Force a COPY when sharing a doc

Sometimes you want to share a document (of any kind) with someone but do not want them to edit your original. By following these simple steps, you can "force" them to make a copy of the document in their own Drive.

1.) Click the blue Share button at the top right corner of your Google Spreadsheet’s screen.

2.) Copy the URL within the window that appears.

3.) Paste this URL in an email to whomever you want to share it with.

4.) Replace /edit with /copy

In the URL up in the address bar delete the /edit at the end of the link. For a spreadsheet you will ALSO delete the #gid=#### to the right of the /edit. Instead type /copy

Example

The URL on this Google Drawing is https://docs.google.com/drawings/d/1pR1dKjOUXZomftAmdDe383jbDNKTo9h-dRe7rgE7w0/edit

DELETE the /edit and replace with /copy

https://docs.google.com/drawings/d/1pR1dKjOUXZomftAmdDe383jbDNKTo9h-dRe7rgE7w0/copy

Notice when you click on the link that it prompts you to make a copy of the drawing.

Example

The URL on this Google Sheets spreadsheet is https://docs.google.com/spreadsheets/d/1RWhBCSuY0qhNoc42Yh6vtxKKn86TcMmF_KyXKztnujA/edit#gid=3

DELETE the /edit#gid=3 and replace with /copy

Note that your #gid= will be followed with a different number than 3, that number refers to the tab ID.

https://docs.google.com/spreadsheets/d/1RWhBCSuY0qhNoc42Yh6vtxKKn86TcMmF_KyXKztnujA/copy

Notice when you click on the link that it prompts you to make a copy of the spreadsheet.