

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.	Shared with me > Digital Literacy ESOL Combo > Skills and Activities Practice -		
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	E Delete Practice 🚢	Nell Eckersley Apr 5, 2	017
	📕 Farmer's Table 🚢	Nell Eckersley Apr 5, 2	017
	🗐 Story 1 🚢	Nell Eckersley Apr 5, 2	017
A drondown box will appear. Click on "Make a Cony "			
	 ■ Delete Practice * ● Preview ◆ Open with > ■ Story * Share ○ Get shareable link ▲ Add to My Drive ★ Add star ≧ Rename I Make a copy ▲ Download ■ Remove 		
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	Created "Copy of Delete Practice" in My Drive.	LOCATE X	
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.	Copy of Delete Practice		me