



Students: Link to File from a Google Site

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You have options for including content from the web in your Google site.

Besides [inserting a file from your Google drive](#), you can also link to a file ([or a website](#)) from your site.

Link to a File

1. First, [set the share settings to your file](#) so that anyone with the link can view it.
2. Then copy the shared link.
3. In your site, insert a textbox and enter text that is descriptive of the file's contents.
4. Select the related text and click on the **Insert link** icon in the toolbar.
5. Paste the copied link into the **Link** field.
6. Click on **Apply**.

The screenshot shows the Google Site editor interface. At the top, the toolbar includes options for text style (Normal text), font (Source Sans), size (12), and formatting (Bold, Italic, Underline, Text color). The 'Insert link' icon is highlighted with a red box. Below the toolbar, a text box contains the text 'Reflective Essay' and 'Looking back at this course, I recorded some thoughts in this essay.' The text 'this essay' is highlighted in yellow. A red arrow points from the 'Insert link' icon to a dialog box that appears below the text. The dialog box has a 'Text' field containing 'this essay' and a 'Link' field containing the URL '8PTgflWa9yZY52/view?usp=sharing'. The 'Apply' button is highlighted with a red box.

The link will appear as underlined text. To test the link, hover over it with your mouse to display the URL. Click on the link to see where it takes you. Or publish your site and view it in published mode.

The screenshot shows the Google Site editor interface with the text 'thoughts in this essay.' The text 'this essay' is now underlined. A tooltip appears over the underlined text, displaying the URL 'https://drive.google.co...' and icons for editing and deleting the link.