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.**

https://**docs.google.com**/document/d/1LfU1y4H-1mh1fbPgFaq-0B7kziDNNp_QYfB6KFskJzg/edit

Secure. View site information

https://**docs.google.com**/document/d/1LfU1y4H-1mh1fbPgFaq-0B7kziDNNp_QYfB6KFskJzg/copy

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

Google Drive

Copy document

Would you like to make a copy of **Test Document**?

Make a copy