

# Laserfiche – Shortcuts

---

## Creating Shortcuts

You can create shortcuts to documents and folders within Laserfiche. A shortcut allows you to open the same document or folder from multiple locations.

1. Locate the document that you want to create a shortcut of and do a right-click and then select “Copy”.
2. Navigate to where you want to place the shortcut and do a right-click and then select “Paste Shortcut”.
3. You will see the new document that will have a file name that says “Shortcut to (document name)” and a new icon.

