

Understanding Google Drive and Docs Links

Understanding Google Docs and Drive Links helps you to make more efficient use of your tools.

Basics

Let's check the basic structure of a Google Drive link, shall we?

Following is the link to this document:

docs.google.com/document/d/1tpNvUDk_qYd00FYHnVXRN8Cg1YPnUIj-NJ0P0G-SWAY/edit#heading=h.cg1ltxxbleyz

- From the docs.google.com part you can see that we are talking about a document rather than a folder or a drive.
- The [/document/](#) part tells you that it is a Google Doc rather than a Slide ([/presentation/](#)) or Sheet ([/spreadsheets/](#)).
- We can ignore the [/d/](#).
- Next we see [1tpNvUDk_qYd00FYHnVXRN8Cg1YPnUIj-NJ0P0G-SWAY](#). The document's unique identifier (ID).
- Now we are at the fun part. We see [/edit](#). It tells you that you are in the edit mode for this document. You can change it. Following you can find a list of possible options for this.
- Finally you have the [#heading=h.cg1ltxxbleyz](#). An optional and very useful part for long documents. If share the document with the [#heading=*](#) part you can link directly to a certain headline within this document. It automatically appears in your URL bar when your cursor is in a line formatted using a Paragraph Style for a Heading (1-6). So you should always use these different default headlines instead of manually editing the text size and making it bold 😊.

Editing the Link

As we have seen above you can change the last part of the URL (the one after the last /). Here are our options:

- [/edit](#): the default link when you are able to edit the document
- [/view](#): has no real use, it will redirect you to /edit. You can use it to show that you are only sharing viewing permissions.
- [/template/preview](#): This one is super helpful if you want to share a document with your co-workers that they should be able to preview before allowing them to make a copy. It will show a blue "Use Template" Button in the top right corner of the document.
- [/copy](#): Similar to the above one, but it won't show a preview of the document. But it can be adapted to have a custom title while making a copy. See below.

We recommend you default to [/template/preview](#) if you just want to share a file so people can make a copy of it as this will let the user preview the document before deciding to make a copy. They may already have it or really don't need it and this way they have the ability to see that without creating an actual copy of the document which they may need to (and forget to) delete.

/copy details

Using /copy you can define a couple of parameters for the copy. These are based on the real Create a Copy dialog. To define these parameters, you would need to start the first parameter with a [?](#) and string all other parameters behind it with a [&](#).

- [title=Drive+|+New+Name+is+Awesome](#) — Use title to rename the file in the process. You need to replace Spaces with a +
- [copyDestination={{Google Drive Folder ID}}](#) — Use this part to define a destination folder for the copied file. If it's not defined it will default to the users MyDrive.
- [copyCollaborators=true/false](#) — This one is a boolean (meaning a true/false choice). You can define, if the file should be shared with the same people again.
- [copyComments=true/false](#) — This one is a boolean (meaning true/false choice). It defines if you want to copy all comments over or not.
- `userstoinvite=""`

The entire link can look like this:

[/copy?copyCollaborators=false©Comments=false&title=New+Research+Report©Destination={{Google Drive Folder ID}}](#)