


## Quick Tip: How to Add Files or Folders to Multiple Locations in Google Drive

Did you know you can have a single Google Drive document, file or folder appear in more than one folder in Drive? Then you can access the single copy of the file from different places. No need for managing duplicates.

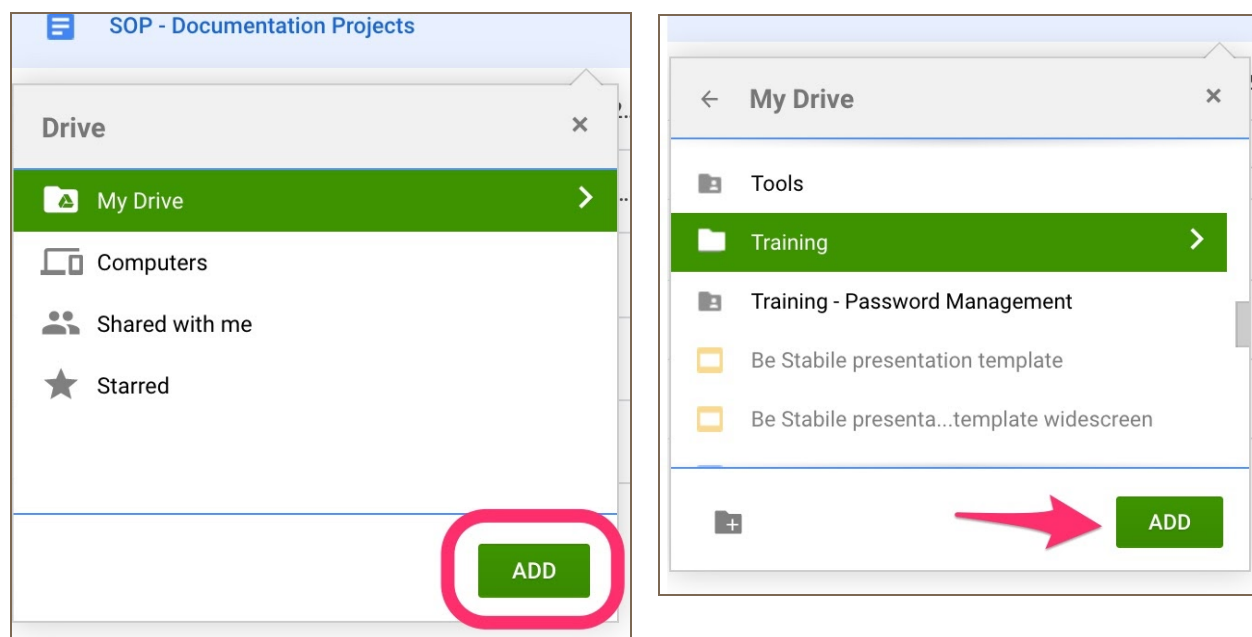
For example, let's say you have a Google Doc that has marketing content that is needed by both the website team and the email marketing team. Instead of making a second copy and needing to keep track of which is most up to date, you can have the single file appear in both places.

### Adding items to multiple Drive folders

Select the file or folder so it is highlighted in blue.

Name	Owner	Last modifi...	↓
 SOP - Documentation Projects	me	Oct 9, 2019	me

**Click the SHIFT + Z keys** (same on PC or Mac). An Add popup will appear, allowing you to select a second (or third, fourth...) folder to include the file in. Note that the word Add appears on the button.




In the Add popup, navigate to the additional folder the file should appear in and **click Add**.

That's all it takes!

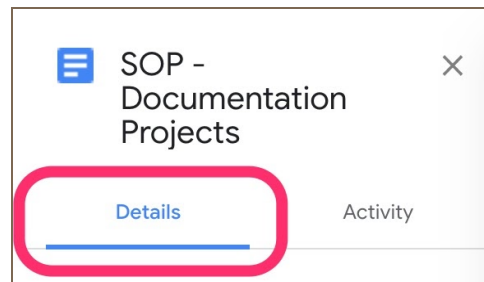
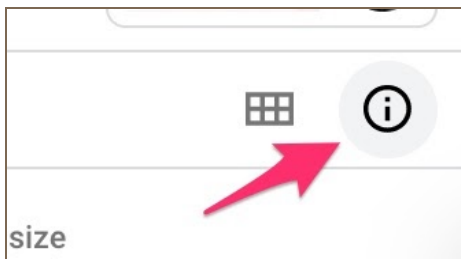
Now when I visit the original folder or newly added "Training" folder, I will see my "SOP – Documentation Projects" Doc.

## Removing items from multiple Drive folders

In the document list view, select the file or folder you want to change,



Name	Owner	Last modifi...	↓
 SOP - Documentation Projects	me	Oct 9, 2019	me

then **click the "i" icon** to turn on the Details pane in your Drive and ensure the Details tab is selected.



Then, toward the bottom of the Details pane, you can see what folders an item currently appears in.

You can remove items from folders you don't want them to appear in anymore by **clicking the "X"** next to the folder name.

Type	Google Docs	
Size	—	
Storage used	0 bytes Google Docs files are free	
Location	 Business - SOPs	×
	 Training	×
Owner	me	