

# TOILET

# TRAINING



## HAVE YOU EVER WANTED TO SAVE A GOOGLE DOC IN TWO FOLDERS ON YOUR DRIVE?

This is great for keeping items you want to highlight in your evaluation! You can save it in both your working folder and a folder with documents you want to share with your evaluator!

**\*\*Please note this is a LIVE document, not a copy, so any edits will be in effect in all the folders. \*\*\***

You can do this within the document easily!

### WITHIN THE DOCUMENT:

CLICK ON THE FOLDER AT THE TOP NEXT TO THE NAME OF THE DOCUMENT



CLICK ON 

CLICK ON THE FIRST FOLDER YOU WANT TO SAVE IT TO.

HOLD DOWN THE CTRL KEY

CLICK ON THE SECOND FOLDER. YOU CAN REPEAT THIS AS MANY TIMES AS YOU LIKE TO ADD OTHER FOLDERS.

CLICK 

