

# Safety Card: Create File Shortcut

iPhone & Android

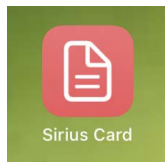
## IPHONE

### Create the Shortcut

- Open the card on your phone
- Click the **download icon** at bottom of your phone
- Scroll down and click **Save to Files**
- Open the Shortcuts app
- Click **All Shortcuts**
- Click the **+** in the top right corner
- Click on **Shortcut Name** at the top, and give it a name (ie. Sirius Reporting Card)
- Click on the **icon** next to the name, and give it a color and Glyph (icon)
- Click the blue **Add Action** button
- Click **Documents**
- Scroll down and click **Open File**
- Click on **File**, then click on the badge file
- Click on **Default App**, then click on **Files**
- Click the **x** in the top right to close out



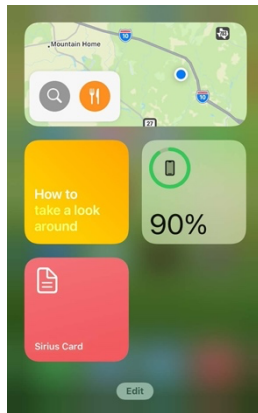
### Place the Shortcut



#### Option 1 - Add to your home screen

- Click the **three dots** to open the shortcut again
- Click **Add to Home Screen**, and then **Add**

*Now you'll see the icon like an app on your home screen (swipe to the last screen to find it). Hold down on it to move it where you want it. If you want to delete it, just hold down on the icon on your home screen, and select "Delete Bookmark".*



#### Option 2 - Add to your widgets

- Go to your home screen, swipe your finger to the right so the widgets panel appears
- Scroll to the bottom and click **Edit**
- Click the **+** in the top left
- Scroll down and click **Shortcuts**
- With your single shortcut on the screen, click the blue **Add Widget** button
- Click **Done** in the top right

*Now, from your home screen, you can swipe right to find it. Hold down on it to move it where you want it. If you want to delete it, just hold down on the widget, and select "Remove Widget"*

## ANDROID

- Download the badge, and save it to the Files folder on your phone
  - Go into your **Files** and click on **Documents**
  - Find your file, and open it
  - Find your file, and open it
  - Click on the **share icon**
  - Click **Send a copy**
  - Click on **Drive** to save to **Google Drive**
  - Give your file a new name under **Document title** and **save**
  - From the Home Screen, swipe up and open **Google Drive**
  - Open your file
  - Click the **three dots** in the top right
  - Click on **Make available offline**
  - Click the **three dots** again
  - Scroll down and click **Add to Home screen**
  - Click **Add**
- Now you'll see the icon on your Home Screen. Hold down on it to move it where you want it.*