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.)

Text box   Images

Embed   Drive

1

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…

2

Google Drive

MY DRIVE   SHARED DRIVES   SHARED WITH

My Drive > Epo…

Add a User.docx…   Eportfolio Lit Re…

YOU HAVE NO FRIENDS, NO FOLLOWERS, AND NO SOCIAL INFLUENCE WHATSOEVER.

Memo Grading …   social media.gif…

Wilson CV 22.p…

3

✕   1 selected   INSERT

4

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Curriculum Vita

DATE: February 2022

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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	LERN	2012
Ohio LEAD	The Ohio State University	1989-1991

PROFESSIONAL EXPERIENCE

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