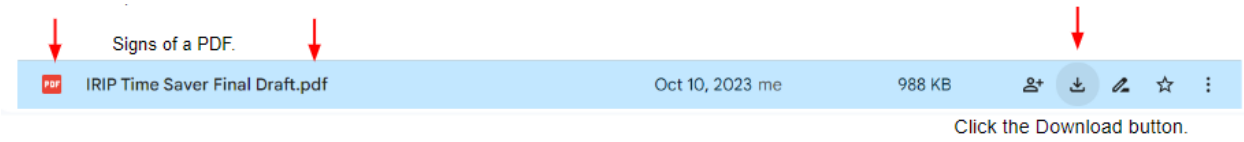
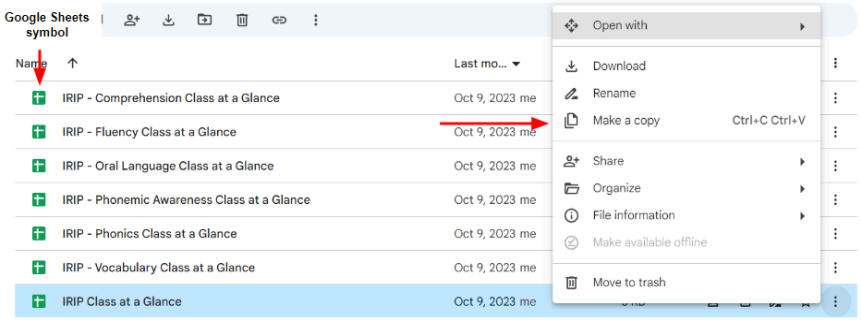
Making a Copy Verses Downloading in Google.docs

Should I download a Google.docs file or make a copy for My Drive?

If the file is a PDF, download it to your computer. Making a copy would convert it to a google.doc and the drop-down menus and other features in a PDF would not function.



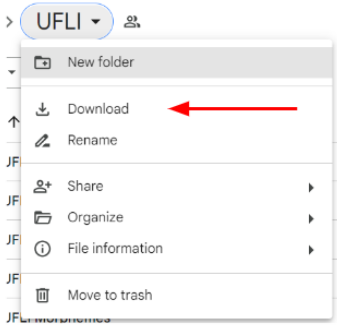
If the file is in Google sheets, make a copy. Downloading a Google sheets file will change it to Excel. Any drop down menus or other features will be lost.



Note: Making a copy gives you your own editable file on your My Drive. A file that is set to view only will now be able to be edited. You will be the owner of the copy and able to share it.

Making a Copy of Google Files and Folders

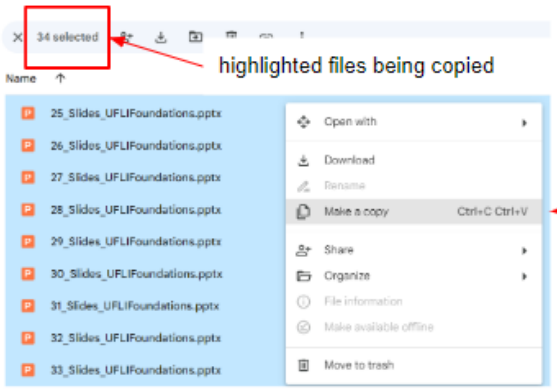
Google will not allow folders to make a copy. They can be downloaded to a computer as a zip file, but if you want to have an editable copy to use online and access in Google.docs, you need to make a copy of the files within the folder. <u>All the files in a folder can be copied at one time.</u>



To download a whole folder to your computer, right click on the folder name and select download from the menu. A zip file will be made to your computer. (Some files may not function if made in Google.)

To store the files in a Google account online, use the Make a Copy steps below. (Folders do not have a make a copy option.)

Making a Copy of Multiple Google Drive Files at Once



1. Open the folder with the files you want to copy.
2. Highlight all the files you want to copy.
3. Right click on them.
4. Select Make a copy from the menu. A copy of all the files will be made to your My Drive at the same time.