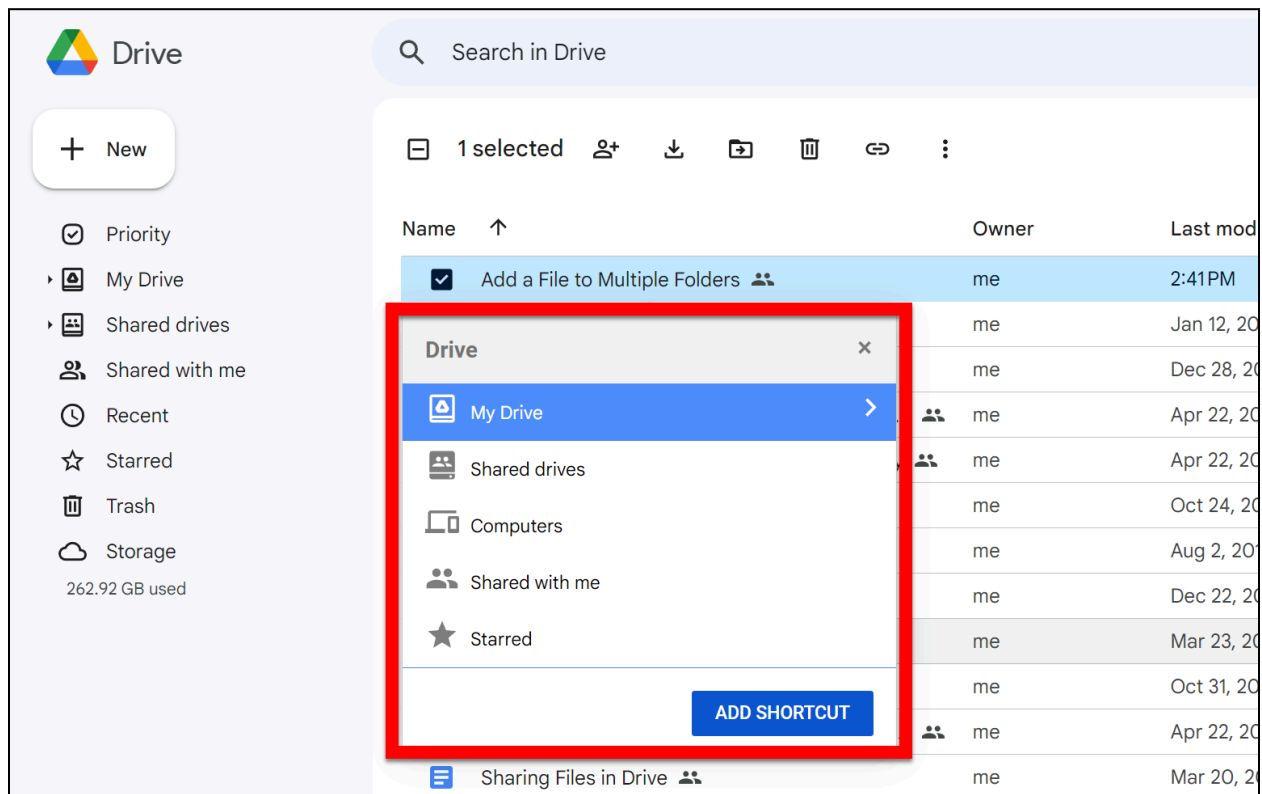


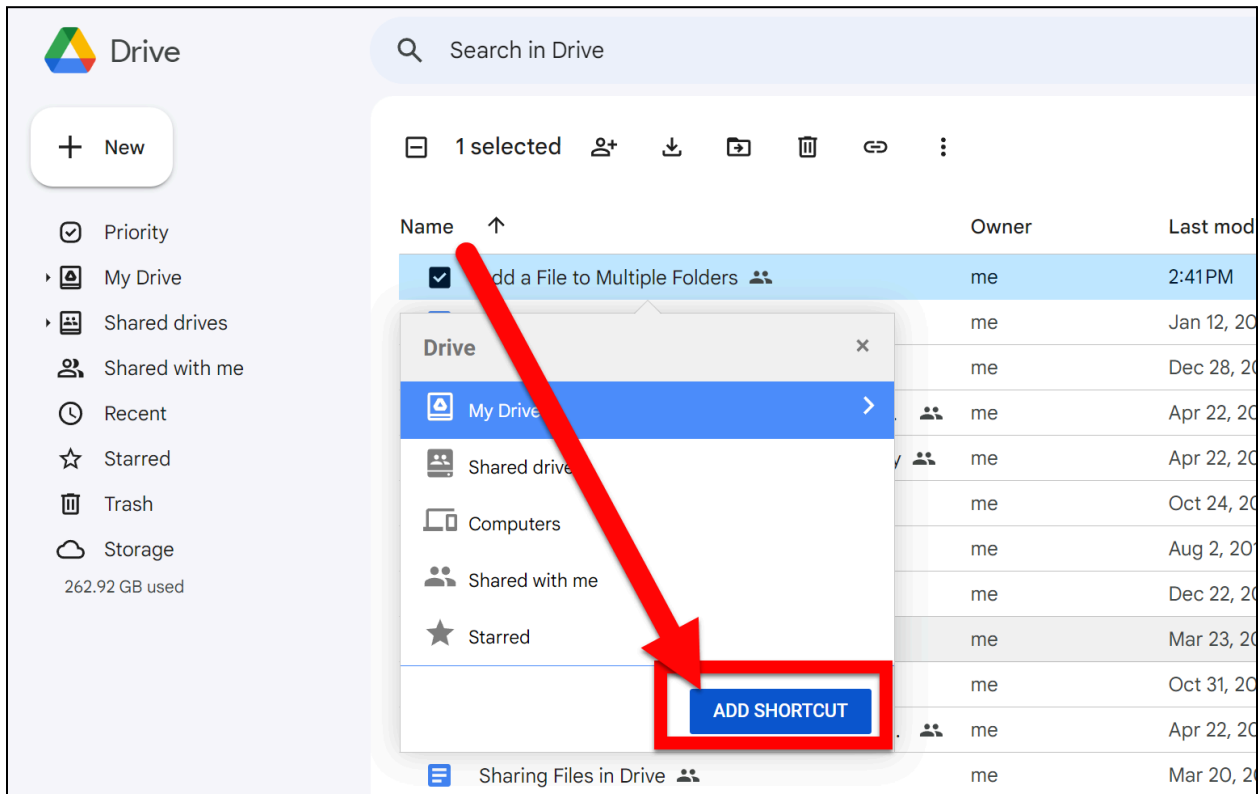
Add a Drive File to Multiple Folders

One of the gems of Google Drive is how things can be organized. I often find myself wanting a file in multiple locations. In Dropbox, System Documents, or other file organizations this would mean making a copy and putting them in separate folders. That is if until you edit one and have to go back and do the same to the other. With Drive, that is not needed. The file is only 1 file, just “linked” to 2 folders. Beautiful, really! Here are the easy steps to put your files into multiple folders so you have them grouped in ways that make sense to you.

1. Go to the folder in Drive that contains the file you want in multiple locations.
2. Select the file by clicking on it then click “**Shift+Z**” (hold down the shift key and tap the Z key). This box will pop up.



3. Browse to the folder you want it added to and click “**Add shortcut**” at the bottom of the popup.



4. This will keep the file in its original location (the one you first located it in) as well as link it to the selected folder.
5. You can add the file to more folders by repeating these steps.

Happy Drive Organizing!

