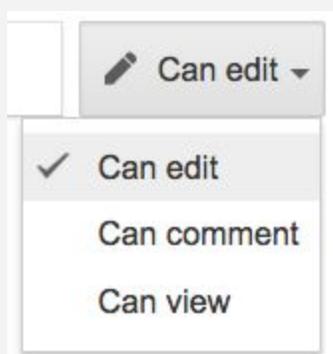


## Introduction

In addition to the three conventional modes of sharing a Google Doc:



... there is another method that prompts the person(s) you are sharing with to make a copy of your Doc in their Google Drive. They won't have to make the copy (or know how) the conventional way (File > Make a copy...).

## Outcome

After reading this Help Guide, you will be able to create a URL that provides an interface that makes it simple and easy for a person with whom you want to share a Google Doc to create their own copy.

## Process Overview

### Step #1

Share the Google Doc in any context: editing, commenting, or just viewing) with the person on the other end:



...and then copy the link in your browser address bar.

### Step #2

Look for the word "edit" and the end of the URL:

<https://docs.google.com/document/d/11V9qEndTXVmnVEvtZMRk0cQefcdF5TxwqFQSvVllcjE/edit>

### Step #3

Replace "edit" (and anything else that may appear to the right of it with "copy" and send that to them:

<https://docs.google.com/document/d/11V9qEndTXVmnVEvtZMRk0cQefcdF5TxwqFQSvVllcjE/copy>

### Step #4

You may want to test it out on a personal Gmail account.

It's that easy!