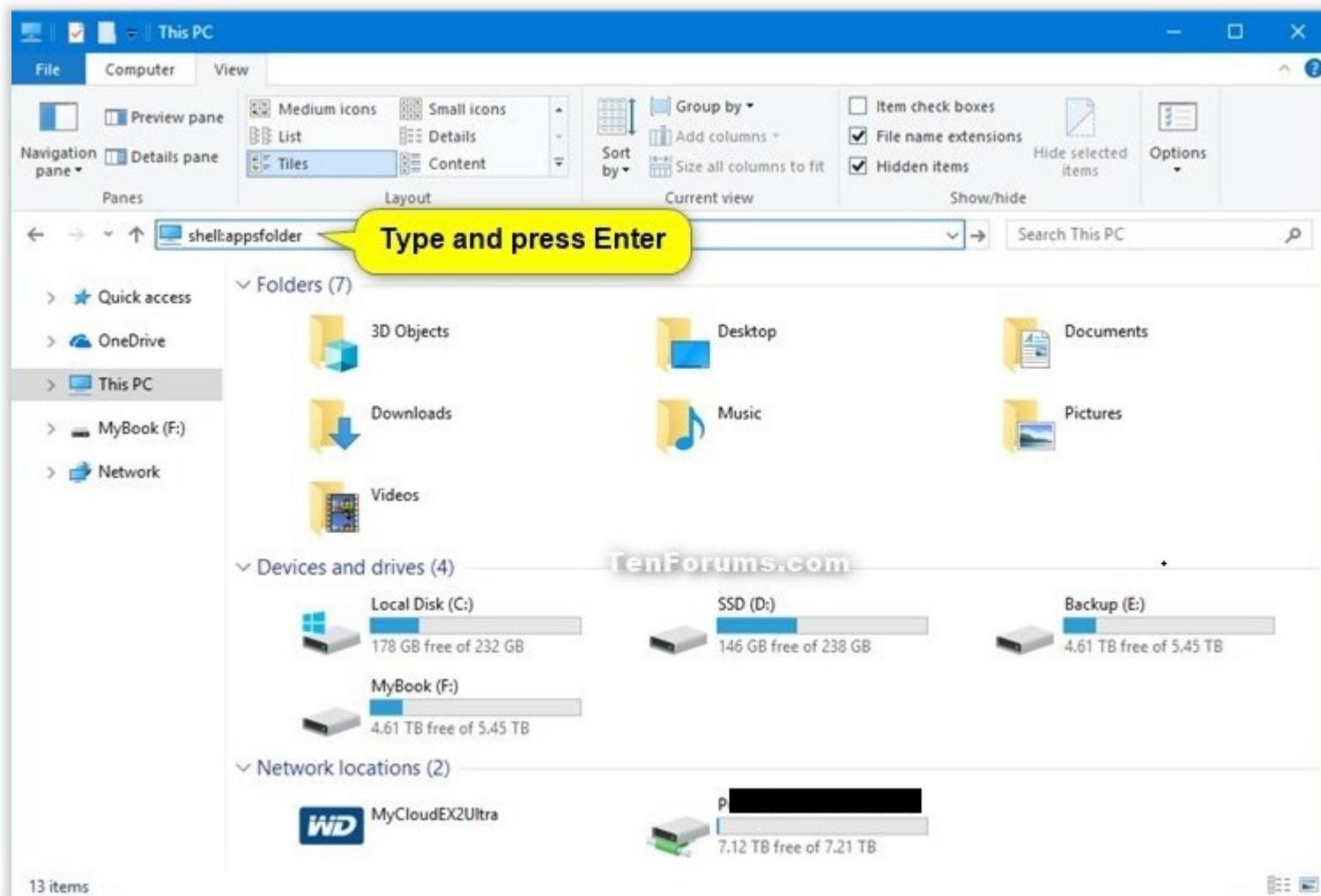


3. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, assign a **keyboard shortcut** to, or move this shortcut to where you like for easy use.

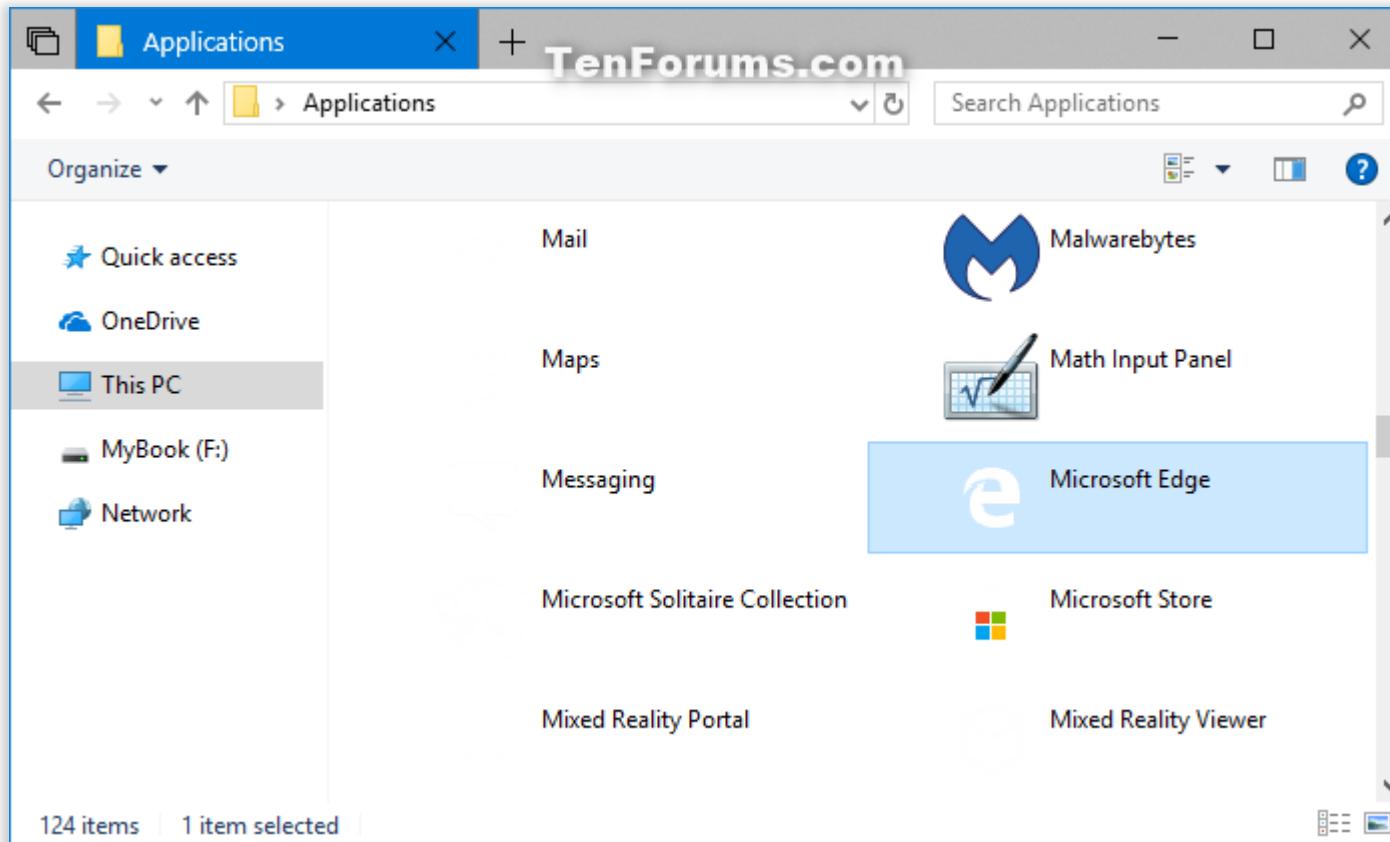
## OPTION TWO

### To Create Shortcut to App from Applications folder

1. Open File Explorer (Win+E).
2. Type **shell:appsfolder** into the address bar, and press Enter to open the Applications folder showing your installed apps.  
(see screenshot below)



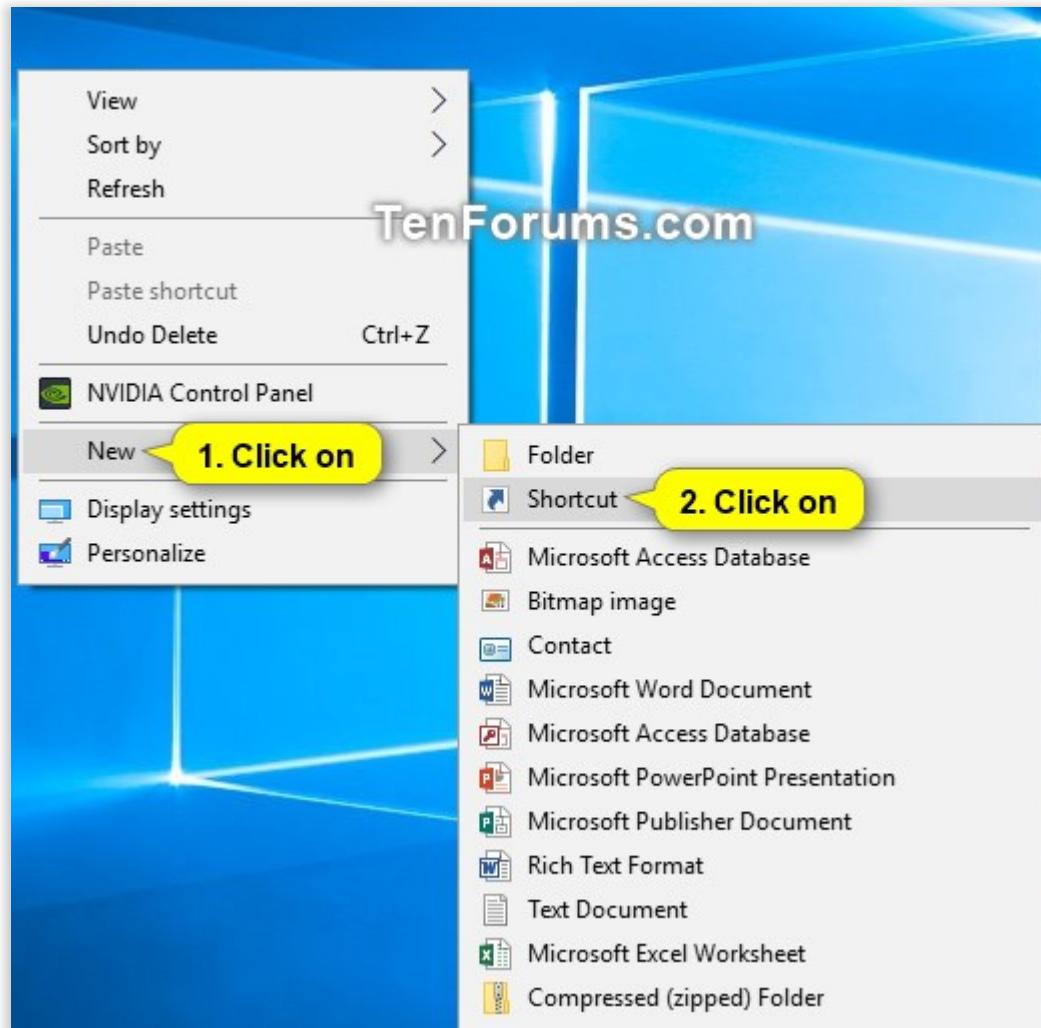
3. Drag and drop an app (ex: "Microsoft Edge") from the Applications folder to your desktop. (see screenshot below)



4. If you like, you can [Pin to Taskbar](#), [Pin to Start](#), add to [All apps](#), add to [Quick Launch](#), [assign a keyboard shortcut](#) to, or move this shortcut to where you like for easy use.
5. When finished, you can close File Explorer if you like.

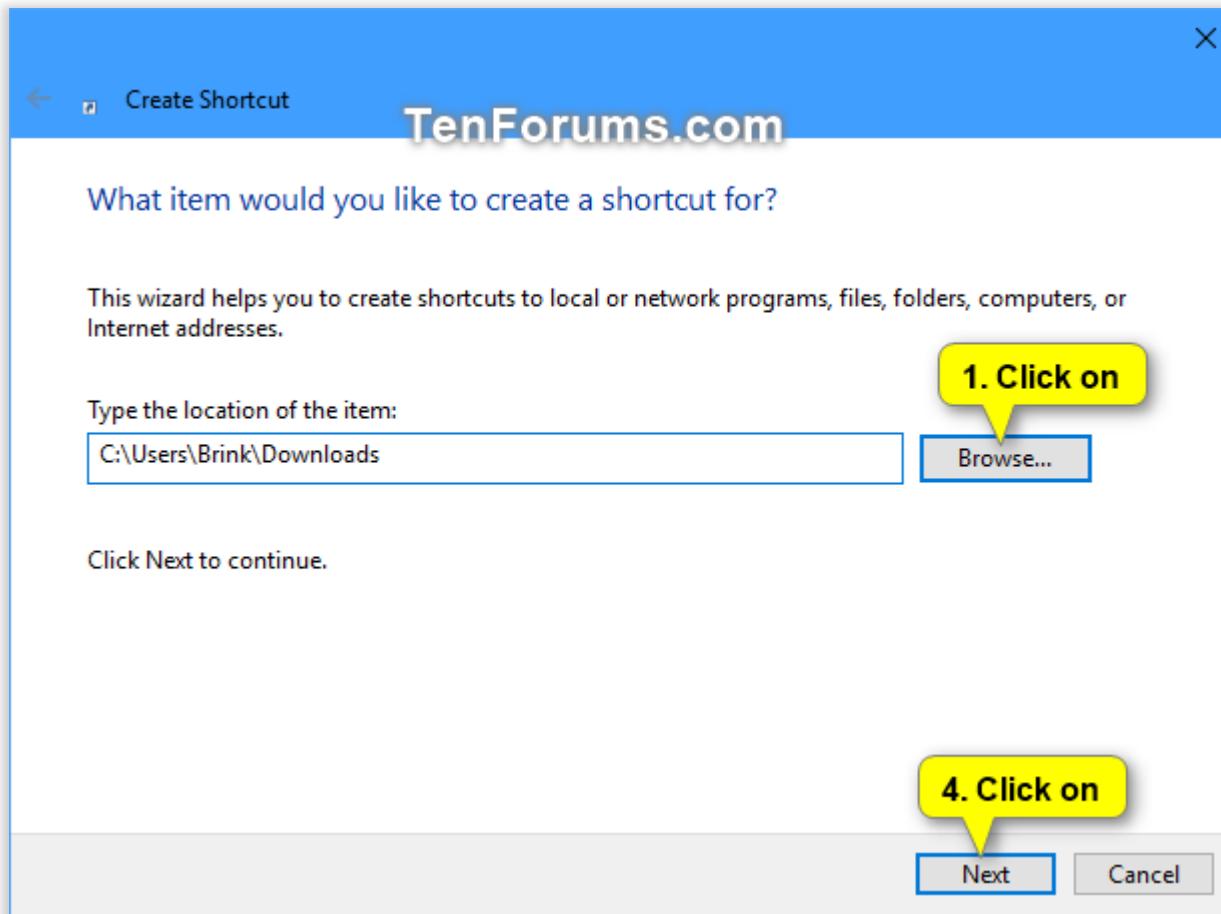
## OPTION THREE

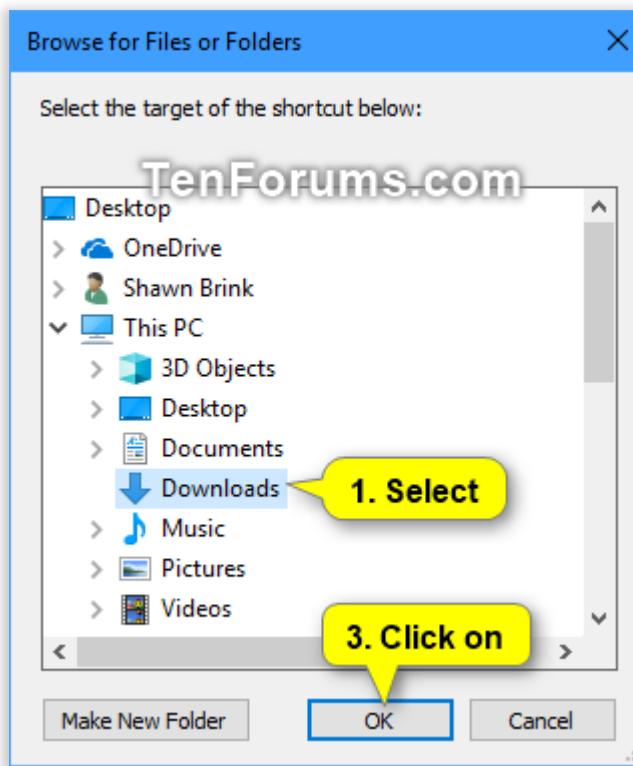
1. Right click or press and hold on your desktop or empty area in open location where you want the shortcut in **File Explorer**, click/tap on **New**, and click/tap on **Shortcut**. (see screenshot below)



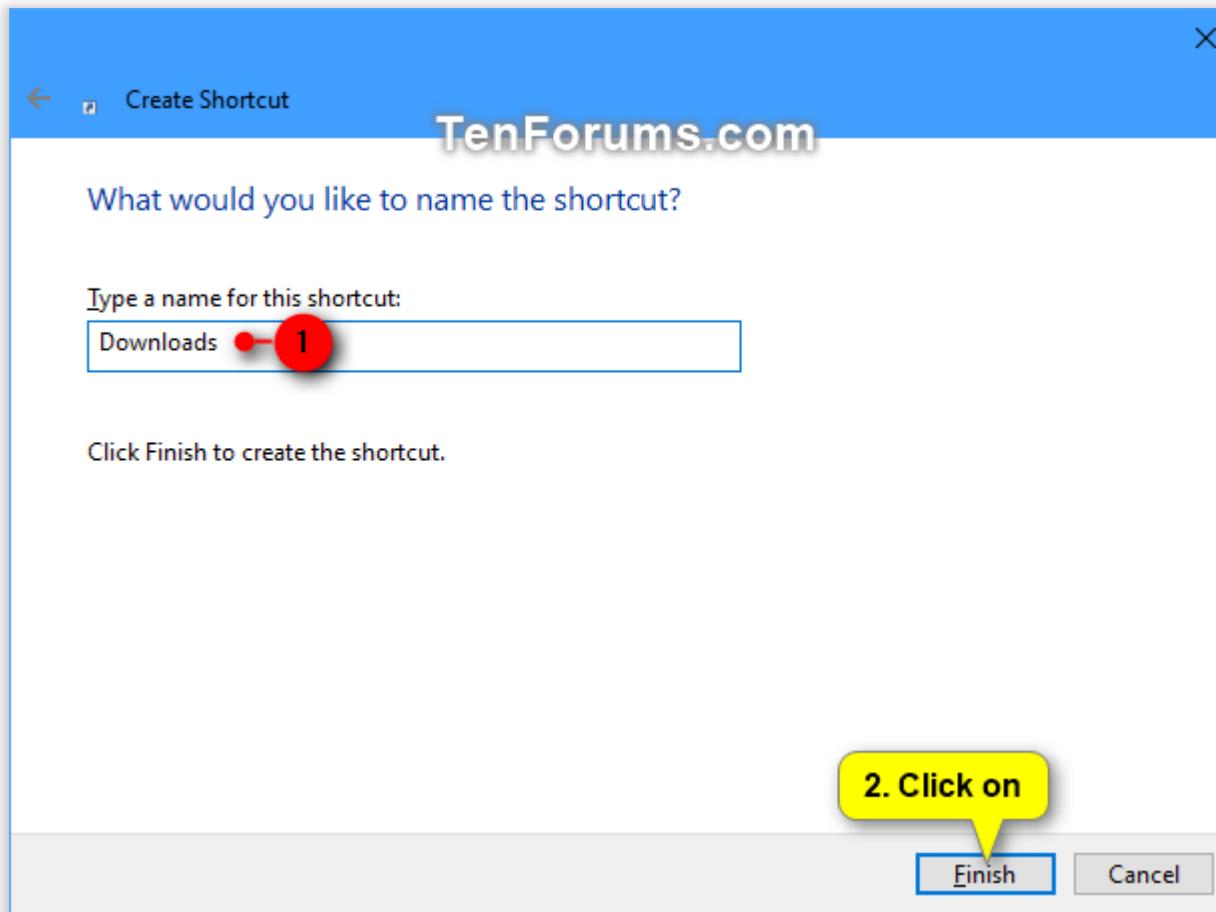
2. Click/tap on **Browse**, navigate to and select a local or network app, file, folder, drive, or computer you want to create a shortcut for, click/tap on **OK**, and click/tap on **Next**. (see screenshots below)

 If you like, you can also copy and paste a **command** or **website URL address** (ex:"www.tenforums.com") as the location.





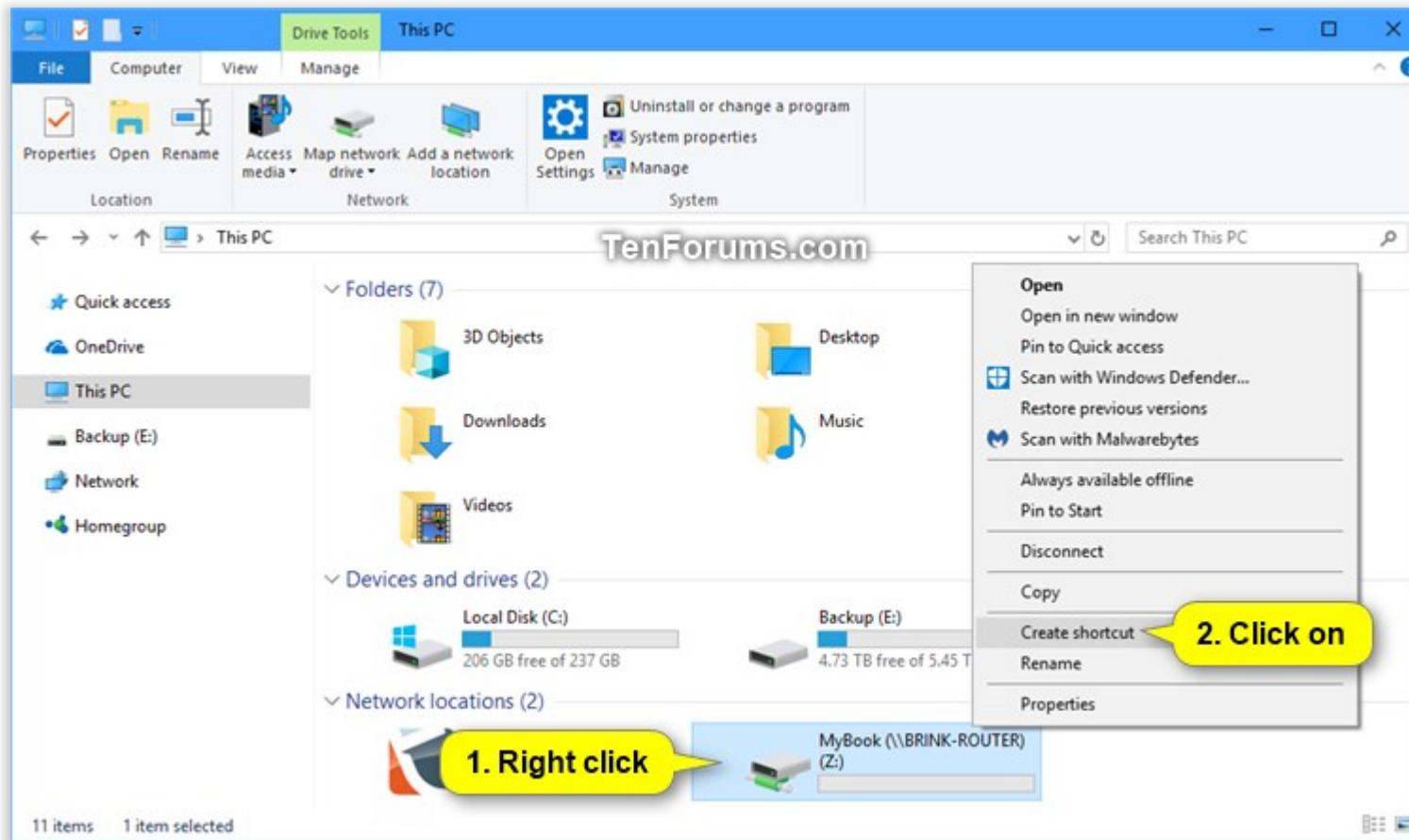
3. Type a name you want for this shortcut, and click/tap on **Finish**. (see screenshot below)



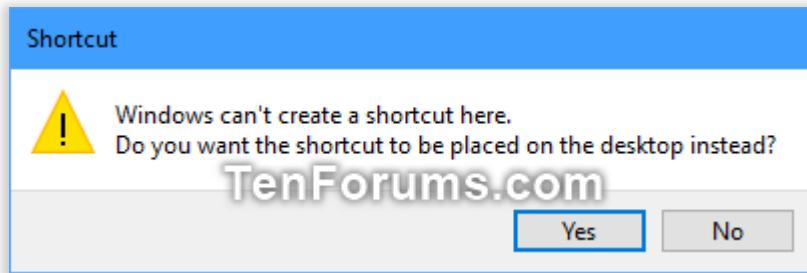
4. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, **assign a keyboard shortcut** to, or move this shortcut to where you like for easy use.

## \*>> OPTION FOUR <<\*

1. While on your desktop or in File Explorer, select one or more items you want to create shortcuts for.
2. Right click or press and hold on the selected item(s), and click/tap on **Create shortcut**. (see screenshot below)



3. If Windows can't create shortcut(s) for the selected item(s) at the current location, then click/tap on **Yes** to have the shortcut(s) created on your desktop instead. (see screenshot below)

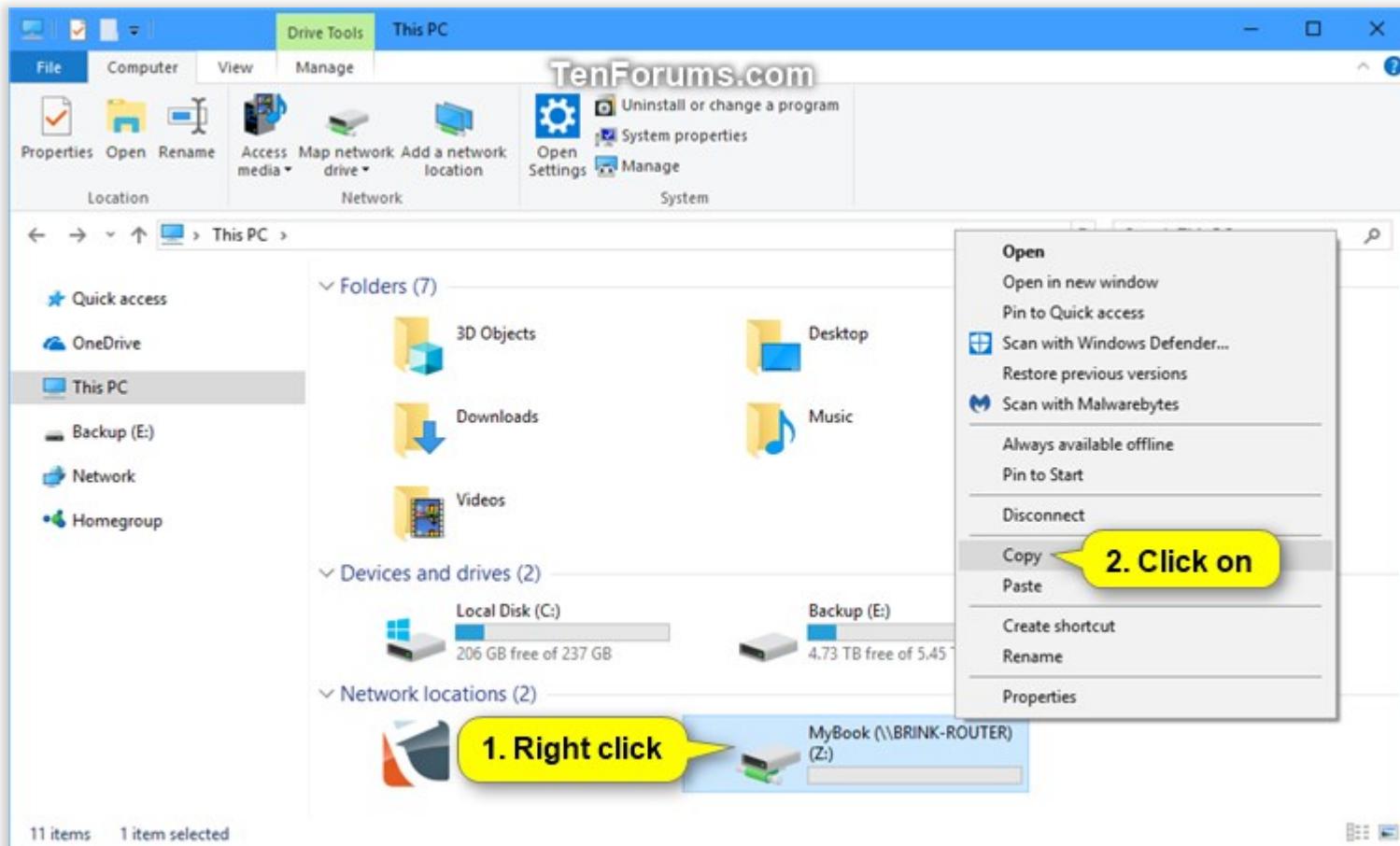


4. If you like, you can [Pin to Taskbar](#), [Pin to Start](#), add to [All apps](#), add to [Quick Launch](#), [assign a keyboard shortcut](#) to, or move this shortcut to where you like for easy use.

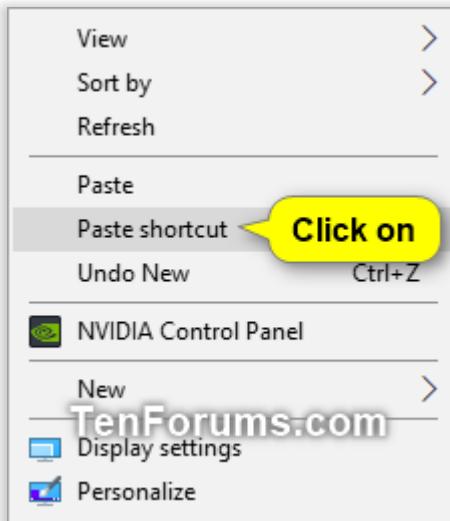
## \*>>> OPTION FIVE <<<\*

### To Create Shortcut to App, File, Folder, or Drive using "Paste Shortcut" Context Menu

1. While on your [desktop](#) or in [File Explorer](#), select one or more items you want to create shortcuts for.
2. Right click or press and hold on the selected item(s), and click/tap on [Copy](#). (see screenshot below)



3. Right click or press and hold on an empty area where you want the shortcut(s) at, and click/tap on Paste shortcut. (see screenshot below)

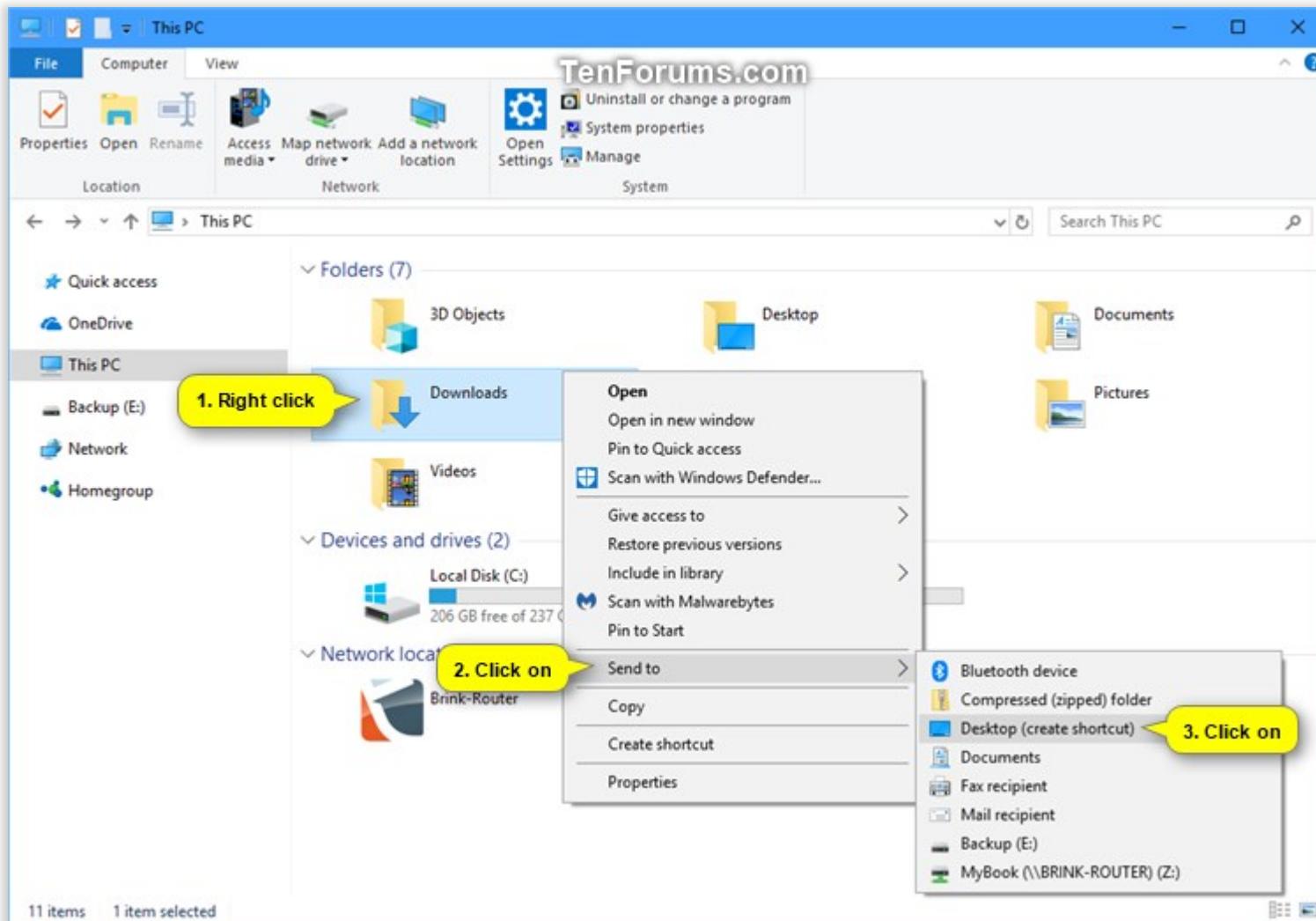


4. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, **assign a keyboard shortcut** to, or move this shortcut to where you like for easy use.

## \*>>> OPTION SIX <<<\*

### To Create Shortcut to App, File, Folder, or Drive using "Send to" Context Menu

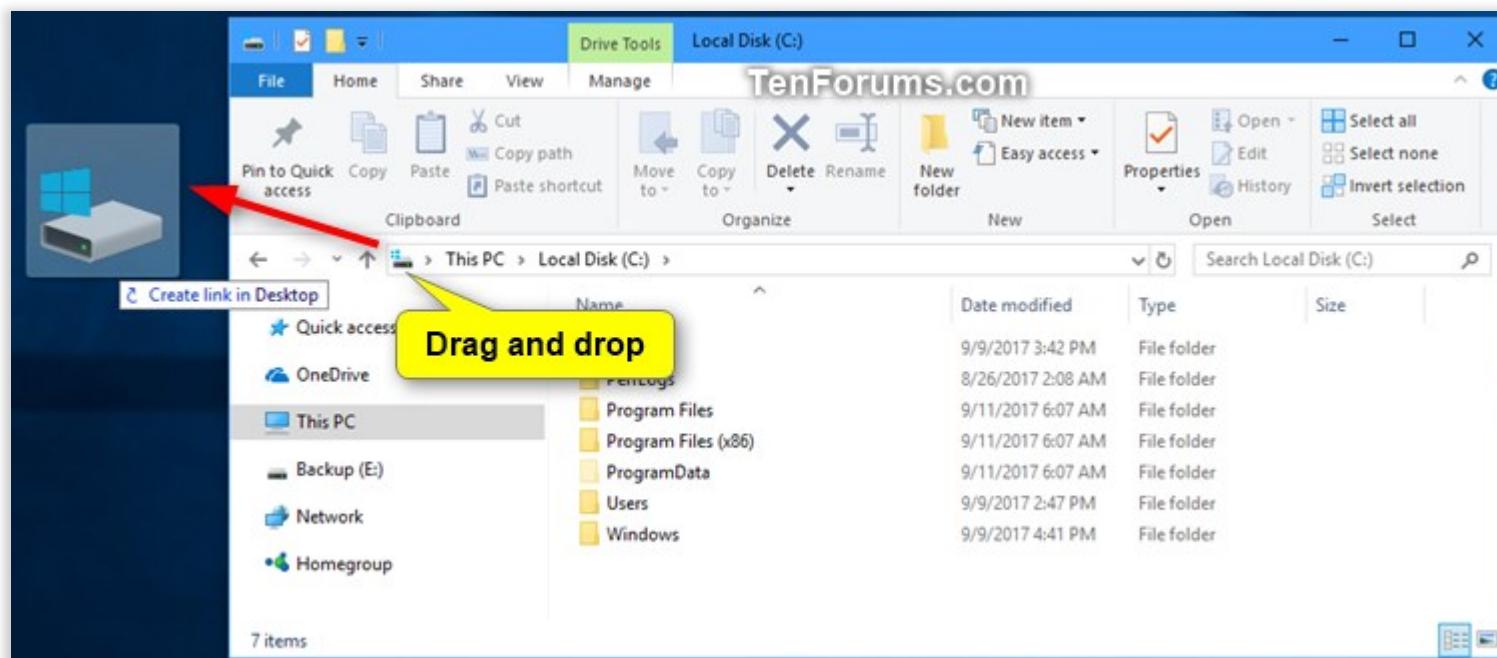
1. While on your **desktop** or in **File Explorer**, select one or more items you want to create shortcuts for.
2. Right click or press and hold on the selected item(s), click/tap on **Send to**, and click/tap on **Desktop (create shortcut)**. (see screenshot below)



3. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, **assign a keyboard shortcut** to, or move this shortcut to where you like for easy use.

## To Create Shortcut to Folder or Drive from File Explorer Address Bar

1. While in File Explorer, open the folder or drive you want to create a shortcut for.
2. Drag and drop the icon on the left side in the address bar to where you want to create the shortcut at. (see screenshot below)

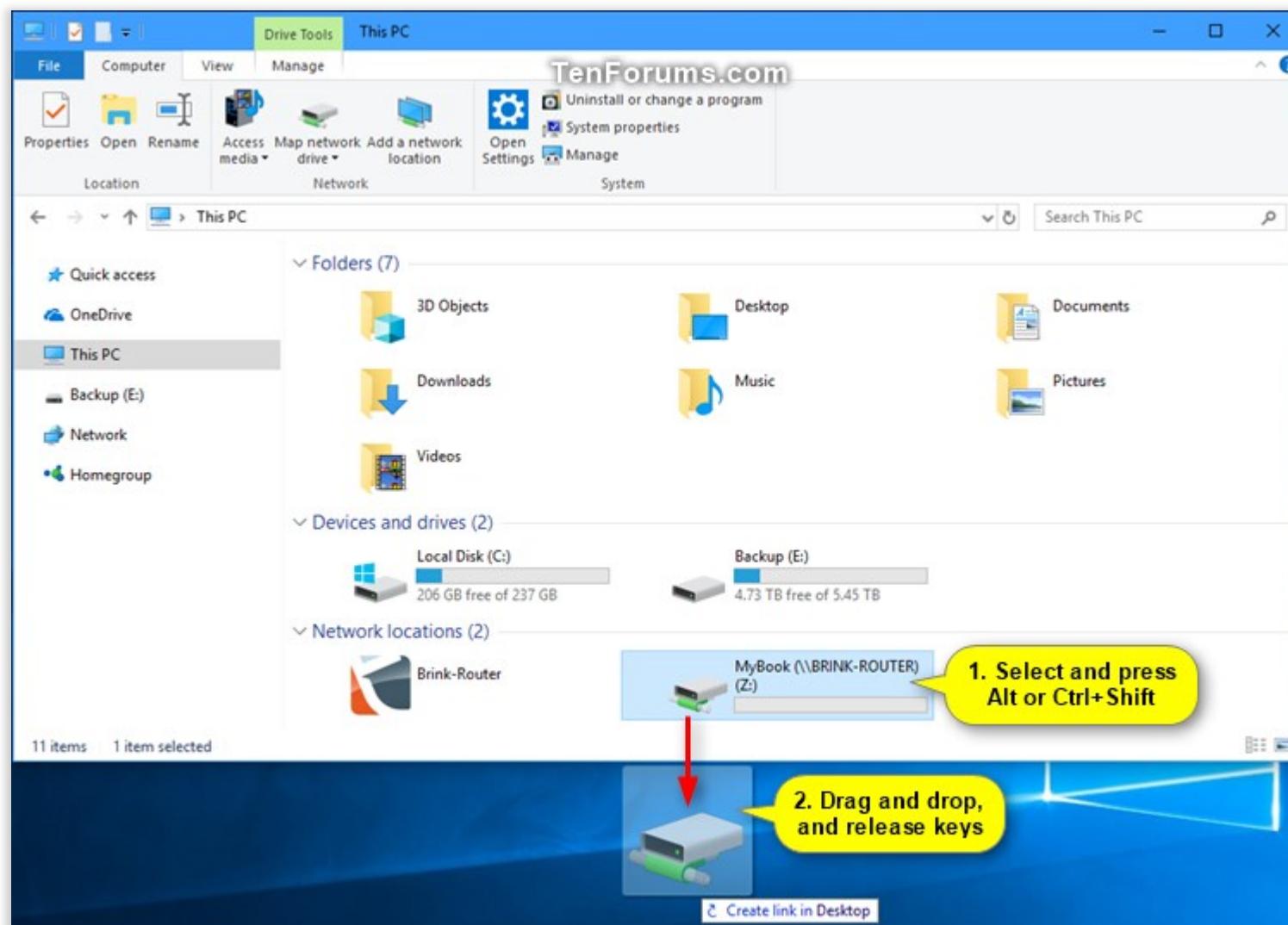


3. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, **assign a keyboard shortcut** to, or move this shortcut to where you like for easy use.

## \*>>> OPTION EIGHT <<<\*

## To Create Shortcut to App, File, Folder, or Drive using Alt or Ctrl+Shift Keys

2. Press and hold the Alt or Ctrl+Shift keys, **drag and drop** the selected item(s) to where you want to create the shortcut(s) at, and release the Alt or Ctrl+Shift keys. (see screenshot below)



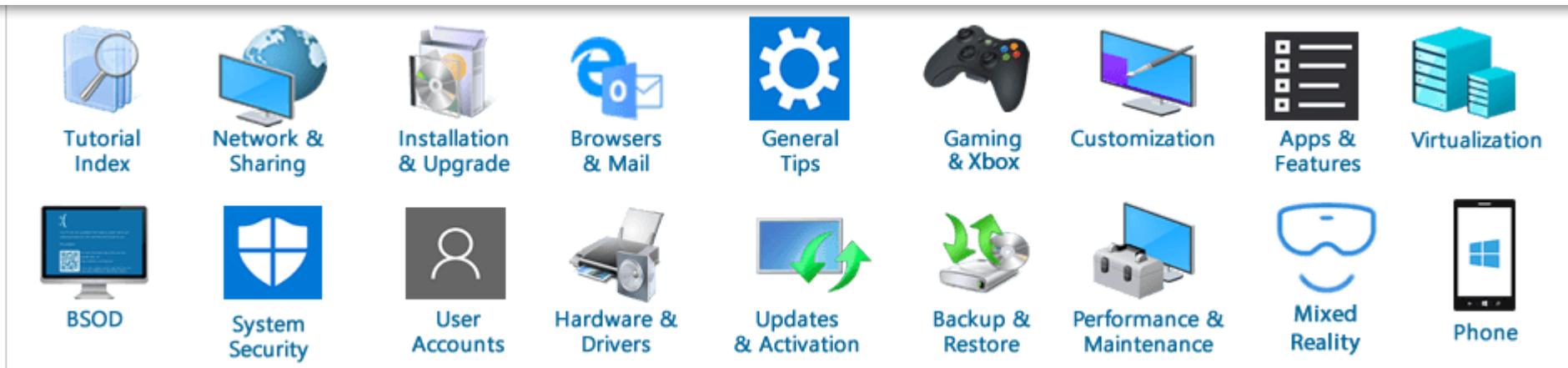
3. If you like, you can **Pin to Taskbar**, **Pin to Start**, add to **All apps**, add to **Quick Launch**, **assign a keyboard shortcut** to, or move this shortcut to where you like for easy use.

Shawn

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