



# Modify Sharing Permissions

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After you share a file, you can stop sharing at any time. You can also control if people you've shared with can change or share your file. The owner and anyone with edit access can change sharing permissions and share the file.

***Step 1.***

Open or select the file or folder.

**Step 2.**

Click Share in the upper right corner.

***Step 3.***

Find the person with whom you want to stop sharing. To the right of their name, click the down arrow, then select Remove Access.

***Step 4.***

Click Save.

## **Printing, Copying and Downloading**

To prevent viewers and commenters from printing, copying, or downloading the file, click once to highlight the file or folder (or multiple files/folders), click Share, then at the top, click Settings. Uncheck Viewers and commenters can see the option to download, print, and copy.

## **Limit Permissions of Editors**

The owner and anyone with editor access can change the permissions and share the file. To prevent this option, open the file, click on Share, then at the top, click Settings. Uncheck Editors can change permissions and share.