

# Managing Google Drive Files

## Make a Copy of a File

1. On your computer, open a Google Doc, Sheet, Slides, or Forms home screen.
2. Open the file you want to make a copy of.
3. In the menu, click **File** and then **Make a copy**.
4. Type a name and choose where to save it.
5. Click **Ok**.

## Create a Named version

1. On your computer, open a document, spreadsheet, or presentation.
2. At the top, click **File. Version history**.
3. Select **Name current version**.
4. Name this version. (Suggested: course number and activity number)

## Sharing Your File

1. Open the file you want to share.
2. Select **Share**.
3. Under **General access**, click on the arrow next to **Restricted** and select **Anyone with the link**. Then change **Viewer** to **Commenter**.
4. Select the **Copy link** button. Paste this link in the submission area of the applicable course activity.
5. Select **Done**.