Rather than simply posting a pdf or video for someone to view, you can easily embed the file so that it is displayed as the web page is opened—no waiting around to download and open this file!

These instructions are designed for displaying .pdf or .mp4 files stored on your Google drive in an ePortfolio page set up on a Google site.

Embedding a file from your Google drive is a two part process: obtaining a special embed code for the file and adding the code to a web page. These instructions will work for documents, audio or video (.mp3 or .mp4) files. Don't worry—it looks like a lot of steps, but it's actually a quick process!

Part 1: Obtain Embed Code

There are three steps to obtaining the embed code: uploading your file, adjusting the share settings, and generating the code.

Upload Your File

1. Upload the file to your Google drive. (From your campus Gmail account, open the apps tile in the upper right corner and click on **Drive**. Drag and drop the file into your drive.)
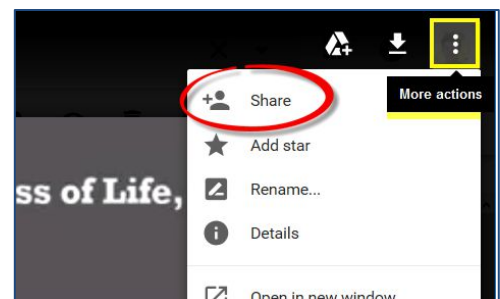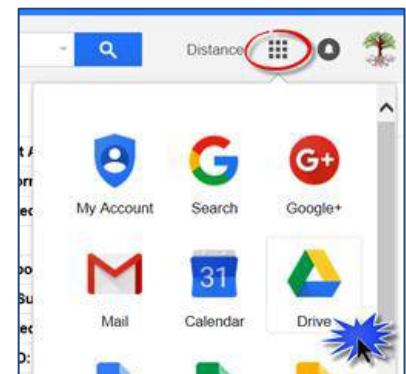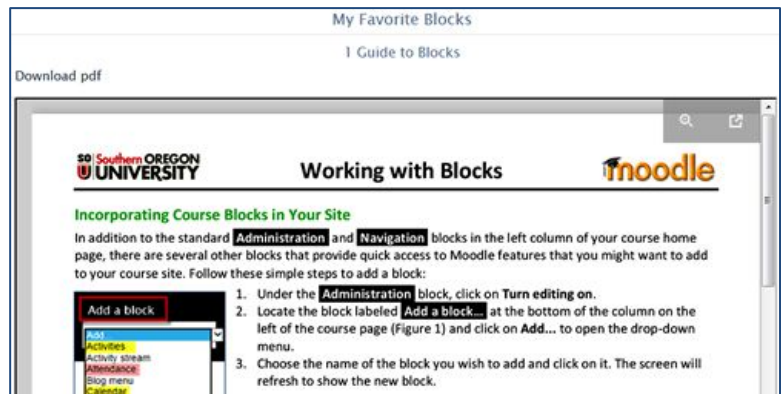
   Tip #1: Creating a folder for the materials you want to post will help you organize the files in your Google drive.

   Tip #2: We recommend embedding pdf's instead of Word or Google docs, as the formatting may be altered when a Word or Google document is displayed.
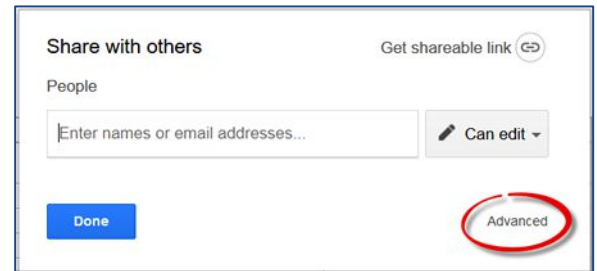
Set Up Sharing

Before others can view your file, you need to update the share settings.

2. Click on the name of the file to open it in your browser.

3. Click on the **More actions** icon shown at right, then click on **Share** to display the current share status.
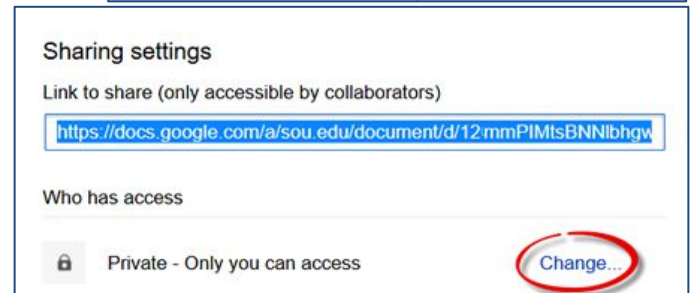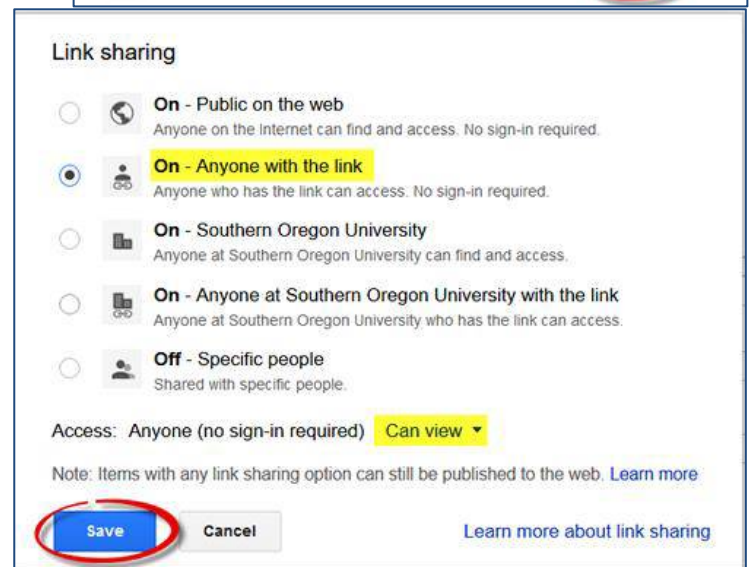

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4. If the file is not already shared with anyone who has the link, click on **Advanced**.

5. Click on the **Change** link next to *Private – only you can access* in the **Who has access** area.

6. In the **Link sharing** dialogue box, select **On – Anyone with the link** and verify that the *Access* level is **Can view**.
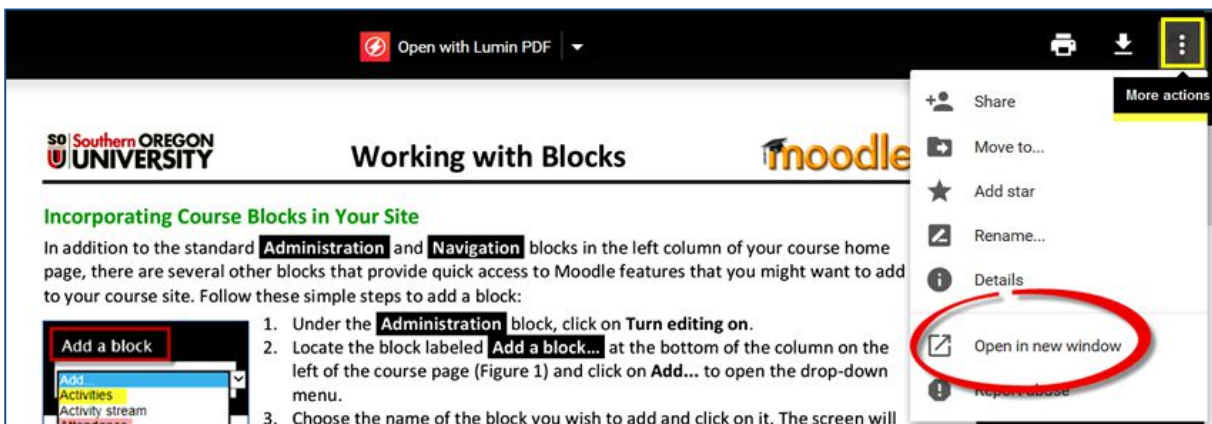
7. **Save**.

8. On the **Share settings** page, click on **Done**.

⭐ **Tech Tip**: If you save files in a designated folder, set the share settings on the folder as described above—every file you add to the folder will inherit those share settings so you won't have to update sharing for files you upload later.
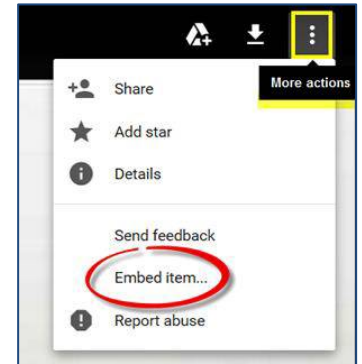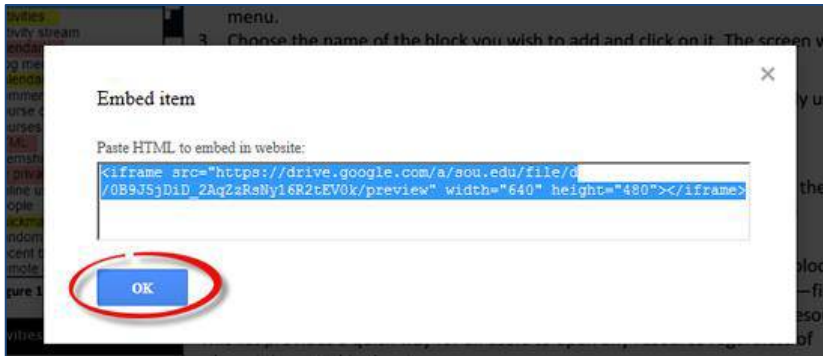
Generate the Code

9. With your file still open, click on the **More actions** icon shown below in the upper right corner of the tool bar, then click on **Open in new window**. (**Note**: If you have uploaded an audio or video file, it may take a few minutes for the file to be fully uploaded to your drive—in a few minutes, you'll be able to follow this step.) This will open the file in a new tab with a unique URL.

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10. Once you have opened the file in a new tab, click again on the **More actions** icon, then click on **Embed item...**. Doing so will generate an embed code that you're going to copy into a page in your ePortfolio.

11. Select and copy the code, then click on **OK**.
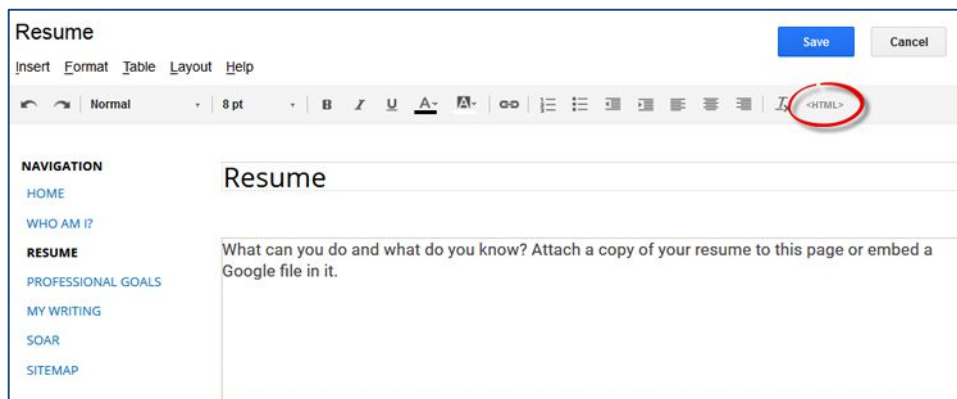
Part 2: Add the Embed Code to an ePortfolio Page

12. Open your ePortfolio in a different tab and navigate to the page where you want to display the file that you've uploaded to your Google drive.

13. Click on the **Edit** icon to open the page.

14. Click on the **< HTML >** link on the toolbar to view the page's source code.
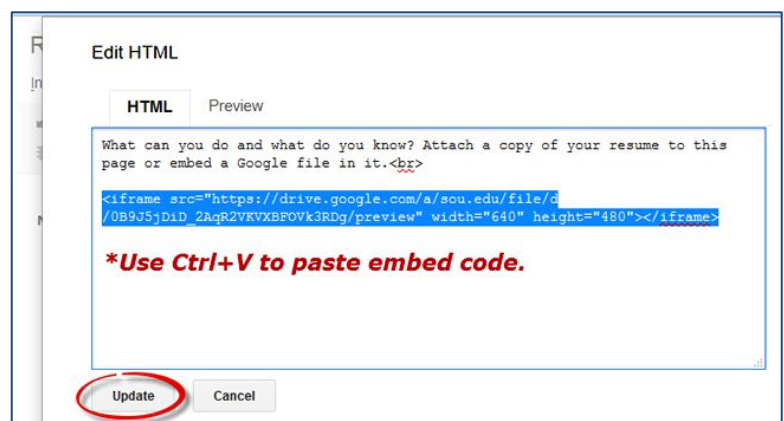
15. Insert your cursor in the box after any text and code already present. Use Ctrl+V to paste the embed code in the **Edit HTML** box.

16. Click on **Update** to return to the normal editing view.

17. A "Google Gadget" placeholder will be displayed in your page.

18. **Save** the page to see how the file looks. Adjust the dimensions if needed as explained on the next page.
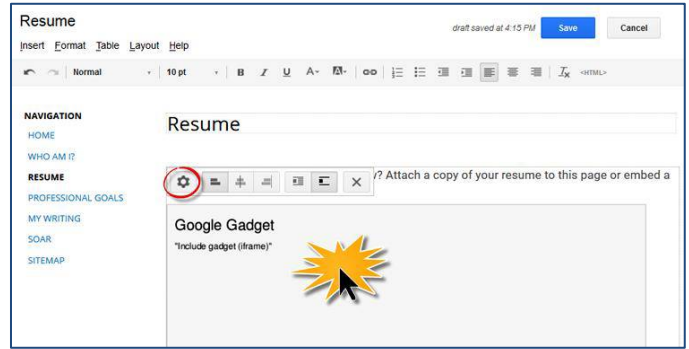
Adjust Display Size

To be sure your embedded file displays correctly in the page, you may need to update the height and width settings—you'll want your document to be displayed without horizontal scroll bars and your video to be viewed in the correct proportions.

Here's how to adjust the dimensions in a web page (and reposition the file, if desired):
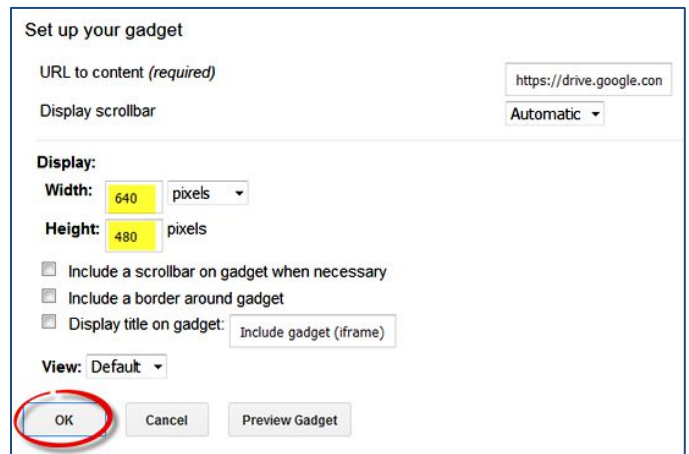
19. Open the page in **Edit** mode.

20. Click on the **Google Gadget** placeholder to bring up the gadget control toolbar. From left, the icons allow you to set the display properties; select left, center or right justification; and choose whether you want the text to wrap around the file or not.

21. Click on the **Properties** icon to reset the dimensions.

For a pdf or Word doc

To display the pdf without a horizontal scroll bar, replace the default width of "640" with "**100**" and change the default measurement unit from **pixels** to **percent**, using the pull-down menu provided.
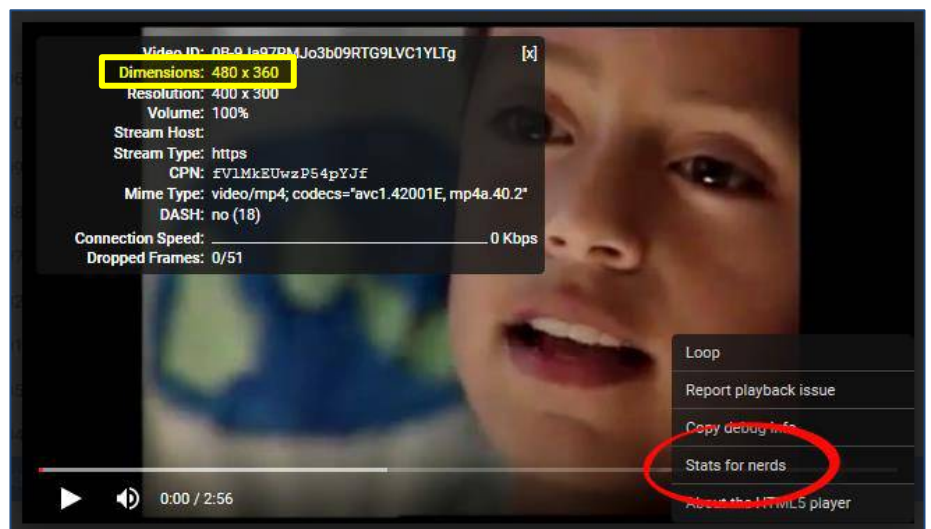
Next, replace the default height of "480" with "**1100**". (**Tech tip**: There are 100 pixels to the inch, so a standard 8½ x 11 page will be displayed in its entirety with this setting). If your file has more than one page, a vertical scroll bar will appear when the page is viewed by visitors to your ePortfolio. (Note that we prefer to leave the other settings unselected as shown in this example.)

For an .mp4 video file

Dimensions of video files vary a lot more than document files! Before you can update the settings, you need to know what the correct dimensions should be. To find out:

Return to your Google drive and right click on the video to display the menu shown here in the lower right corner. Click on **Stats for nerds** to bring up an information box in the upper left corner. Make a note of the **Dimensions** indicated near the top of the list (480 x 360 in this example).
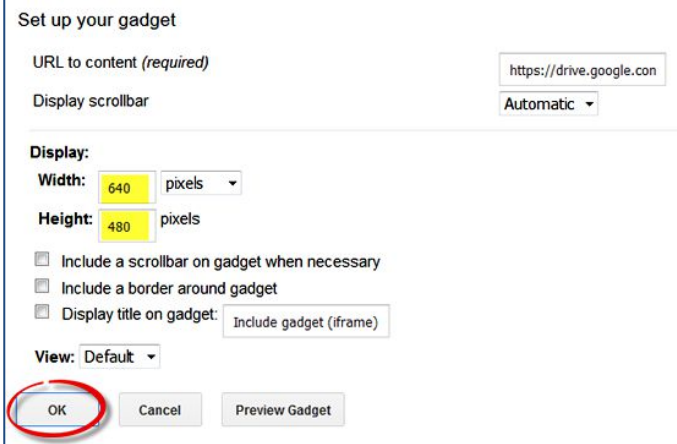
Follow steps 16-18 above to open the **Set up your gadget** dialog box, then replace the default width and height numbers (640 and 480) to match the actual dimensions of your video—in the case of this example, you'd replace <mark>"640"</mark> with "**480**" and adjust the default height of <mark>"480"</mark> to "**360**."

Making this adjustment will ensure that your video is not stretched or shrunk out of proportion on the page.

(Note that we prefer to leave the other settings unselected as shown in this example.)

22. Click on **OK** and **Save** the page to see how your embedded file looks!

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