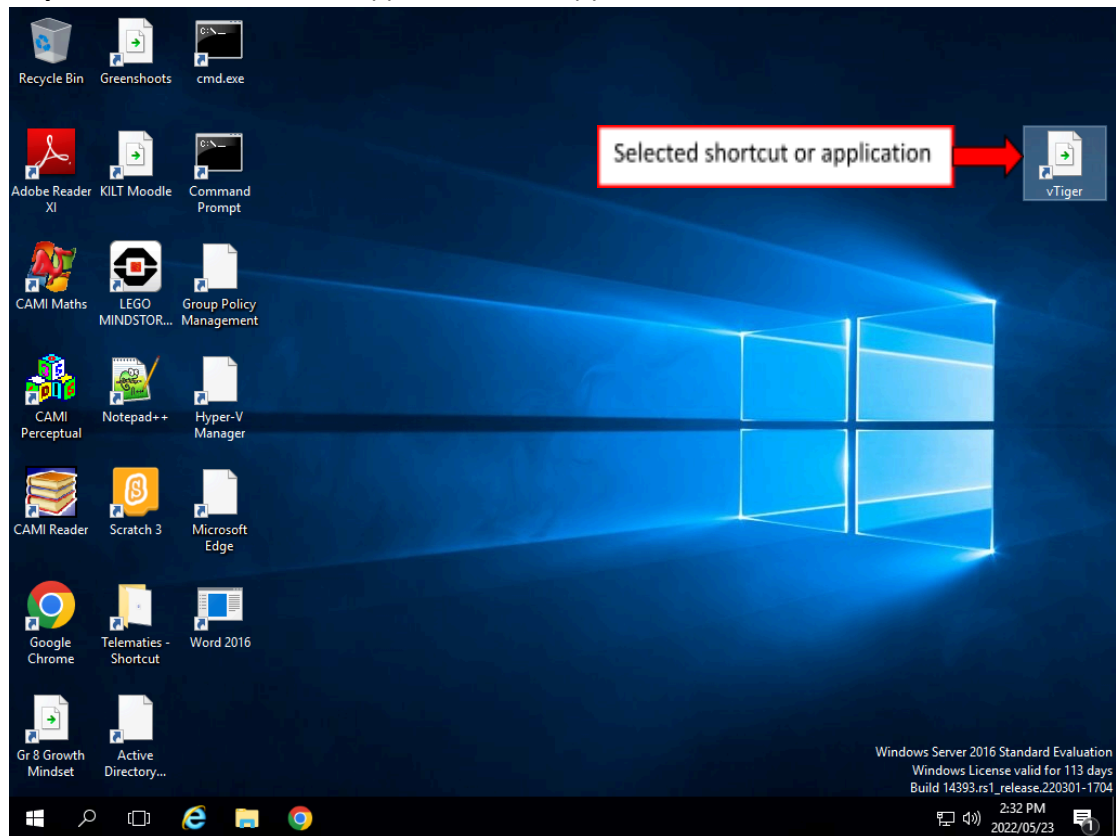
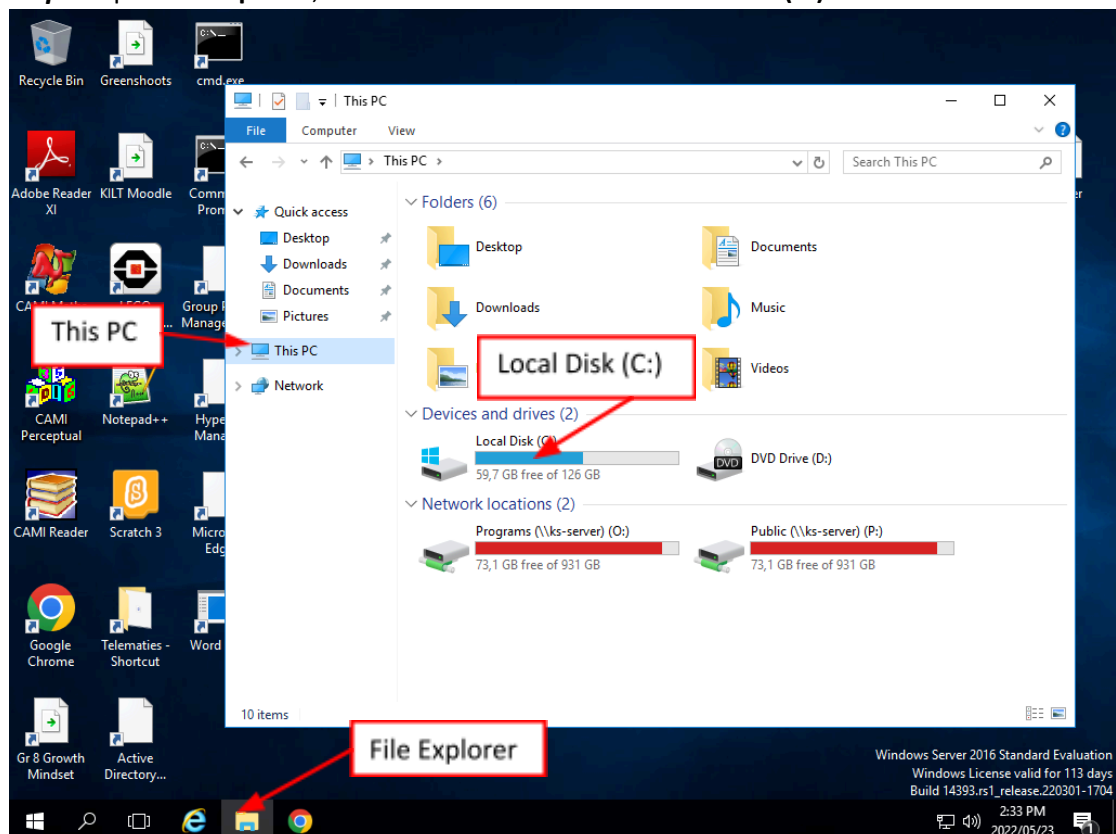


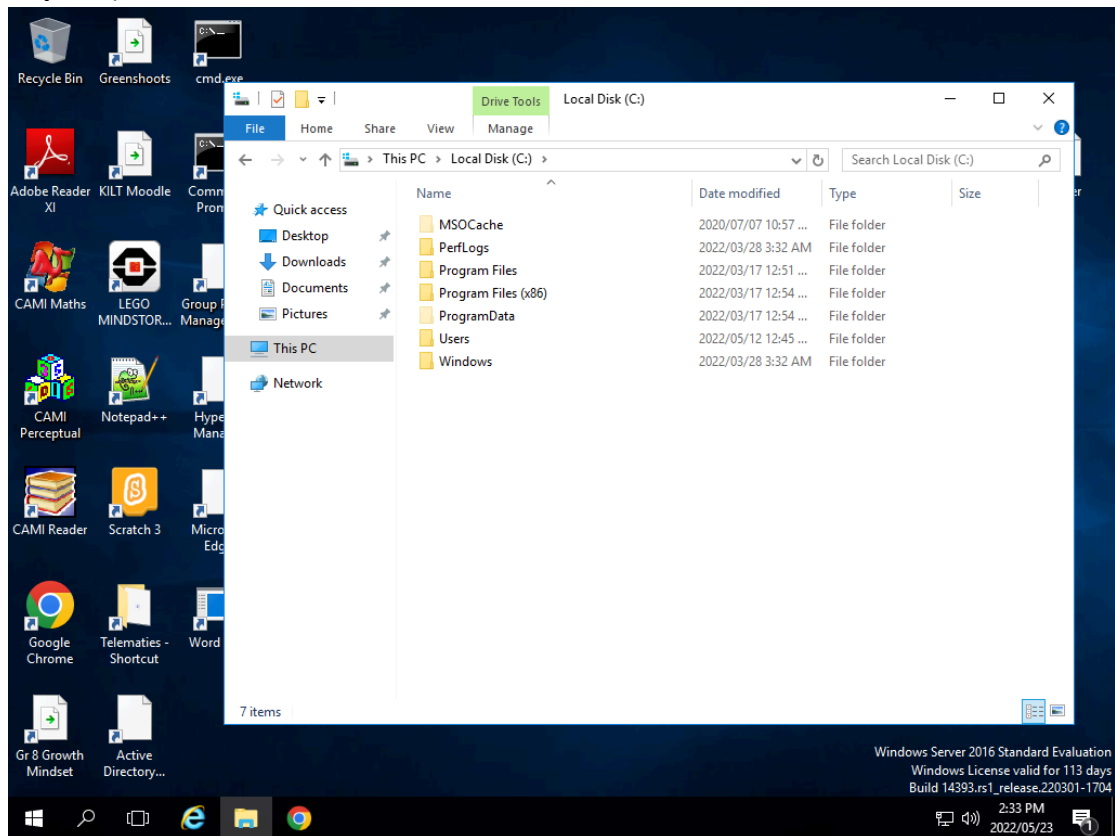
Step 1 Select the shortcut or application and copy it.



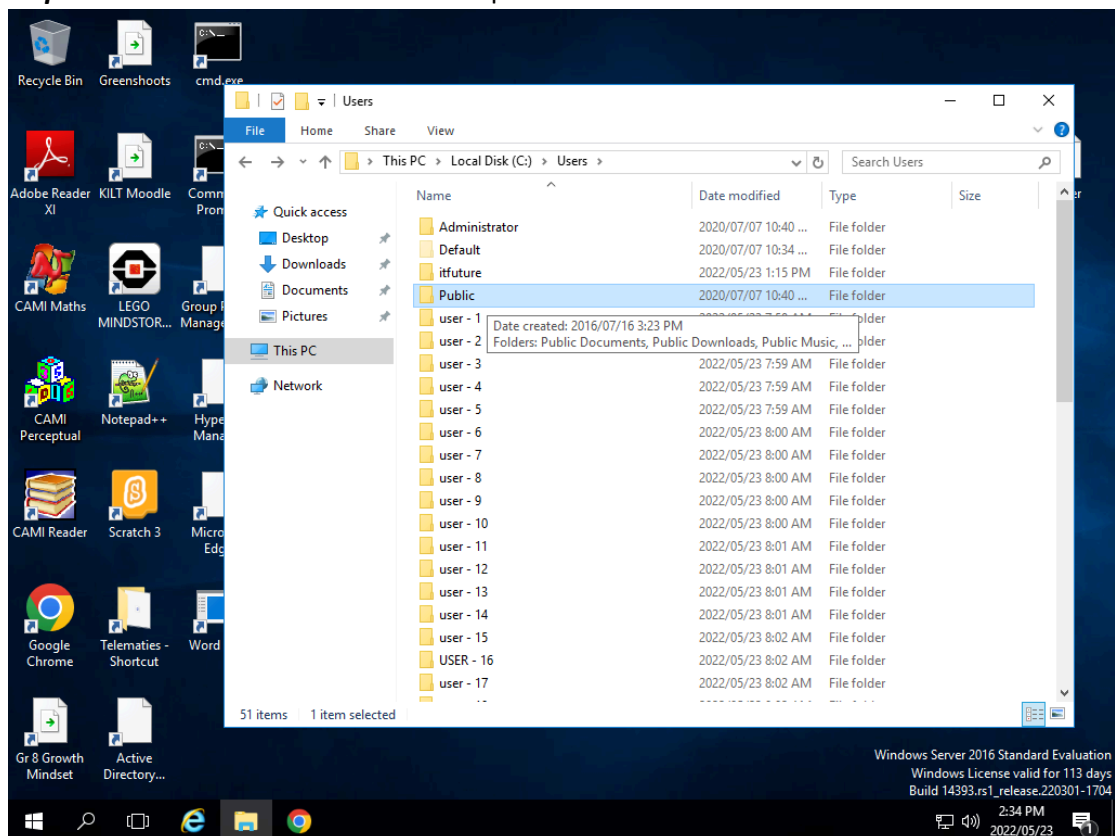
Step 2 Open file explorer, This PC and double click on Local Disk (C:)



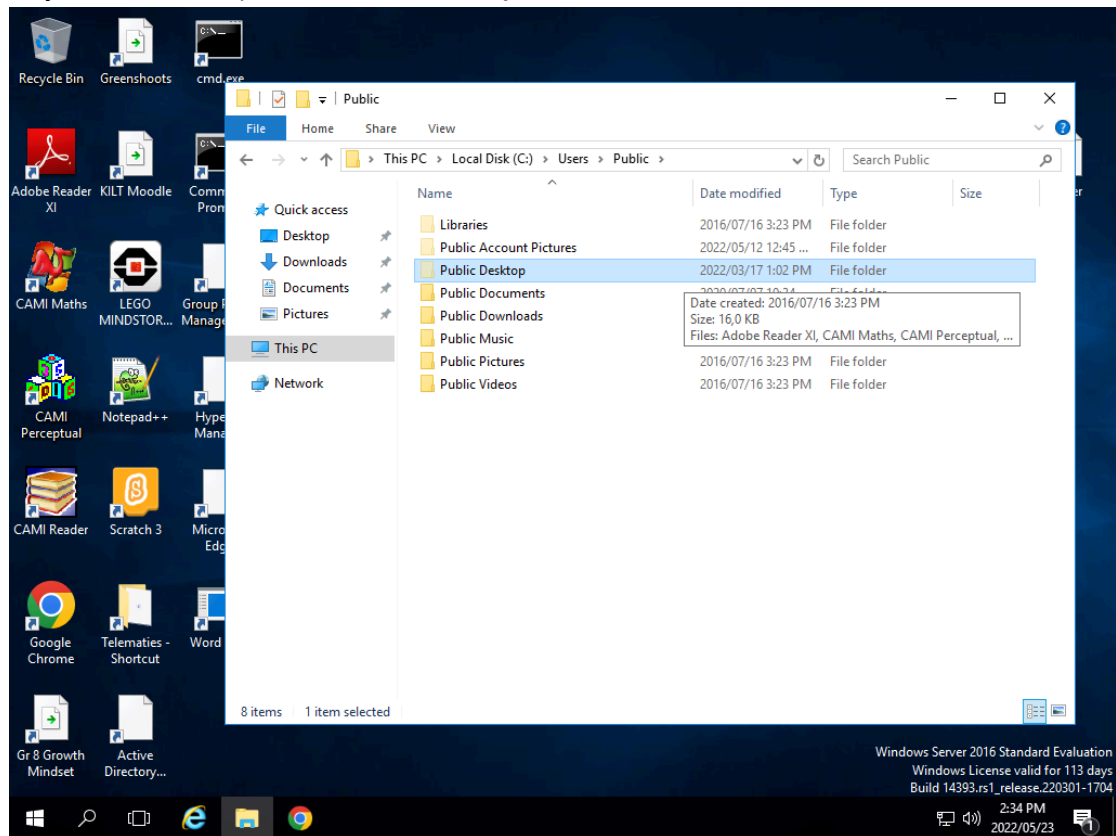
Step 3 Open the Users folder.



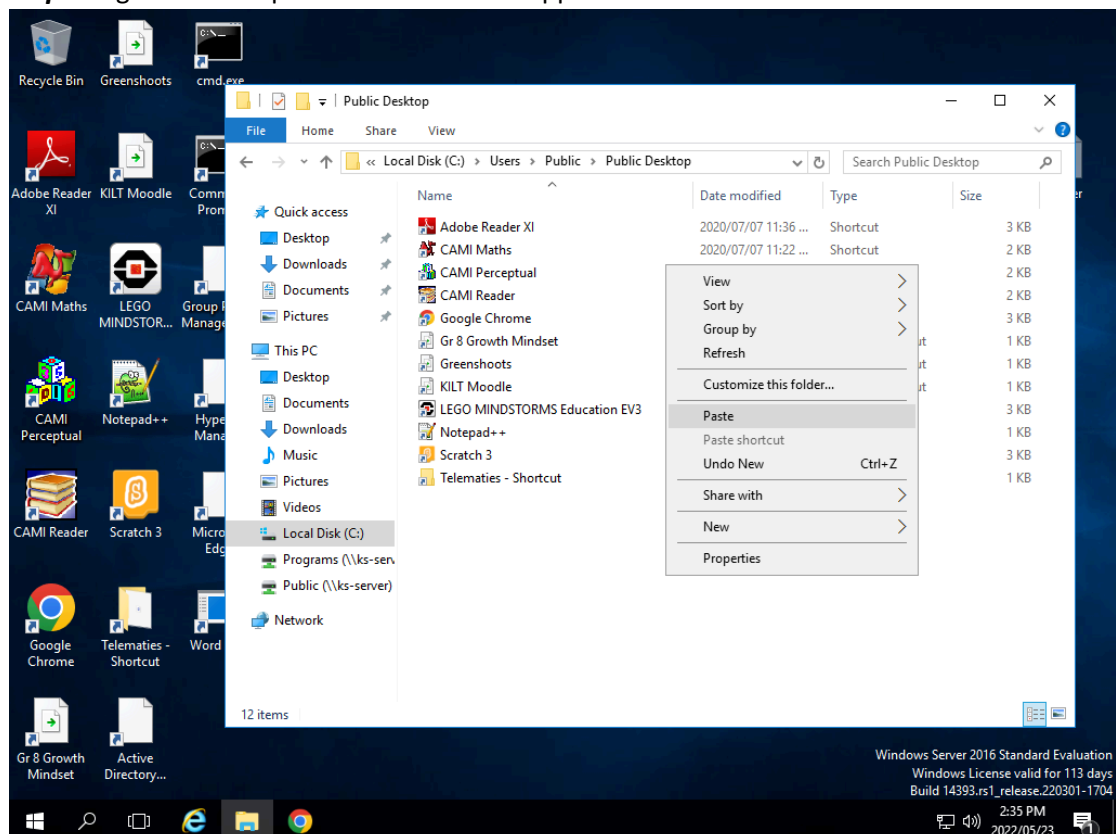
Step 4 Search for the **Public** folder and open it.



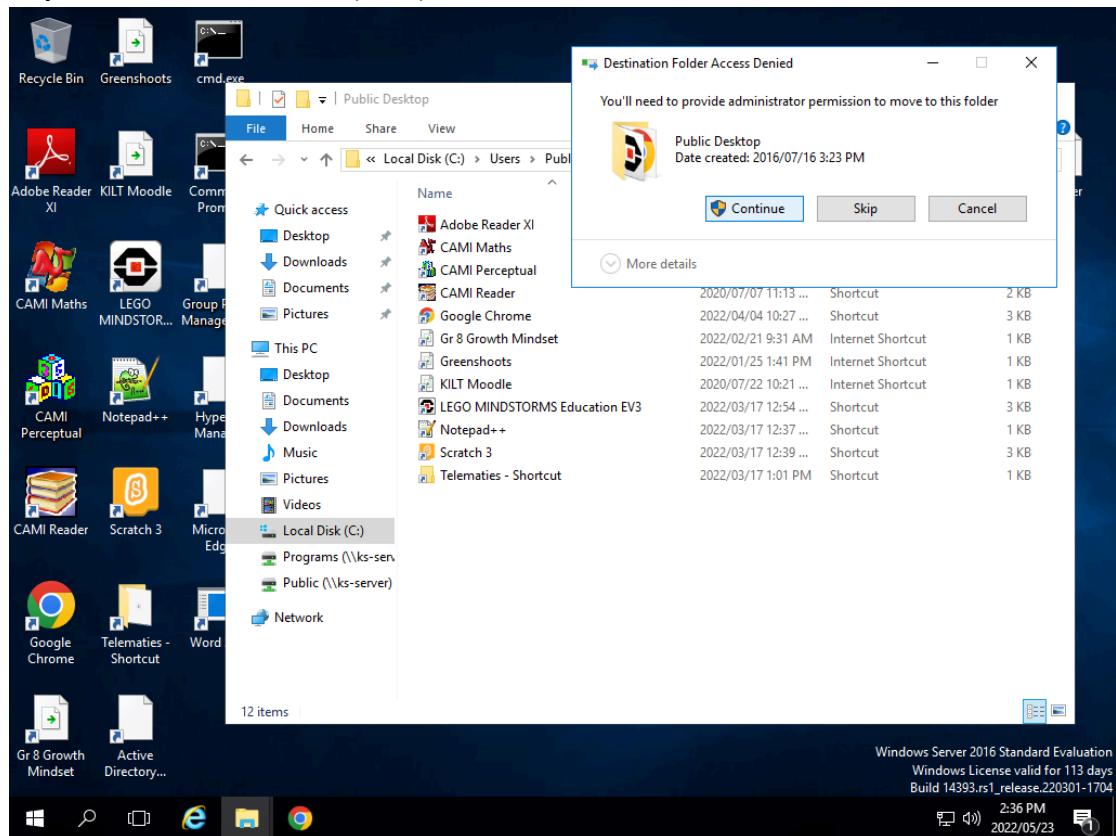
Step 5 Select and open the **Public Desktop** folder.



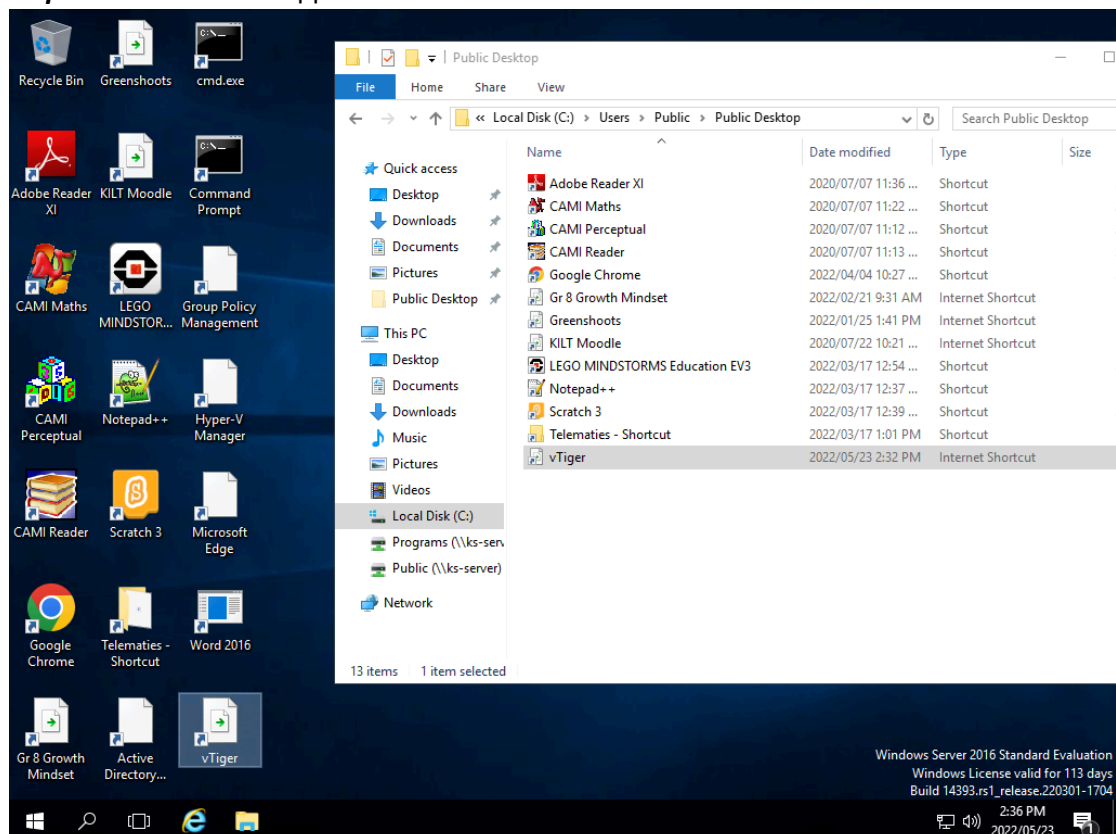
Step 6 Right click and paste the shortcut or application.



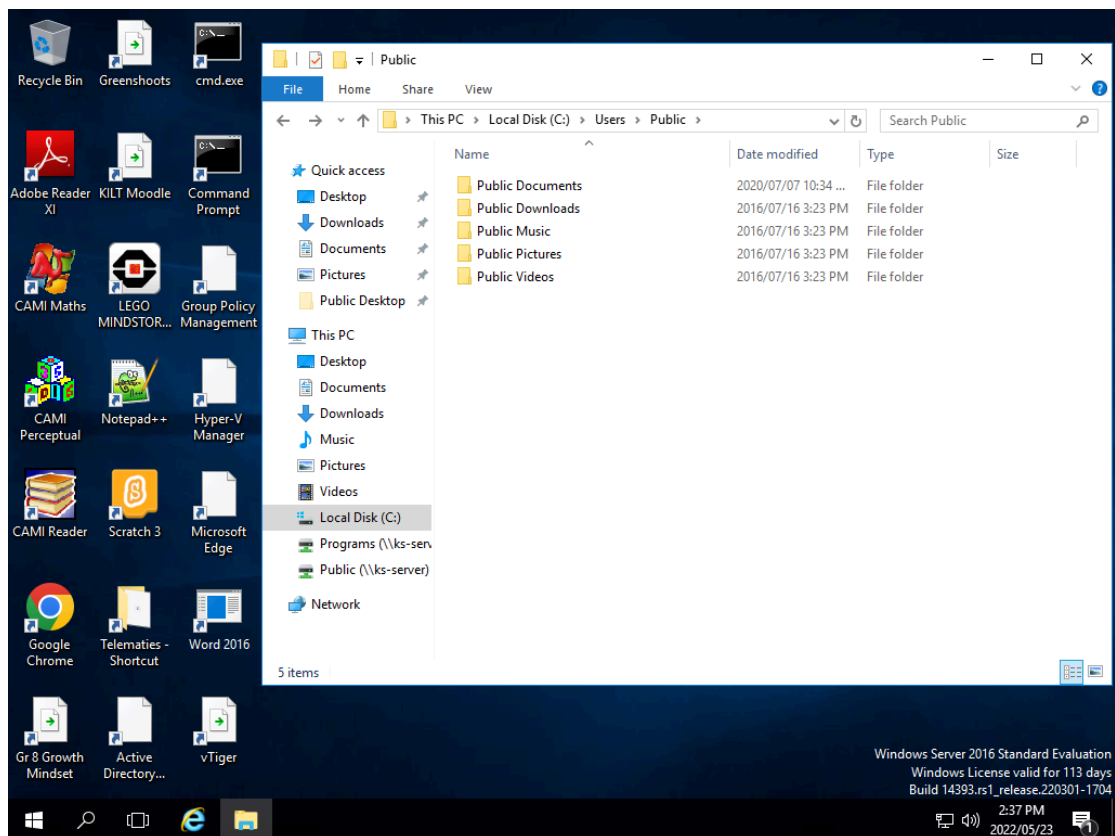
Step 7 Click Continue on the prompt.



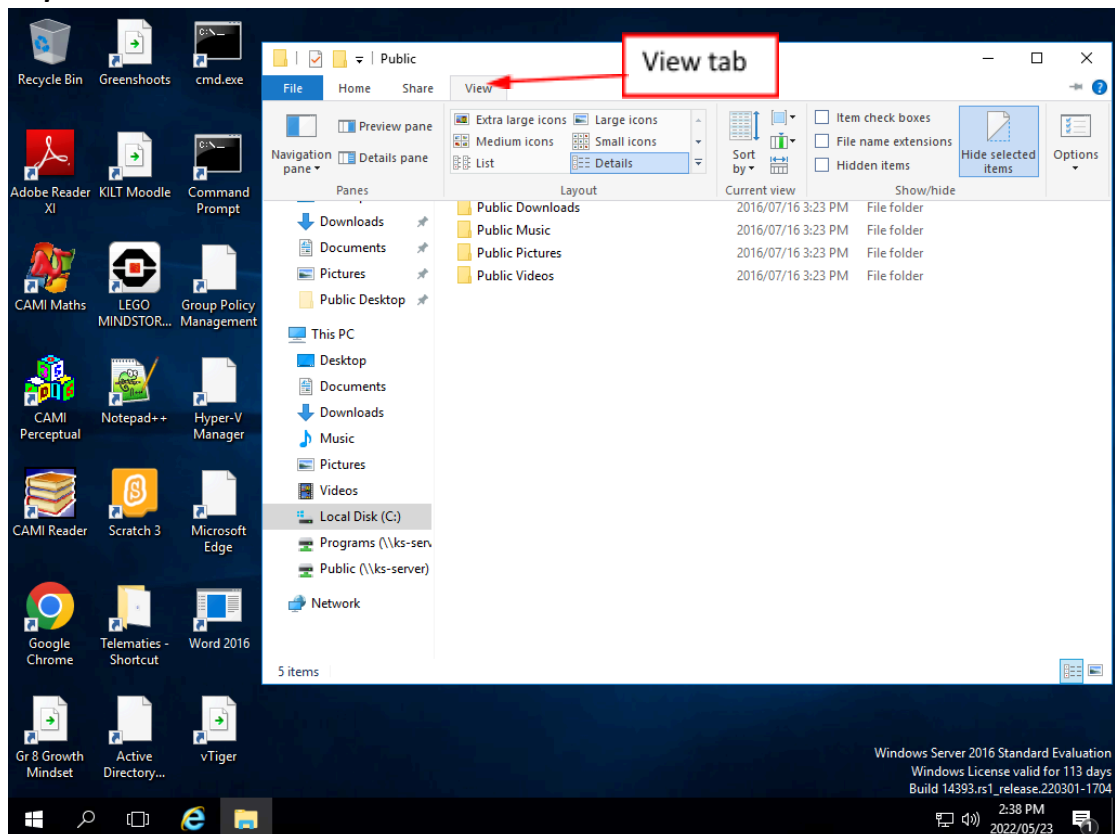
Step 8 The shortcut or application is available now for all users.



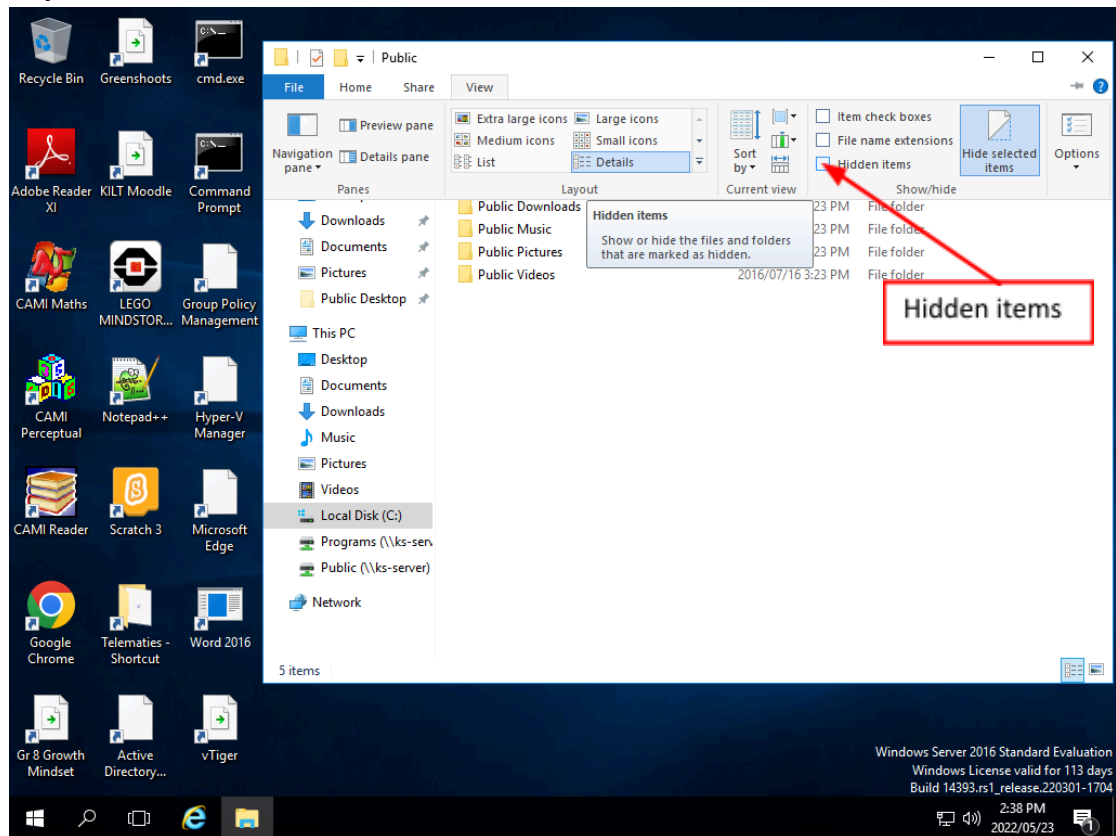
WHEN THE *PUBLIC* DESKTOP FOLDER IS NOT DISPLAYING



Step 1 Go to the **View** tab on the ribbon



Step 2 Click on the Hidden Items check box



Step 3 The hidden folders will now be visible.

