



## Students: Insert a File from Drive in a Google Site

Hart Wilson - 2022-04-18 - Comments (0) - Students

You can easily display a file saved in your Google drive in a Google site.

\*\*\* Be sure that the file's share settings have been set so that anyone with the link can view—otherwise, visitors to your site will have to request permission to view it.\*\*\*

1. Position your cursor in the page in your site where you want to insert a file and click on the **Drive** icon in the **Insert** menu on the right.
2. Scroll through your list of folders and files until you locate the file you want to insert. Open the folder, if the file resides in one.
3. Click on the file, then click on **INSERT**.
4. With your mouse, grab the edge of the file display box in the lower right corner and pull it down and to the right until the width of your file fits the width of your page, then grab the dot in the middle of the bottom edge of the display box and pull it down until the entire first page of your file is displayed.

That's all it takes! (And don't forget to **publish** your site when you're done editing so that a visitor can see the changes you've made.)

Insert Pages Themes

Text box Images

Embed Drive

Google Drive

MY DRIVE SHARED DRIVES SHARED WITH >

My Drive

CIS Faculty De... CIS Team Fold... CIS Web Class Class Folder Conferences Eportfolio ePortfolio Expl...

Google Drive

MY DRIVE SHARED DRIVES SHARED WITH >

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1 selected INSERT

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Curriculum Vita

DATE: February 2022

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 Academic Rank: Lecturer, School of Business  
 Title: Instructional Designer  
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 University: Southern Oregon University  
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**HIGHER EDUCATION**

University	Degree	Date
Southern Oregon University	MM	March, 2002
Oregon State University	BA	June 1979

**ADDITIONAL TRAINING or CERTIFICATES**

Program	Institution	Date
Certified Faculty Developer	The Ohio State University	2012
Ohio LEAD		1989-1991

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