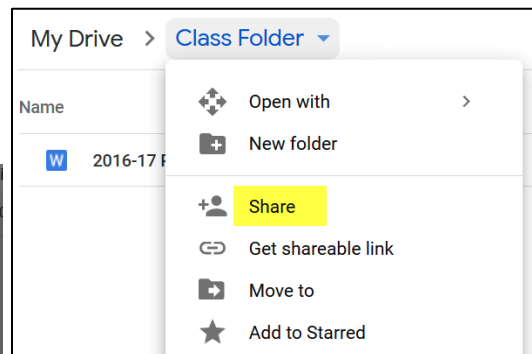
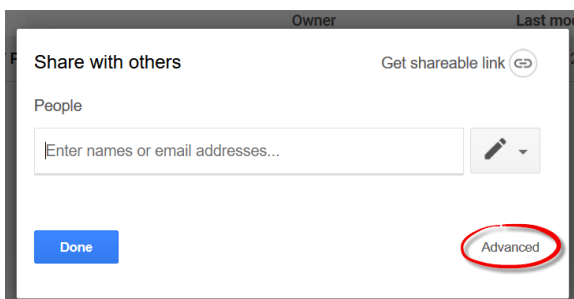


To link a file to a web page, add it first to your Google drive, then embed a link to text in your page.

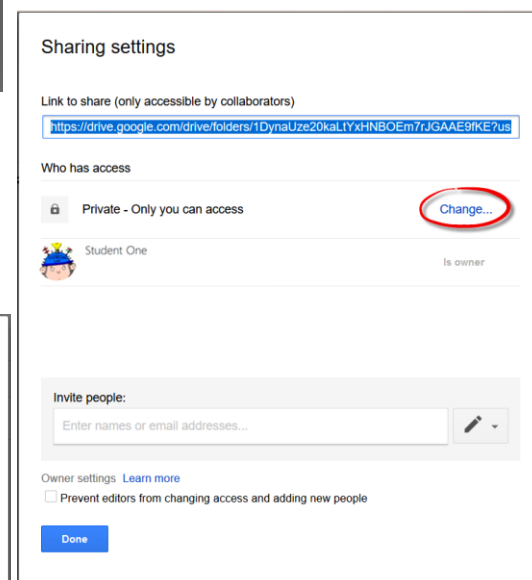
1. Open your Google drive.
2. If you don't already have a folder designated for your course, click on "New," then select folder and name it to meet your needs for your website project.
3. Open the folder, expand the folder options menu, and click on **Share**.



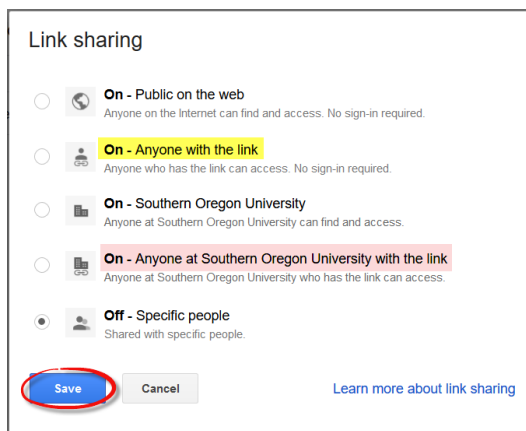
4. In the **Share with others** dialogue box, click on **Advanced**.



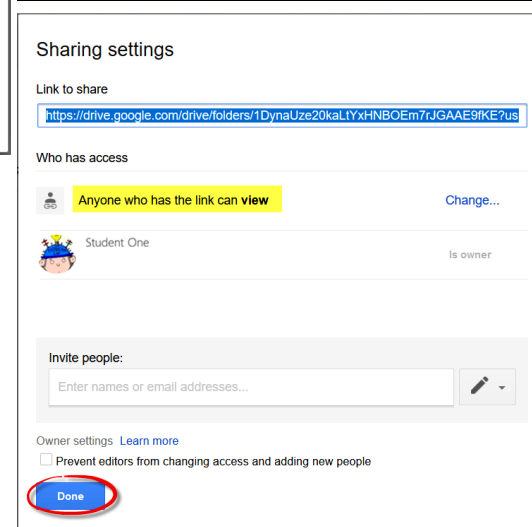
5. In the **Sharing settings** dialogue box, click on the link labeled **Change...**



6. On the **Link sharing** page, select either **On - Anyone with the link** or **On - Anyone at Southern Oregon University with the link** to allow access to any file that you upload to this folder. **Save**.



7. Verify the share settings and click on **Done** to return to the folder.



8. Locate the file that you'd like to link to your page in the file manager (Windows Explorer [PC] or Files [Mac]).

Link to a Google Doc

9. Drag and drop the file into the folder.

10. Right click on the file name and select **Get shareable link**.

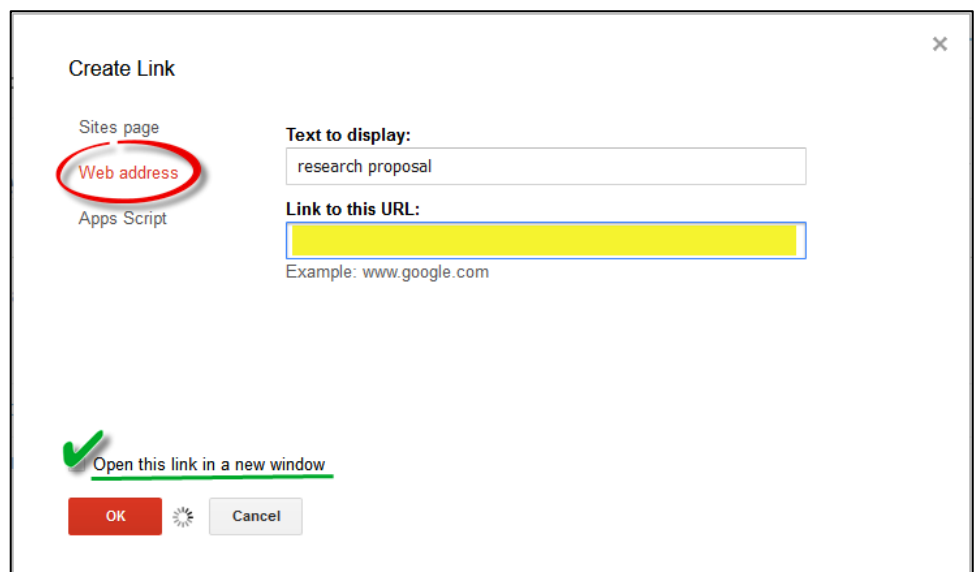
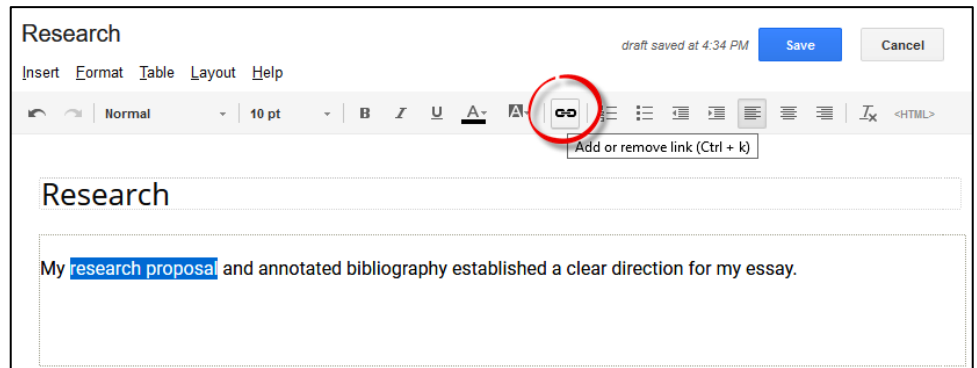
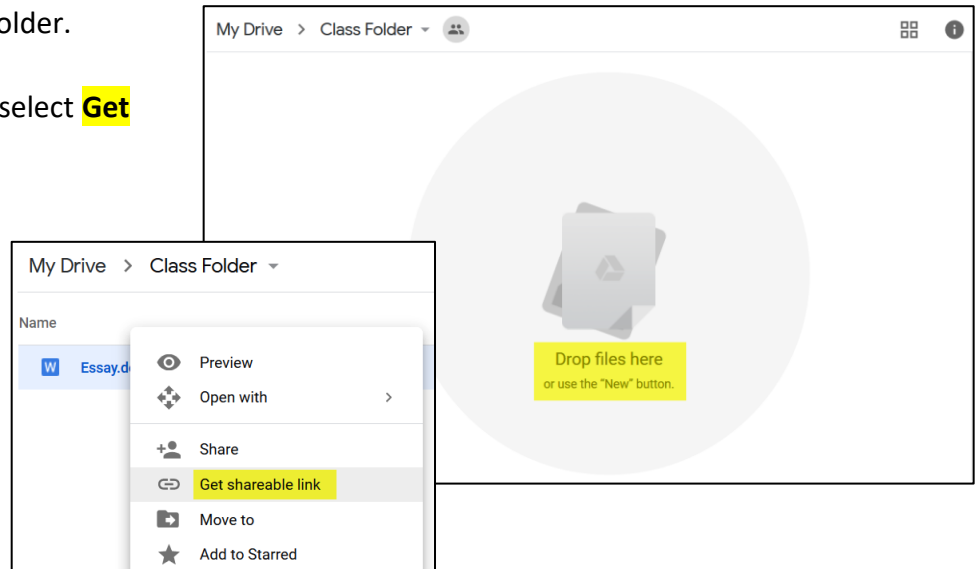
11. Copy the link.

12. In your website, type in text related to your doc, then select it.

13. Click on the **Insert link** icon.

14. In the **Create Link** dialogue box, click on **Web address**, then paste the link to your doc into the **Link to this URL:** field.

15. Check the box to **open the link in a new window**, then click on **OK**.



Link to a Google Doc

16. After saving, you'll see the linked text displayed in a different color. Selecting the text will display an option to go to the link, change the link, or remove it.

The image at right illustrates how the link will look after you save the page.

