Force Users to “Make a Copy” in Google Docs, Sheets, Slides and Drawing

Did you know you can force users to “Make a Copy” of Google Drive files like Docs, Sheets, Slides, and Drawing? Here is how it works:

1. Create a new *(or pre-existing)* doc, sheet or slide as you normally would.
2. While in the document, copy the URL but **delete the word edit** and anything after it at the end of the link and replace it with the word **copy**.

3. Send the link that ends in copy to the person you want to share it with. That’s it!!!