Students: Insert a File from Drive in a Google Site

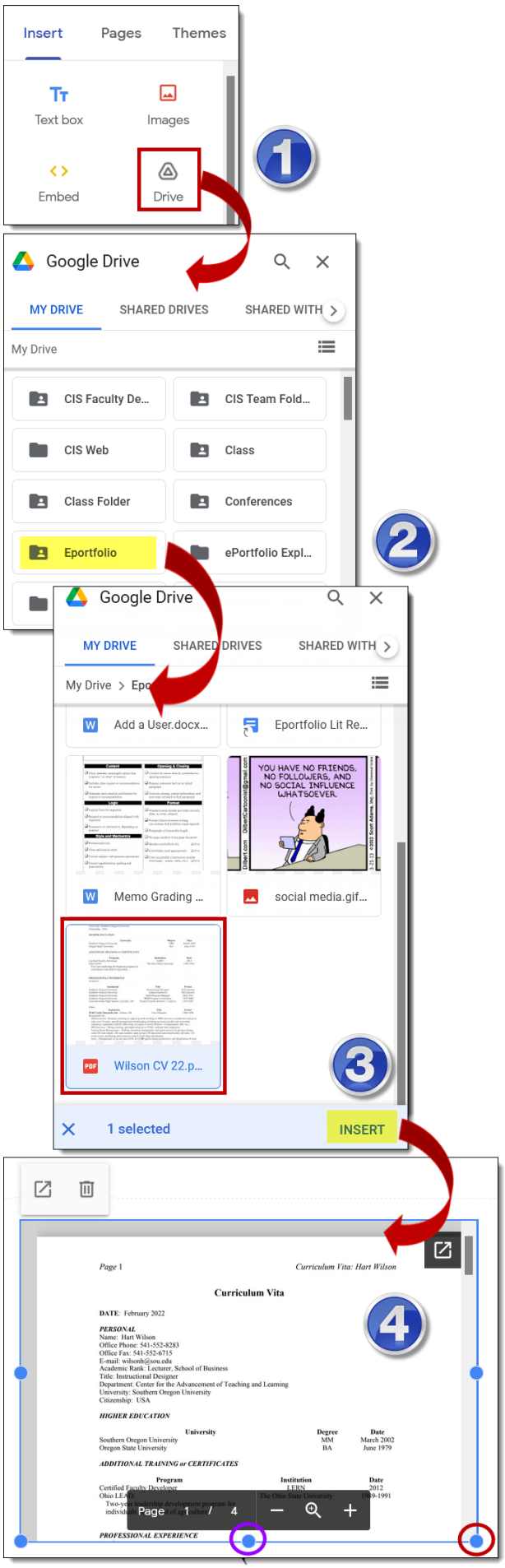
Hart Wilson - 2022-04-18 - Comments (0) - Students

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
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
Add a User.docx...
Eportfolio Lit Re...
Memo Grading ...
social media.gif...
Wilson CV 22.p...
3
1 selected
INSERT
Page 1
Curriculum Vita: Hart Wilson
Curriculum Vita
DATE: February 2022
PERSONAL
Name: Hart Wilson
Office Phone: 541-552-8283
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E-mail: wilsonh@sou.edu
Academic Rank: Lecturer, School of Business
Title: Instructional Designer
Department: Center for the Advancement of Teaching and Learning
University: Southern Oregon University
Citizenship: USA
HIGHER EDUCATION
University
Degree
Date
Southern Oregon University
Oregon State University
MM
BA
March 2002
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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