Creating a QR Code

**Purpose**: This job aid is designed to walk you through creating a QR code. While there are other ways to create a QR code, this guide is designed with [QR Code Monkey](https://www.qrcode-monkey.com/) in mind.

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| **Creating a QR Code** |
| 1. Copy the link you wish to convert into a QR code.
 | 1. Generally, you can find the link in the address bar.
2. Sometimes, you need to find a special link. On Google files, for instance, you select **File** and **Share** to find a shareable link.
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| 1. Next, go to [qrcode-monkey.com](http://qrcode-monkey.com).
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| 1. Paste your link in the *Your URL* field under **Enter Content.**
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| 1. Click the *Create QR Code* button, then click the *Download PNG* button.
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| 1. Your window will momentarily pause to generate your QR code, then automatically copy it into the Downloads folder.
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| 1. Your file should now be ready to use.
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