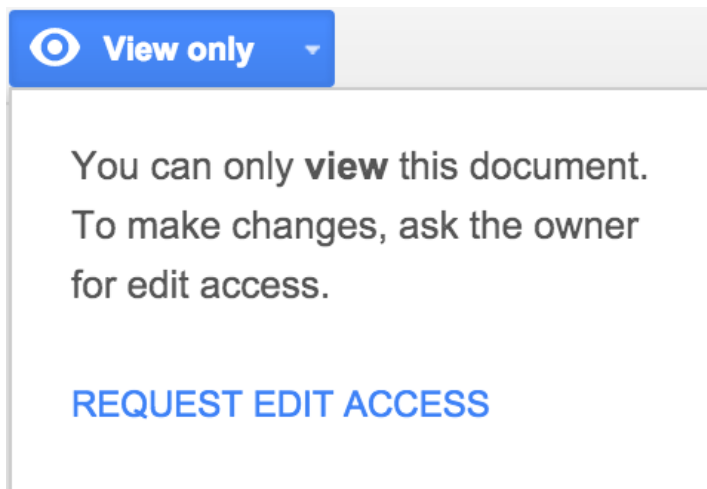


Hello, I'm Patrick McGoldrick, and today I'm going to show you how to make a google doc copy. When I receive google documents, I get this notice.

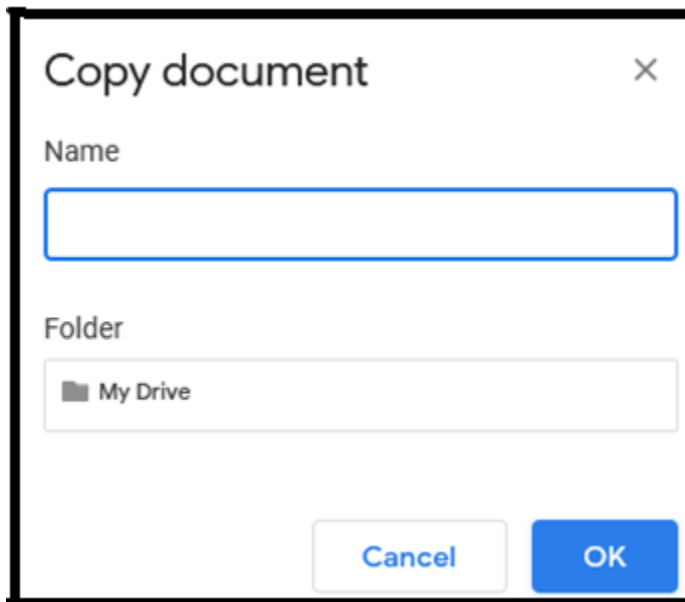


The big problem is that when I click on request edit access, it doesn't work. Then I discovered another way to access the file. That was when I found out about making a copy. The reason why I'm revealing this to you is to let you know there is another option to unlock documents.

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**.



The image shows a dialog box titled "Copy document" with a close button (X) in the top right corner. Below the title, there is a "Name" label followed by an empty text input field. Underneath that is a "Folder" label followed by a dropdown menu currently showing "My Drive". At the bottom of the dialog, there are two buttons: "Cancel" and "OK".

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

4. Click Ok.