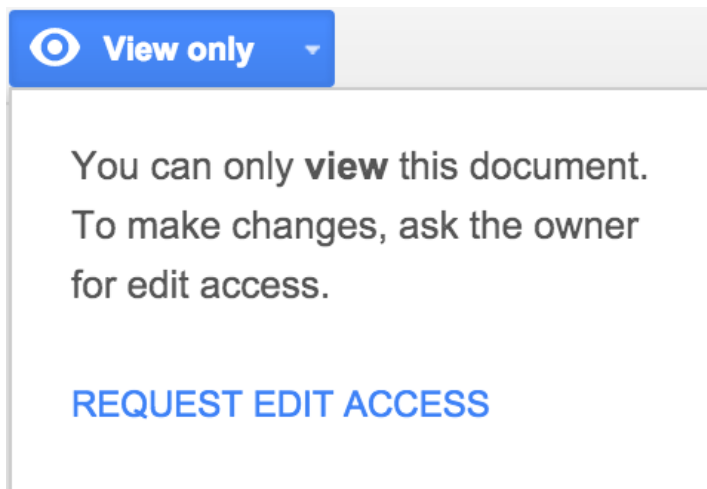Hello, I'm Patrick McGoldrick, and today I'm going to show you how to make a google doc copy. When I receive google documents, I get this notice.
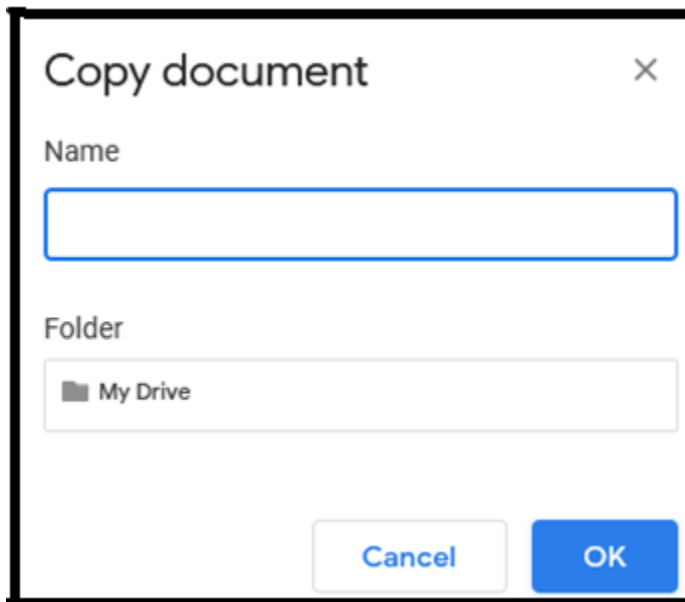

The big problem is that when I click on request edit access, it doesn't work. Then I discovered another way to access the file. That was when I found out about making a copy. The reason why I'm revealing this to you is to let you know there is another option to unlock documents.

1. On your computer, open a **Google Docs**, **Sheets**, Slides, or Forms home screen.

2. Open the file you want to **make a copy** of.

   In the menu, click File. **Make a copy**.

3. Type a name and choose where to save it.

4. Click Ok.