

Creating a Shortcut to a File in Google Drive

This is beneficial if you have one document that needs to be saved in multiple folders. Instead of making a copy of the document, you can create a shortcut. If you share the link of the document with others, the link will not be altered when adding a shortcut and will remain the same.

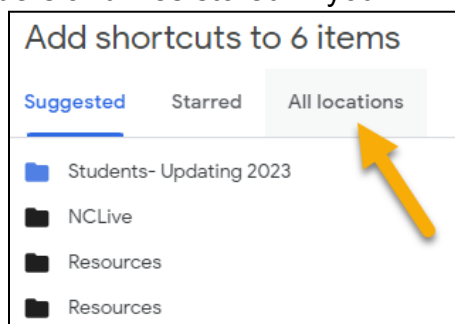
Step 1

Select the file you want to copy. Select one file or highlight over multiple files and then press *Shift* and *Z* at the same time.

Name	Owner	Last modified
	 me	Jun 13, 2023 me
 Search for Classes 05-24-23.docx 	 me	Jun 8, 2023 me
 How to Pay your Bill in Self Service 05-29-23.docx 	 me	Jun 13, 2023 me

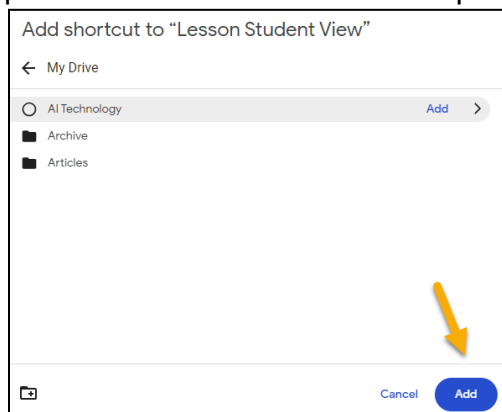
Step 2

In the Drive window that pops up, select All locations and then My Drive. This will bring up a list of all the folders and files stored in your Drive account.



Step 3

Scroll to the folder in which you want to place the document, select it, click *Add*. To create a new folder, press the icon of a folder with a plus sign on the left side.



- A. Since you haven't actually moved the file or created a copy, you've basically created a link in each folder that references the master file, which remains in its original location in Drive.