

TIP FROM JERI ON FORCE A COPY

Here's my note from Tammy Worcester Tang about forcing a COPY of a Google Doc when sharing:
Force Copy of Google Document, Sheets or Presentation

- get the "Shared URL"
- in the url, change "edit" to "copy"

Breaking it down to STEP BY STEP

STEP 1

Create a Google Doc, Sheet or Presentation that you do not want anyone to alter but rather you want them to make a copy.

STEP 2

Go to SHARE at top right. Do not share with anyone but rather choose GET SHAREABLE LINK at top right which copies this link to the clipboard

<https://docs.google.com/document/d/1g4czCkOZMSnQvsWUE4rsSTv8WUnDFUrOgdQ0nINcyiM/edit?usp=sharing>

STEP 3

Now go to the rear end of this URL and delete the last bunch of characters that begin with edit.

You get this:

<https://docs.google.com/document/d/1g4czCkOZMSnQvsWUE4rsSTv8WUnDFUrOgdQ0nINcyiM/>

And now you put the word "copy" after the / symbol

This gives you

<https://docs.google.com/document/d/1g4czCkOZMSnQvsWUE4rsSTv8WUnDFUrOgdQ0nINcyiM/copy>

STEP 4

Using this last link that ends with "copy", you send to students or post on a web page.

When someone goes to this last link, he or she will get this message. The user does not have access to the original so no damage can be done to it. The only choice for the recipients is to choose MAKE A COPY.



Copy document

Would you like to make a copy of **Test Google Doc re Force a Copy?**

Make a copy

You can see this in action right now by going to this link:

<https://docs.google.com/document/d/1g4czCkOZMSnQvsWUE4rsSTv8WUnDFUrOgdQ0nINcyiM/copy>

Thanks Jeri!