

# Keep the sharing link intact when renaming the Google Drive file

When you share multiple versions of the same file in a folder, it will cause trouble for others to determine what is the latest version of the file. Therefore, you can follow this tutorial to maintain the link link to be able to manage versions of the file more effectively.

Today, online storage tools are chosen by many users, when you can download and access data anytime, anywhere, on any computer device or phone. Google Driver is one of Google 's leading free hosting services, providing complete security for all data even when your computer has a problem.

Google Drive also supports us to share data to friends quickly. If the user downloads multiple versions of a file such as Word documents, then Google Drive retains all versions of the Word file, in case you want to use certain versions of the file. However, if we leave those versions in the same folder and share it, it will be difficult for the recipient to distinguish what is the latest version of the file to use. To resolve this case, please follow the tutorial below to keep the link link shared when renaming the file on Google Drive.

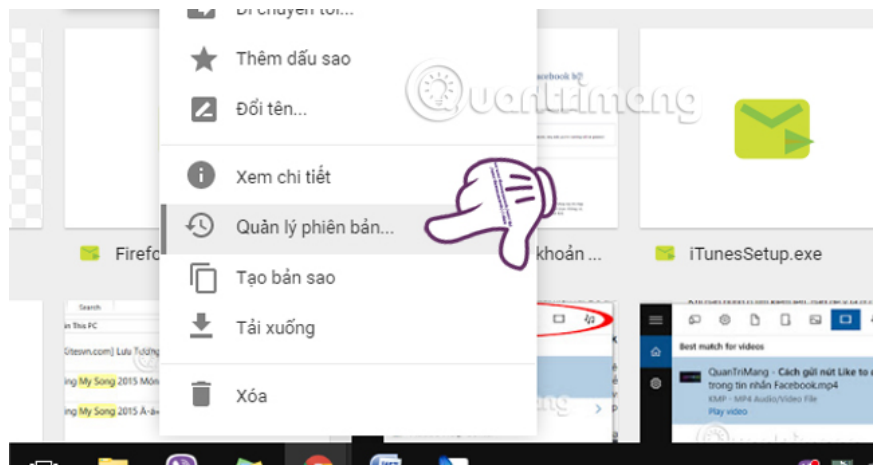
## Step 1:

First you need to access your personal Google Drive account under the link below.

1. Access Google Drive online

## Step 2:

At the main interface of Google Drive, you find the file you want to update to the new version. Right- **click the file** and select Manage version.



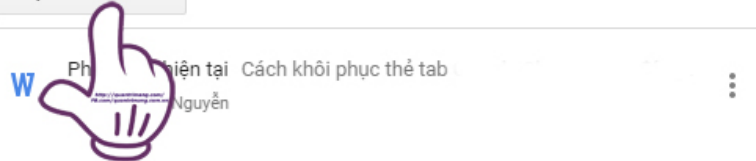
### Step 3:

The Version Manager dialog box appears. Next, click on **Download** new version (Update new version).

#### Quản lý phiên bản

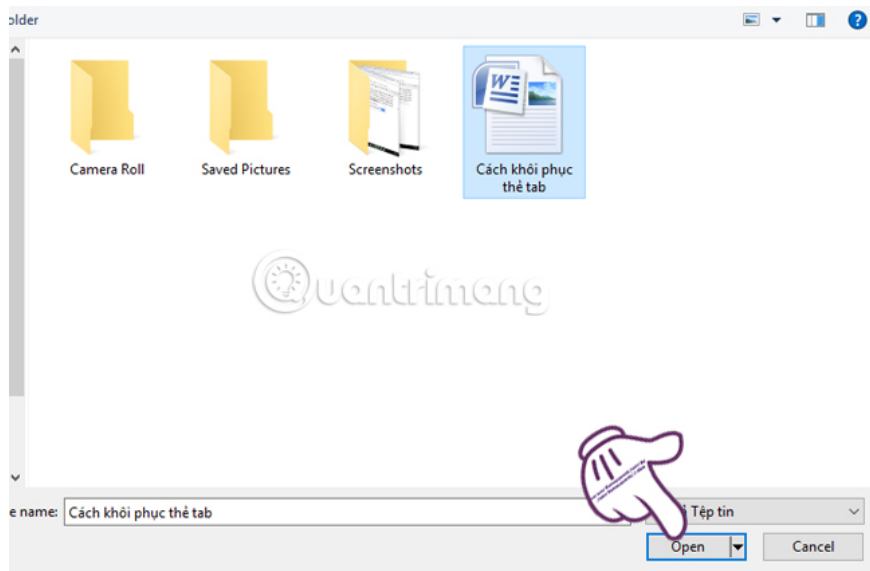
Drive giữ những phiên bản cũ của 'Cách khôi phục thẻ tab Google Chrome vừa đóng trên điện thoại.docx' trong 30 ngày. [Tìm hiểu thêm](#)

Tải phiên bản mới lên



### Step 4:

Then, select the new version of this Word file and click **Open** .



## Step 5:

Soon, the new version will be uploaded in parallel with the old version. The **new version** will be labeled Current version.

### Quản lý phiên bản

Drive giữ những phiên bản cũ của 'Cách khôi phục thẻ tab Google Chrome vừa đóng trên điện thoại.docx' trong 30 ngày. [Tìm hiểu thêm](#)

Tải phiên bản mới lên

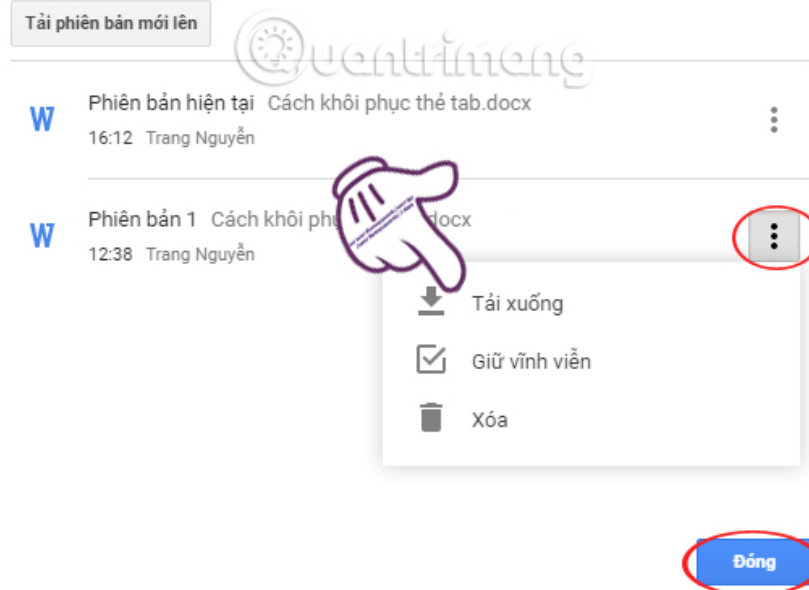
W	Phiên bản hiện tại	Cách khôi phục thẻ tab.docx	16:12	⋮
W	Phiên bản cũ	Cách khôi phục thẻ tab.docx	12:38	⋮

Đóng

If you want to **keep the old** version, click on the 3 dots icon in the old version and choose **Keep forever** (Keep Forever), or select **Delete** (Delete) if you want to replace it with the new version. Click **Close** .

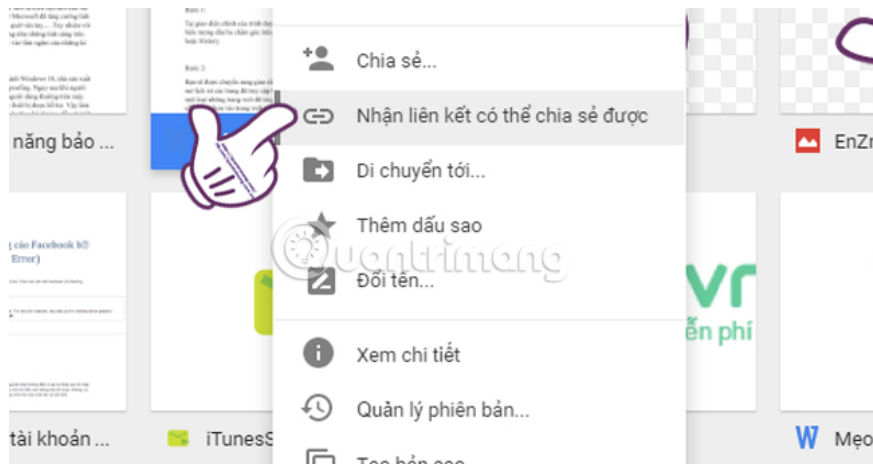
## Quản lý phiên bản

Drive giữ những phiên bản cũ của 'Cách khôi phục thẻ tab Google Chrome vừa đóng trên điện thoại.docx' trong 30 ngày. [Tìm hiểu thêm](#)

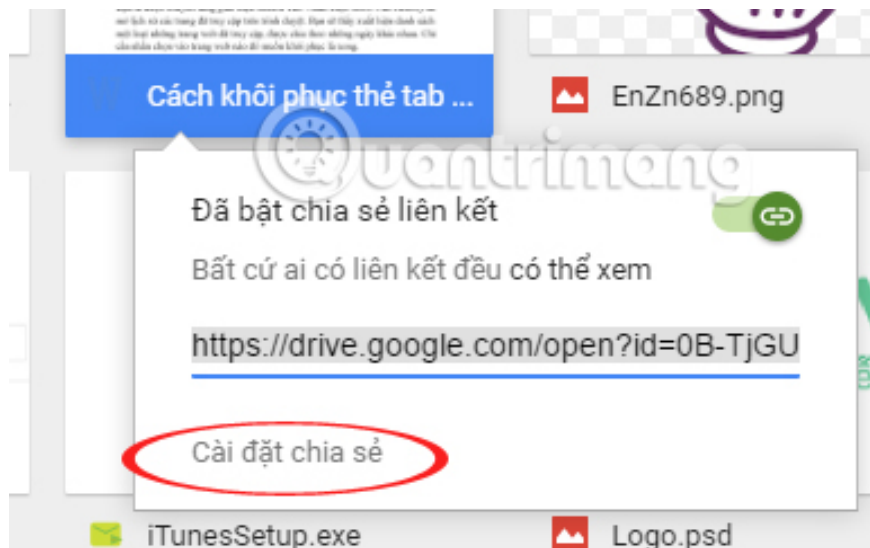


## Step 6:

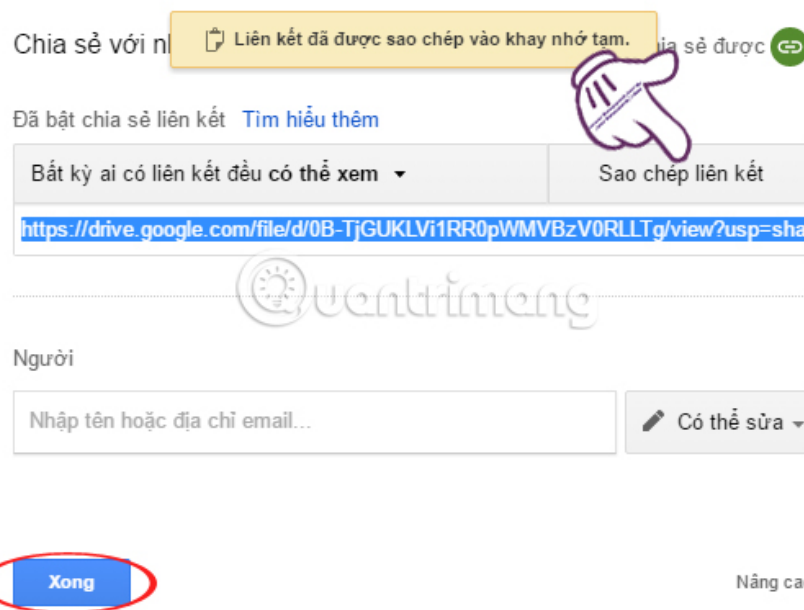
In addition, you can also **share the link of the new version** quickly. Right-click on this Word file, select **Click the Get shareable link**.



The dialog box containing the copy link appears. Click **on Sharing Settings** (Share Settings).



Soon the **Share** dialog will appear **with others** (Share with other). Here, you can click **Copy link** (Copy link) to share this data file to friends. Or adjust recipients when entering email addresses into frames.



Thus, with only a few small steps, we can conveniently manage all versions of the file on Google Drive and share to the latest version of friends.

### Refer to the following articles:

1. Learn Google Drive details
1. There is an additional 2GB of Google Drive permanently only by simple operation
1. The tips should know with PDF files on Google Drive

**I wish you all success!**

You finished reading the article "**Keep the sharing link intact when renaming the Google Drive file**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

---