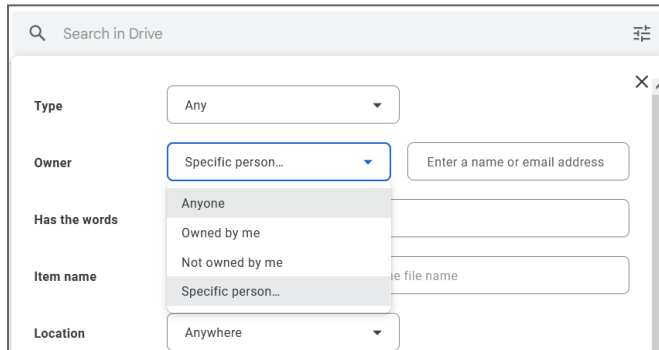
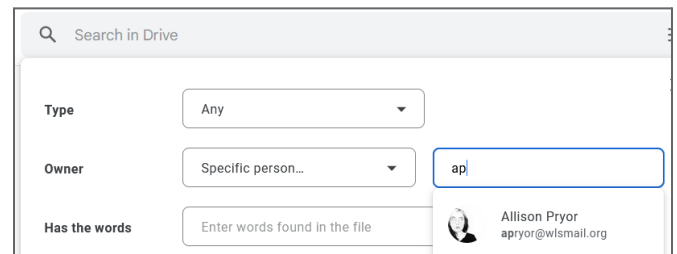


# Making a copy of a Google Drive file

1. Locate the file that you want to copy to your Drive. You can
  - a. Go to *Shared With Me* and browse to the file
  - b. Search in Drive, changing the Owner to the Specific person and entering their name or email address

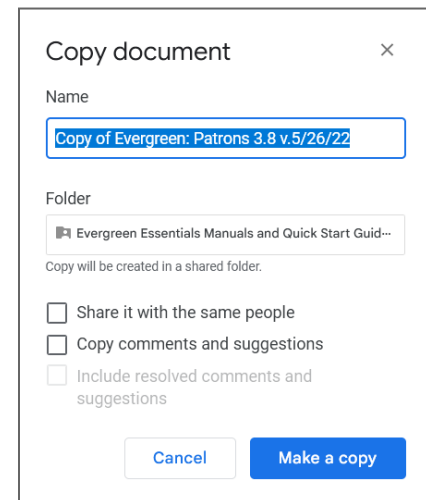
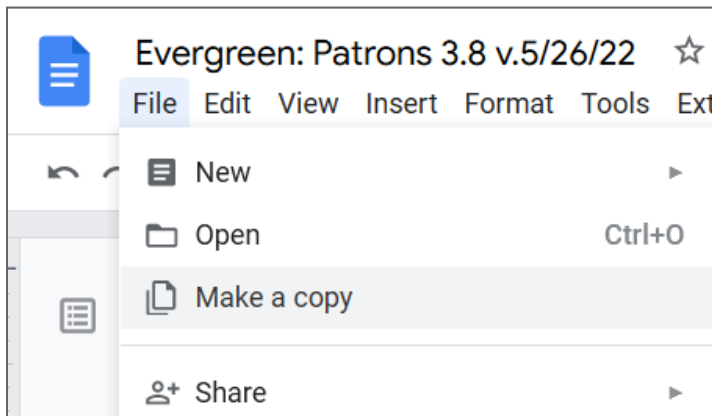


This screenshot shows the search filters panel in Google Drive. The 'Owner' dropdown menu is open, showing options: 'Anyone', 'Owned by me', 'Not owned by me', and 'Specific person...'. The 'Specific person...' option is highlighted. Other filters include 'Type' (Any), 'Has the words' (empty), 'Item name' (empty), and 'Location' (Anywhere).



This screenshot shows the search results panel in Google Drive. The 'Owner' dropdown menu is set to 'Specific person...'. The search bar contains the text 'api'. The results show a file named 'api' by Allison Pryor, with email address 'apryor@wlsmail.org'.

2. When you find the file, open the file, go to *File > Make a copy*. In the Copy document window that opens, name the file, choose a location for it, and share it with the people who had access to the original file.



This screenshot shows the 'Copy document' dialog box. The 'Name' field contains 'Copy of Evergreen: Patrons 3.8 v.5/26/22'. The 'Folder' field shows 'Evergreen Essentials Manuals and Quick Start Guid...'. There are three checkboxes: 'Share it with the same people', 'Copy comments and suggestions', and 'Include resolved comments and suggestions'. The 'Make a copy' button is highlighted.