Google Drive

Saving a document in multiple folders

With <Shift + Z> you can save a single document in multiple folders and keep it automatically synchronized. If you or your co-workers want to edit the document it does not matter which folder you choose to open and edit the document: changes will be applied automatically.

1. **Move file to a Folder**
   - Click once on a file to select the file in Google Drive.
   - Selecting the more icon gives you the option to move the file into a folder. The more icon looks like 3 dots along the top of the files. It is located next to the trash can icon.
   - Choose the folder you want to move the file into.
2. **Go to the Folder**
   - Find the file you just moved to the folder. Select the file by clicking on it.
3. **Move file to a second folder using Shift Z**
   - Hold down the shift key and strike the Z key. Notice you are now given the option to "Add to" instead of move.
   - Select the second folder you want to add the file to.
   - Repeat with shift Z to add to additional folders.