



## Faculty: Create a Template from a Google File

Hart Wilson - 2021-11-01 - Comments (0) - Faculty

Google makes it easy to share a doc, spreadsheet or presentation as a template for learners to save and complete. When you create a template, anyone can click on a USE TEMPLATE link to create a unique version of the file in their Google drive. Once they have saved the file, they can modify it as they wish—the original source file will remain unchanged and available for the next learner to access and download.

Here's how to set up a file as a template:

1. Set the file's **Share** settings so that the file is available to anyone who has the link.
2. **Copy** the share link.
3. **Paste** the link wherever you plan to share it (create a URL resource, or select related text in an email or text in a Moodle resource or activity and insert the URL as a hyperlink).
4. **Before** closing the insert link option, **modify** the URL by deleting **/edit?usp-sharing** and replace it with **/template/preview**.
5. **Save** your changes. Follow the link and you should see USE TEMPLATE in the upper right corner of the doc.

**1** Share with people and groups

Add people and groups

Hart Wilson (you)  
wilsonh@sou.edu  
Owner

Send feedback to Google Done

**2** Get link

Restricted Only people added can open with this link

Share with Southern Oregon University Copy link

Share with people and groups

No one

Restricted

Southern Oregon University

Anyone with the link

Anyone in this group with this link can view

Viewer Done

**3** Adding a new URL

General

Name Project Report Template

External URL [n/d/1z4nekjawphUu4eNWZ\\_3zvY/edit?usp=sharing](https://docs.google.com/presentation/d/1z4nekjawphUu4eNWZ_3zvY/edit?usp=sharing)

[n/d/1z4nekjawphUu4eNWZ\\_3zvY/template/preview](https://docs.google.com/presentation/d/1z4nekjawphUu4eNWZ_3zvY/template/preview)

Project Report Template

USE TEMPLATE

**4** Project Report Template

Project Report

Southern OREGON UNIVERSITY

Google Slides