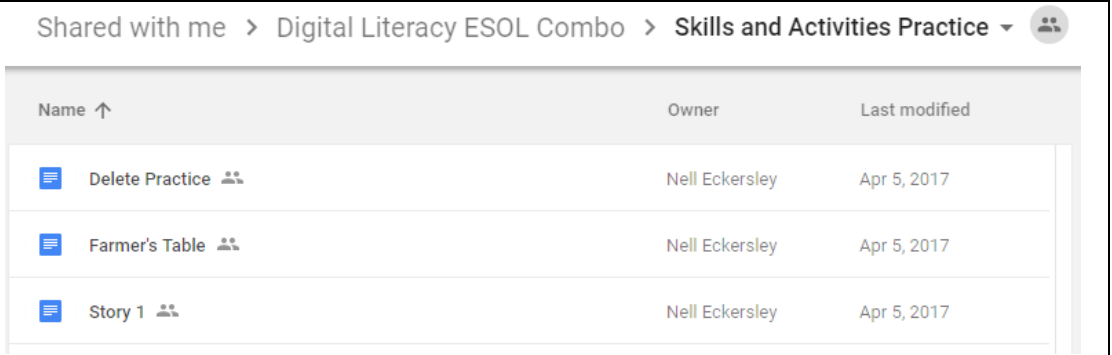
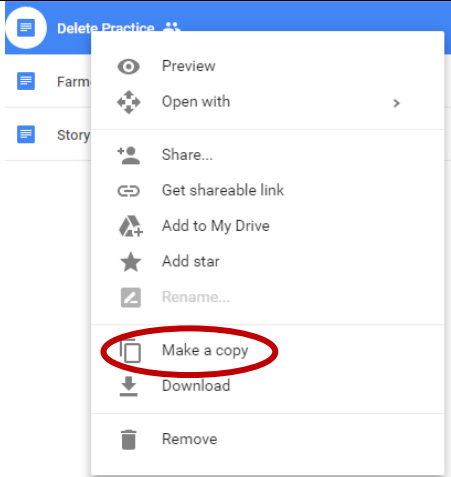


## Saving a shared Google Doc with View Only Access to your Google Drive (with Edit Access)

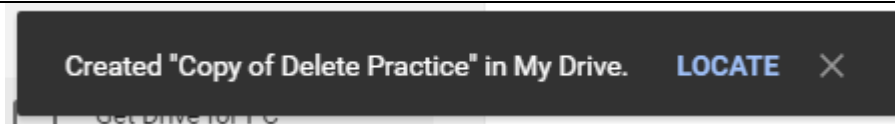
Log into your Google Drive. Find the shared document you wish to save. Select the doc by right clicking on it.



A dropdown box will appear. Click on "Make a Copy."



A dialog box will appear at the bottom left of your screen notifying you that the copy has been made in you Google Drive. Click Locate if you want to see where it is. This dialog box will disappear after a few seconds



In your Google Drive the file name will begin with "Copy of" and then the rest of the original title. You can now edit the document even if it was shred as view only.

