Deploy a Printer using Group Policy preferences

First thing to do is install the printer that needs deploying on a print server. Make sure if your clients are **NOT** x64 bit that you also add the x86 driver

Devices and Printers			
COC R - Control Panel - Hardware - Devices and Printers -	 Search Devices and Pri 	nters 🗾	
11 Office 2600 Properties	po	2 • 0	
Security Device Settings About General Sharing Pots Advanced Color Management You can surve this printer with other users on your network. The printer will not be available when the computer is sleeping or turned cit.		Additional Deloses	
		You can install additional drivers download them automatically wh	so that users on the following systems can hen they connect.
Share this printer Share name: IT-2000dn F Render print jobs on Client computers		Processor Type Tanium Type 3 - User M Statute State	lode No lode Yes lode Yes
I List in the directory	TT Office 2000		
Drivers If this printer is shared with users numning different versions of Windows, you may want to install additional and the set of the users do not have to find the print driver when the connect to the shared printer.			
Additional Drivers	t(s) in queve		
OK Cancel Apply			OK Cancel

2. The following is a "Gotcha" (especially on HP printers), on the Printer Properties page, General tab > Select "Print Processor" > Ensure it's set to winprint and RAW.

Devices and Printers		
COCO In: • Control Panel • Hardware • Devices and Printers •	Search Devices and Printers	
TI Office 2600 Properties	ka 🖘 😧	
Security Device Setting: About General Sharing Ports Advanced Color Management		
G Always available		
Priority:	Selecting a different print processor may wailable for default data types. If your se selection below will be used.	result in different options being trvice does not specify a data type, the
Driver IP Universal Printing PCL 6 Image: International Printing PCL 6 Spool print documents so program finish s printing faster (* Spool printing after last page is spoole (* Start printing immediately (* Print directly to the printer	Print processor: hptpphn hptpp115 terppint	Default data type: <u>RAW</u> [FF appended] RAW [FF uto] NT EMF 1.003 NT EMF 1.003 NT EMF 1.007 NT (MF 1.008
Hold mismatched documents		TEXT
Print spooled documents first Keep printed documents		OK Cancel
Enable advanced printing features Printing Defaults Print Processor Separator Page	f(s) in queue	
OK Cancel Apply		

3. On a domain controller, Start > administrative tools > Group Policy Editor > Either edit an existing policy or create a new one (**Remember** its a <u>computer policy you need to link it to something with computers</u> in it, if you link it to a users <u>OU</u> nothing will happen).

IdminNet Linked Group Policy Obje

4. Give the policy a sensible name.

New GPO	X
Name:	
Deploy AdminNet Printers	
Source Starter GPO:	
(none)	•
	OK Cancel

5. Edit the policy you have just created.

Lin	k Order 🔺	GPO		Enforced	Link Enabled	GPO Status	WMI F
	1	OfficeDistro2010		No	Yes	Enabled	None
	2	🔄 🗐 Deploy AdminNet Print	Pre .	No	Yes	Enabled	None
100			Enforced Link Enabled Save Report	_			
			Delete Rename Refresh				



7. Select Create > I prefer to use the IP address of the printer but you can use the DNS name if you wish > The Local Name is what the client will see > Enter the Path to the printer (In <u>UNC</u> format) > You can also enter a location and comment if you wish > Apply > OK.

📕 Group Policy Management Editor	
File Action View Help	
Image: Computer Configuration Image: Configuration Image: Computer Configuration Image: Configuration Image	
OK Cancel Appry Hep	
Preferences (Extended) Standard /	
Printers	

8. All being well you should see the printer listed.

🗾 Group Policy Management Edito	r				
File Action View Help					
(= =) (2 📅 📋 🗊 🖶 🖉	à 💩 🔢 📷 🔯 🔕 🔸 t 🤉				
Deploy Adminited Printers Profess Policies Preferences	ǿ Printers				
🗉 🧮 Windows Settings		Name	Order	Action	Path
Control Panel Settings Data Sources Devices Folder Options Coul Users and Gn Scheduled Tasks Services Services Services Services Policies Printers Policies Printers	Processing (*)	€ 10.22.10.60	1	Create	\\ SERVERNAME \IT Office
		<u> </u>			
		,			
	$\$ Preferences \bigwedge Extended \bigwedge Standard	/			
Last changed: 15/08/2011 10:42:05					

9. Now for another "Gotcha" in the same policy navigate to > Computer Configuration > Policies > Administrative Templates > Printers > Locate the "Point and Print Restrictions" policy.

Ela Artiso View Malo		1.713	
He Action view Help			
Administrative Templat Computer Configuration Policies Software Settings Mindows Settings Administrative Templat Ontrol Panel Mindows Compone System Windows Compone All Settings System System Policies Suser Configuration Policies Suser Configuration Policies Suser Configuration Policies Suser Configuration Policies Policies Policies	Printers Dint and Print Restrictions St policy setting equirements: Least Windows Vista escription: Init and Print behavior, including the county prompts for Windows Vista mputers. The policy setting applies by to non-Print Administrator ents, and only to computers that	Setting Web-based printing Automatically publish new printers in Active Directory Custom support URL in the Printers folder's left pane Custom support URL in the Printers folder's left pane Custom support URL in the Printer folder's left pane Automatical Print connection to search Windows Update Add Printer wizard - Network scan page (Managed network) Automatical print published printers Add Printer wizard - Network scan page (Unmanaged network) Add Printer wizard - Network scan page (Unmanaged network) Conly use Package Point and print Package Point and print Connected printers Connected printer Connected printer	
an W -W d fr fr or be ts c c -Y ch ele ap	e members of a domain, hen the policy setting is enabled: Windows XP and later clents will only winkoad print driver components on a list of explicitly named servers, a compatible print driver is available the clent, a printer connection will made. If a compatible print driver not available on the clent, no innection will be made. Sou can configure Windows Vista ents so that security warnings and evaled command prompts do not pear when users Point and Print, or contended Standard /	Point and Print Restrictions Point and Print Restrictions Precute noist driver execution compatibility setting reported by Printer browsing Printer browsing Printer browsing Directory pruning interval Directory pruning reform Directory	<u> </u>

10. Change the settings for this policy so that it is disabled.

Point and Print Restrictions Previous Setting Next Setting Not Configured Comment: Image: Co	EPoint and Print Restrictions		
Not Configured Comment: Enabled Disabled Supported on: At least Windows Vista Options: Help: Options: Help: Users can only point and print to these servers: Enter fully qualified server names separated by semicolons Users can only point and print to machines in their forest Users can only point and print to machines in their forest When updating drivers for a new connection: When updating drivers for a new connection: When updating drivers for an existing connection: When updating drivers for an existing connection: When the policy setting is not configured:	E Point and Print Restrictions		Previous Setting Next Setting
Options: Help: Users can only point and print to these servers: Inis policy setting controls the client Point and Print behavior, including the security prompts for Windows Vista computers. The policy setting applies only to non-Print Administrator clients, and only to computers that are members of a domain. Users can only point and print to machines in their forest When the policy setting is enabled: -Windows XP and later clients will only download print driver components from a list of explicitly named servers. If a compatible print driver is available on the client, a printer connection will be made. Yhen installing drivers for a new connection: Image: Policy setting is not configure Windows Vista clients so that security warnings and elevated command prompts do not appear when users Point and Print, or when printer connection drivers need to be updated. When updating drivers for an existing connection: When the policy setting is not configured: -Vindows Vista client computers can point and print to any server. When the policy setting is not configured:	Not Configured Comment: Enabled Disabled Supported on:	At least Window	ws Vista
	Users can only point and print to the Enter fully qualified server names separa semicolons Users can only point and print to ma their forest Security Prompts: When installing drivers for a new conne When updating drivers for an existing constitution When updating drivers for an existing constitution	se servers: sted by chines in ction: y onnection: y v	 This policy setting controls the client Point and Print behavior, including the security prompts for Windows Vista computers. The policy setting applies only to non-Print Administrator clients, and only to computers that are members of a domain. When the policy setting is enabled: -Windows XP and later clients will only download print driver components from a list of explicitly named servers. If a compatible print driver is available on the client, a printer connection will be made. If a compatible print driver is not available on the client, no connection will be made. -You can configure Windows Vista clients so that security warnings and elevated command prompts do not appear when users Point and Print, or when printer connection drivers need to be updated. When the policy setting is not configured: -Windows Vista client computers can point and print to any server.

12. Close the Policy editor, then either reboot the clients, wait a couple of hours, or manually run "gpupdate /force" on them.

Configuring Power options using Group policy Preferences

- 1. Open the **Group Policy Management Console**. Right-click the Group Policy object (GPO) that should contain the new preference item, and then click **Edit**.
- 2. In the console tree under **Computer Configuration** or **User Configuration**, expand the **Preferences** folder, and then expand the **Control Panel Settings** folder.
- 3. Right-click the **Power Options** node, point to **New**, and select **Power Plan (Windows Vista and later)**.
- 4. In the **New Power Plan (Windows Vista and later) Properties** dialog box, enter power options settings for Group Policy to configure. (For more information, see <u>Enable and</u> <u>Disable Settings in a Preference Item.</u>)
- 5. Click the **Common** tab, configure <u>any options</u>, and then type your comments in the **Description** box. (For more information, see <u>Configure Common Options</u>.)
- 6. Click **OK**. The new preference item appears in the details pane.

Actions

This type of preference item provides a choice of four actions: **Create**, **Replace**, **Update**, and **Delete**. The behavior of the preference item varies with the action selected and whether the power plan already exists.

- **Create** Create a newly configured power plan. If a power plan with the same name as the Power Plan item exists, then the existing power plan is not changed.
 - Remove a power plan with the same name as the Power Plan preference item. The
- **Delete** extension performs no action if the power plan does not exist. Built-in power plans cannot be deleted.

Delete and re-create the named power plan. The net result of the **Replace** action overwrites all existing settings associated with the power plan. If the power plan does

Replace not exist, then the **Replace** action creates a newly configured power plan. Built-in power plans cannot be replaced.

Modify a power plan. The action differs from **Replace** because it updates the settings that are defined within the preference item. All other settings remain as they were

Update inat are defined within the previously configured. If the power plan does not exist, then the **Update** action creates a new power plan.

Additional considerations

- If a user Power Plan item processes after a computer Power Plan item, user settings replace the active settings, which may have been made active previously by a computer or user Power Plan item.
- The local administrator and Power Users administrative group can manually change their power settings by using Control Panel; other users cannot. Regardless, the settings configured for users become active when they log on and remain so even after they log off.
- Settings that are applied to the computer become active when the computer is started without a logged-on user. However, Power Plan preference items, which support Group Policy background updates, can reset power settings when computer policy is applied without a logged-on user.
- You can use item-level targeting to change the scope of preference items.
- Preference items are available only in domain-based GPOs.

Configuring common options

Common options include:

- Stop processing items in this extension if an error occurs on this item
- Run in logged-on user's security context (user policy option)
- <u>Remove this item when it is no longer applied</u>
- <u>Apply once and do not reapply</u>
- <u>Item-level targeting</u>

Stop processing items in this extension if an error occurs on this item

Each preference extension can contain one or more preference items.

- By default, a failing preference item does not prevent other preference items in the same extension from processing.
- If the **Stop processing items in this extension if an error occurs on this item** option is selected, a failing preference item prevents remaining preference items within the extension from processing. This change in behavior is limited to the hosting Group Policy object (GPO) and does not extend to other GPOs.

Important

Preference extensions start processing preference items from the bottom of the list and work their way to the top. Preference items successfully applied prior to the failing preference item are applied. The preference extension only stops processing preference items that follow the failing preference item.

Run in logged-on user's security context (user policy option)

There are two security contexts in which Group Policy applies user preferences: the SYSTEM account and the logged-on user.

- By default, Group Policy processes user preferences using the security context of the SYSTEM account. In this security context, the preference extension is limited to environment variables and system resources available only to the computer.
- If the **Run in logged-on user's security context** option is selected, it changes the security context under which the preference item is processed. The preference extension processes preference items in the security context of the logged-on user. This allows the preference extension to access resources as the user rather than the computer. This can be especially important when using drive maps or other preferences in which the computer may not have permissions to resources or when using environment variables. The value of many environment variables differs when evaluated in a security context other than the logged-on user.

Remove this item when it is no longer applied

Group Policy applies policy settings and preference items to users and computers. You determine which users and computers receive these items by linking one or more Group Policy objects (GPOs) to Active Directory sites, domains, or organizational units. User and computer objects that reside in these containers receive policy settings and preference items defined in the linked GPOs because they are within the scope of the GPO.

- Unlike policy settings, by default preference items are not removed when the hosting GPO becomes out of scope for the user or computer.
- If the Remove this item when it is no longer applied option is selected, it changes this behavior. After selecting this option, the preference extension determines if the preference item should not apply to targeted users or computers (out of scope). If the preference extension determines the preference item is out of scope, it removes the settings associated with the preference item.

Important

<u>Selecting this option changes the action to **Replace**</u>. During Group Policy application, the preference extension recreates (deletes and creates) the results of the preference item. When the preference item is out of scope for the user or computer, the results of the preference item are deleted, but not created. Preference items can become out of scope by using item-level targeting or by higher-level Group Policy filters such as WMI and security group filters.

Note

The **Remove this item when it is no longer applied** option is not available when the preference item action is set to **Delete**.

Apply once and do not reapply

Preference items are applied when Group Policy refreshes.

- By default, the results of preference items are rewritten each time Group Policy refreshes. This ensures that the results of the preference items are consistent with what the administrator designated in the Group Policy object.
- If the **Apply once and do not reapply** option is selected, it changes this behavior, so the preference extension applies the results of the preference item to the user or computer only once. This option is useful when you do not want the results of a preference item to reapply.

Item-level targeting

Group Policy provides filters to control which policy settings and preference items apply to users and computers. <u>Preferences provide an additional layer of filtering called targeting. Item-level</u> targeting allows you to control if a preference item applies to a group of users or computers.

Registry Extension

5 out of 9 rated this helpful - Rate this topic

Applies To: Windows 8, Windows Server 2008 R2, Windows Server 2012

Group Policy includes the Registry preference extension. For computers or users, this extension allows you to:

- Copy multiple registry settings from a computer and apply those settings to other computers.
- Create, replace, or delete an individual registry value.
- Create an empty key, delete a key, or delete all values and subkeys in a key.
- Create collections (folders) to organize Registry preference items in the Group Policy Management Console, and so you can apply the same targeting to multiple Registry items.
- Create collections in the Group Policy Management Console that mirror the structure of keys in the registry on a selected computer.

Getting started

You can create and configure Registry preference items for any domain-based Group Policy object (GPO). You configure the settings by editing a GPO using the Group Policy Management Console. When editing a GPO, you can find this preference extension at the following location:

Computer Configuration or User Configuration

L Preferences

- L Windows Settings
 - ^L Registry

To create multiple Registry preference items

1. Open the **Group Policy Management Console**. Right-click the Group Policy object (GPO) that should contain the new preference item, and then click **Edit**.

- 2. In the console tree under **Computer Configuration** or **User Configuration**, expand the **Preferences** folder, and then expand the **Windows Settings** folder.
- 3. Right-click the Registry node, point to New, and select Registry Wizard.
- 4. Select the computer on which the desired registry settings exist (or on which similar settings you will modify exist), then click **Next**.
- 5. Browse to and select the check box for each key or value from which you want to create a Registry preference item. Select the check box for a key only if you want to create a Registry item for the key rather than for a value within the key.
- 6. Click **Finish** . The settings that you selected appear as preference items in the Registry Wizard Values collection.
- 7. Right-click the **Registry Wizard Values** collection in the console tree, click **Rename**, and type a descriptive name for the collection.

Creating a Registry item

To create a new Registry preference item

- 1. Open the **Group Policy Management Console** . Right-click the Group Policy object (GPO) that should contain the new preference item, and then click **Edit** .
- 2. In the console tree under **Computer Configuration** or **User Configuration**, expand the **Preferences** folder, and then expand the **Windows Settings** folder.
- 3. Right-click the Registry node, point to New, and select Registry Item.
- 4. In the **New Registry Item** dialog box, select an **Action** for Group Policy to perform. (For more information, see "Actions" in this topic.)
- 5. Enter registry settings for Group Policy to configure or remove. (For more information, see "Registry settings" in this topic.)
- 6. Click the **Common** tab, configure <u>any options</u>, and then type your comments in the **Description** box. (For more information, see <u>Configure Common Options</u>.)
- 7. Click **OK**. The new preference item appears in the details pane.

Actions

This type of preference item provides a choice of four actions: **Create**, **Replace**, **Update**, and **Delete**. The behavior of the preference item varies with the action selected and whether the registry key or value already exists.

- Create Create a new registry value or key for computers or users.
- **Delete** Remove a registry value or a registry key and all of its values and subkeys for computers or users.

Delete and recreate a registry value or key for computers or users. If the target is a registry value, the net result of the **Replace** action is to overwrite all existing settings

Replace associated with the registry value. If the target is a registry key, the net result is to delete all values and subkeys in the key, leaving only a default value name with no data. If the registry value or key does not exist, then the **Replace** action creates a new registry value or key.

Update Modify settings of an existing registry value or key for computers or users. This action differs from **Replace** in that it only updates settings defined within the preference item. All other settings remain as configured in the registry value or key. If the registry value or key does not exist, then the **Update** action creates a new registry value or key.

Registry settings

You can click the **Browse** button next to the **Key Path** field to navigate to the registry value or key to be configured.

If the registry value or key that you want to configure exists on this computer, click ... to browse to the value or key. The remaining fields in the **Properties** dialog box are populated based on your selection. You can edit the values in those fields.

•••

To select a key without specifying a value (or if the value does not yet exist), click the key in the tree at the top of the window, and then click **Select**.

If you did not browse to a value or key, select the hive for the registry key.

- HKEY_CLASSES_ROOT is an alias for HKEY_LOCAL_MACHINE\Software\Classes.
- HKEY_CURRENT_USER is an alias for HKEY_USERS\ *logged-on user's hive* . HKEY_USERS\.Default is used when HKEY_CURRENT_USER is configured under computer configuration.

Hive

- HKEY_LOCAL_MACHINE is the default option for computer policy. These settings affect all users of the computer.
- HKEY_USERS is the default option for user policy. These settings affect individual users.
- HEKY_CURRENT_CONFIG is an alias for HEKY_LOCAL_MACHINE\System\CurrentControlSet\Hardware Profiles\Current.

If you did not browse to a value or key, type the key path. Do not include the hive or a leading or trailing slash.

Key Path

This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.

To configure a value, either select the **Default** checkbox to configure the default value for the key or type the name of the value to configure. To configure only a key, leave this **Value** field blank.

name

This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.

Value To configure a value, select the value type. To configure only a key, leave this field

blank.

This option is available only if the action selected is **Create**, **Replace**, or **Update** and if you have entered a **Value name**.

To configure value data, type the data for the registry value. To configure only a key, leave this field blank.

Value This field accepts preference processing variables. Press F3 to display a list of variables **data** from which you can select.

This option is available only if the action selected is **Create**, **Replace**, or **Update** and if you have selected a **Value type**.

Configure a Folder Item

0 out of 2 rated this helpful - Rate this topic

Applies To: Windows 8, Windows Server 2008 R2, Windows Server 2012

Folder preference items allow you to create, update, replace, and delete folders and their contents. (To configure individual files rather than folders, see <u>Files Extension</u>.) Before you create a Folder preference item, you should review the behavior of each type of action possible with this extension.

Creating a Folder item

To create a new Folder preference item

- 1. Open the **Group Policy Management Console** . Right-click the Group Policy object (GPO) that should contain the new preference item, and then click **Edit** .
- 2. In the console tree under **Computer Configuration** or **User Configuration**, expand the **Preferences** folder, and then expand the **Windows Settings** folder.
- 3. Right-click the Folders node, point to New, and select Folder.
- 4. In the **New Folder Properties** dialog box, select an **Action** for Group Policy to perform. (For more information, see "Actions" in this topic.)
- 5. Enter folder settings for Group Policy to configure or remove. (For more information, see "Folder settings" in this topic.)
- 6. Click the **Common** tab, configure <u>any options</u>, and then type your comments in the **Description** box. (For more information, see <u>Configure Common Options</u>.)
- 7. Click **OK**. The new preference item appears in the details pane.

Actions

This type of preference item provides a choice of four actions: **Create**, **Replace**, **Update**, and **Delete**. The behavior of the preference item varies with the action selected and whether the folder already exists.

Create Create a new folder for computers or users.

Delete Remove a folder for computers or users.

Replace Delete and recreate a folder for computers or users. The net result of the **Replace** action is to delete the contents of an existing folder and to overwrite all existing settings

associated with the folder. If the folder does not exist, then the **Replace** action creates a new folder.

Modify an existing folder for computers or users. This action differs from **Replace** in that it only updates settings defined within the preference item. All other settings

Update that it only updates settings defined within the preference item. An other settings remain as configured on the folder. If the folder does not exist, then the **Update** action creates a new folder.

Folder settings

PathType a path for the folder from the perspective of the client. Do not include
quotes or a trailing slash. This field can contain variables.To configure file system attributes for the folder, select the appropriate check

To configure file system attributes for the folder, select the appropriate check boxes.

Attributes

These options are available only when the action selected is Create, Replace, or Update.

Select a combination of options to control which files and folders are deleted. If the **Replace** action is selected, the folder is recreated after these options have been processed unless deletion is prevented. The effect of these options varies depending on the combination of options selected. For more information, see "Additional considerations."

These options are available only when the action selected is **Replace** or **Delete**.

Available options include:

- Options for Delete or Replace actions
 Ignore errors for files/folders that cannot be deleted : If this option is cleared, an error is returned if the Folder item attempts to delete a folder that is not empty, a file that is open, a file or folder for which the user does not have permission, or any other file or folder that cannot be deleted. If selected, this option suppresses any error messages that occur because files or folders cannot be deleted.
 - Allow deletion of read-only files/folders : If this option is cleared, the Folder item is prevented from deleting read-only files and folders. If selected, this option clears the read-only attribute of files and folders that this Folder item attempts to delete.
 - **Delete all files in the folder(s)** : If this option is cleared, the Folder item cannot delete files within folders. If selected, this option deletes all files within

this folder that are allowed to be deleted. If **Recursively delete all subfolders** is selected as well, then all files that are allowed to be deleted within all subfolders are also deleted.

- Recursively delete all subfolders (if emptied) : If this option is cleared, the Folder item is prevented from deleting subfolders within the folder. If this option is selected, the lowest level of subfolders is deleted if they are empty, repeating for each parent folder until reaching the folder specified in the Path field. Whether subfolders are empty is evaluated after the option to Delete all files in the folder(s) has been processed.
- Delete this folder (if emptied) : If this option is cleared, the Folder item is prevented from deleting the folder specified in the Path field. If this option is selected, the folder specified in the Path field is deleted if it is empty. Whether this folder is empty is evaluated after the options to Delete all files in the folder(s) and Recursively delete all subfolders have been processed.

Additional considerations

- Common combinations of options for **Delete** or **Replace** actions include:
 - Delete the folder only if it is empty: Select Delete this folder and Allow deletion of read-only files/folders. To prevent an error if the folder contains files and cannot be deleted, select Ignore errors.
 - Delete the folder and all files and subfolders within: Select Delete this folder , Recursively delete all subfolders , Delete all files in the folder(s) , and Allow deletion of read-only files/folders .
 - Delete all empty subfolders within the folder: Select **Recursively delete all subfolders** and **Allow deletion of read-only files/folders**. To prevent an error if the folder contains files and cannot be deleted, select **Ignore errors**.
 - Delete all files within the folder, but not subfolders or files within subfolders: Select **Delete all files in the folder(s)** and **Allow deletion of read-only files/folders**.
 - Delete all files and subfolders within the folder: Select Recursively delete all subfolders
 , Delete all files in the folder(s) , and Allow deletion of read-only files/folders .
- You can use item-level targeting to change the scope of preference items.

Shortcuts Extension

1 out of 6 rated this helpful - Rate this topic

Applies To: Windows 8, Windows Server 2008 R2, Windows Server 2012

Group Policy includes the Shortcuts preference extension. For computers or users, this extension allows you to:

- Create a shortcut.
- Modify the properties of a shortcut.
- Delete a shortcut.

Getting started

You can create and configure Shortcut preference items for any domain-based Group Policy object (GPO). You configure the settings by editing a GPO using the Group Policy Management Console. When editing a GPO, you can find this preference extension at the following location:

Computer Configuration or **User Configuration**

^L Preferences

L Windows Settings

^L Shortcuts

Creating a Shortcut item

To create a new Shortcut preference item

- 1. Open the **Group Policy Management Console** . Right-click the Group Policy object (GPO) that should contain the new preference item, and then click **Edit** .
- 2. In the console tree under **Computer Configuration** or **User Configuration**, expand the **Preferences** folder, and then expand the **Windows Settings** folder.
- 3. Right-click the Shortcuts node, point to New, and select Shortcut.
- 4. In the **New Shortcut Properties** dialog box, select an **Action** for Group Policy to perform. (For more information, see "Actions" in this topic.)
- 5. Enter shortcut settings for Group Policy to configure or remove. (For more information, see "Shortcut settings" in this topic.)
- 6. Click the **Common** tab, configure <u>any options</u>, and then type your comments in the **Description** box. (For more information, see <u>Configure Common Options</u>.)
- 7. Click **OK**. The new preference item appears in the details pane.

Actions

This type of preference item provides a choice of four actions: **Create**, **Replace**, **Update**, and **Delete**. The behavior of the preference item varies with the action selected and whether the shortcut already exists.

- Create Create a new shortcut for computers or users.
- **Delete** Remove a shortcut for computers or users.

Delete and recreate a shortcut for computers or users. The net result of the Replace

Replace action is to overwrite the existing shortcut. If the shortcut does not exist, then the **Replace** action creates a new shortcut.

Modify settings of an existing shortcut for computers or users. This action differs from **Replace** in that it only updates shortcut settings defined within the preference item. All

Update We place in that it only updates shorted is storied within the preference item. An other settings remain as configured in the shortcut. If the shortcut does not exist, then the **Update** action creates a new shortcut.

Shortcut settings

Target Type

NameType a display name for the shortcut. If modifying or deleting a shortcut, the
name entered must match the name of the existing shortcut.Select the type of target to which the shortcut points. If modifying or deleting a
shortcut, the target type selected must match that of the existing shortcut.

If the shortcut can be addressed:

- Using a Windows path (such as a file, folder, drive, share, or computer), click File System Object .
- Using a URL (such as a Web page, Web site, or FTP site), click URL.
- As an object within the Windows shell (such as a printer, desktop or control panel item, file, folder, share, computer, or network resource), click Shell Object.

Select the location where the shortcut is to appear on the computers targeted by this preference item. Locations other than **All Users** are relative to the logged-on user. If modifying an existing shortcut, the location selected must match that of the existing shortcut. This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.

Location To place the shortcut in a subfolder at the location, enter the subfolder path in the Name field followed by the display name. (For example, to place a shortcut with the display name My Shortcut in the MyCorp subfolder of Explorer Favorites, type MyCorp\My Shortcut for the Name and select Explorer Favorites for Location .)

If selecting **<Specify full path>**, type the full path followed by the display name in the **Name** field. (For example, to place a shortcut with the display name **My Shortcut** in the MyCorp subfolder of Program Files, type **%ProgramFilesDir%\MyCorp\My Shortcut** for the **Name** and select **<Specify**

	full path> for Location .)
Target Path	Enter a local path, UNC path, or drive letter to which the shortcut will lead. This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.
8	This option is available only if the Target Type selected is File System Object and the action is Create , Replace , or Update .
	Enter a URL to which the shortcut will lead. This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.
Target URL	
	This option is available only if the Target Type selected is URL and the action is Create , Replace , or Update .
Target	Select the shell object (such as a printer, desktop or control panel item, file, folder, share, computer, or network resource) to which the shortcut will lead.
Object	This option is available only if the Target Type selected is Shell Object and the action is Create , Replace , or Update .
	Type any arguments to be used when opening the target file or folder.
Arguments	This option is available only if the Target Type selected is File System Object and the action is Create , Replace , or Update .
Start in	To specify a working directory that contains files required by the target, type the path for the folder. Do not include quotes or a trailing slash. This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.
	This option is available only if the Target Type selected is File System Object and the action is Create , Replace , or Update .
Shortcut key	To provide a keyboard shortcut for launching the shortcut, click the Shortcut key field and press the key combination. (To remove the keyboard shortcut, press DELETE or BACKSPACE .)
	This option is available only if the action is Create, Replace, or Update.
	Select the size of the window in which to open the target of the shortcut.
Run	This option is available only if the Target Type selected is File System Object or Shell Object and the action is Create , Replace , or Update .
Comment	To display a tooltip when the mouse pointer pauses on the shortcut, type the text for the tooltip. This field accepts preference processing variables. Press F3 to display a list of variables from which you can select.
	This option is available only if the Target Type selected is File System Object or Shell Object and the action is Create , Replace , or Update .

To specify an icon for the shortcut other than the default for the type, browse to
an icon file and select an icon. (You can also type the full path for an icon file,
and then type an icon index.) Do not include quotes. The Icon file path field
accepts preference processing variables. Press F3 to display a list of variables
from which you can select.

These options are available only if the action is Create, Replace, or Update.

Additional considerations

- Because mapped drives exist only for users, if any path in the configuration for a shortcut includes a mapped drive, the Shortcut preference item must be under User Configuration, the drive letter must exist before the Shortcut item is processed, and Run in logged-on user's security context must be selected on the Common tab.
- By default, variables in the Target path are resolved by Group Policy before the shortcut is created or modified. To include the variable rather than its resolved value in the shortcut (so that the variable is resolved in the environment on the computers to which this Shortcut item is applied), use unresolved variable syntax, such as %<ProgramFiles>% in place of %ProgramFiles%.

Because unresolved variable syntax is resolved in the environment of computers to which the Shortcut item is applied, use only environment variables (rather than preference processing variables).

- User specific paths resolve to .default when applying a shortcut item to the computer.
- You can use item-level targeting to change the scope of preference items.
- Preference items are available only in domain-based GPOs.