Create Shareable Links to a PDF

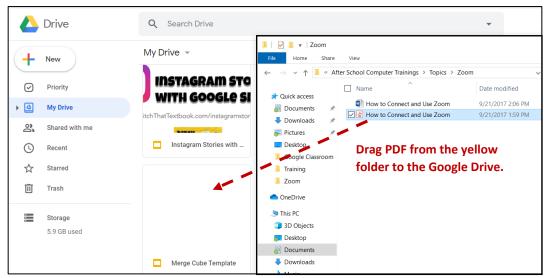
1. Save your PDF to your computer.

2. Upload your PDF to your Google Drive.

- a. Open your Google Drive.
- b. While your Google Drive is open, click on the **YELLOW FOLDER** at the bottom of your screen.

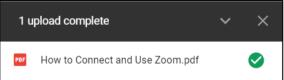


- c. Find the where you saved the PDF in the pop-up window (the yellow folder).
- d. Move the pop-up window so that you can see your Google Drive documents.
- e. Click on the PDF and drag it in your Google Drive storage area.



f. Once the upload is complete, you will see a notification in the bottom right corner of your Google Drive. Once the PDF has uploaded to your Google Drive,

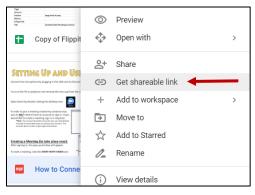
you can close the yellow folder.



3. Get the Shareable Link for the PDF document.

- a. Right-click on the PDF in your Google Drive.
- b. Choose "GET SHAREABLE LINK".
- c. By default, it is set that only MCSD students will be able to access the PDF by logging in with their school email address and password.
- d. To change this, click **SHARING SETTINGS** at the bottom.

Link sharing on Anyone at Mifflin County School District with the link can view
https://drive.google.com/open?id=1AAjwfdJzNWtSU8rJof
Sharing settings

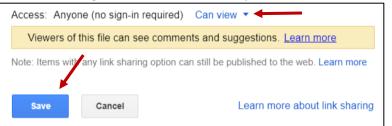


- e. Click the drop-down arrow next to "Anyone at MCSD...with the link can view".
- f. Choose **MORE** at the bottom.
- g. Choose one of the two options at the top. These two options will not require students to log in to view the PDF.

Link	Link sharing					
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\bigcirc	•	On - Anyone with the link Anyone who has the link can access. No sign-in required.			D	

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	OFF - only specific people can access
	Anyone at Mifflin County School District with the link can edit
	Anyone at Mifflin County School District with the link can comment
~	Anyone at Mifflin County School District with the link can view
	More
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h. Leave the setting listed as CAN VIEW and press SAVE.



i. Press the "Get Shareable Link" button in the top right corner to copy the link to the PDF. Press DONE.

Share with others	Get shareable link					
Link sharing on Learn more						
Anyone on the internet can find and view $\ \ \bullet$	Copy link					
https://drive.google.com/file/d/1AAjwfdJzNWtSU8rJo6_J0RsoDxs87Z9t/view?usp=s						

4. Adding the Link to the PDF in a Google Doc.

In order to join a meeting created by someone else, you do <u>NOT</u> need to have an account or sign in. If you

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