

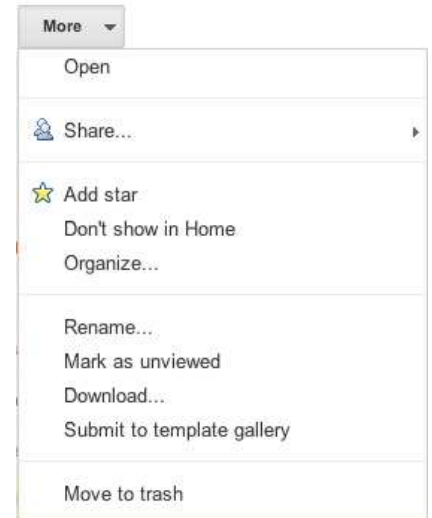
Google Docs: Keeping Documents “Pure”

There may be times that you want to share a document, but you want to insure the original document remains “pure”. In other words, you don’t want the original document to be changed.

Option 1: “Template”

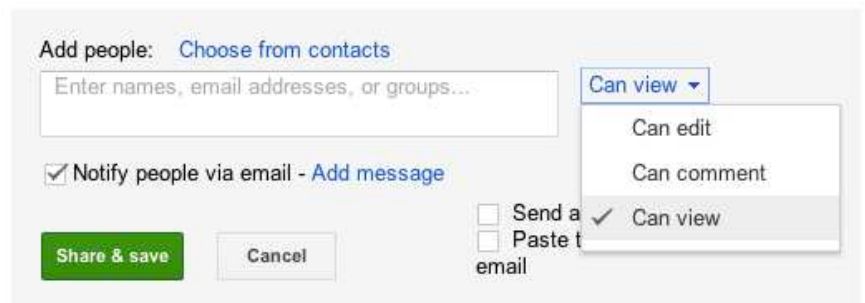
1. Open Google Docs, select the document, and click on **More > Submit to template gallery**. From there, complete the form that appears and submit your template. The template will appear in the **Template Gallery**.

If you don’t wish to share the document as a template, follow the following directions for Option 2.



Option 2: “Can view”

1. Create the document and **Share**.
2. Select the recipients and share as **Can view**.



Editors will be allowed to add people and change the permissions. [\[Change\]](#)

3. When the recipient opens the document, they will need to go to **File** and **Make a Copy**, renaming it accordingly. They will do their work within this document, leaving the original document “pure”.

