

Create Shareable Links to a PDF

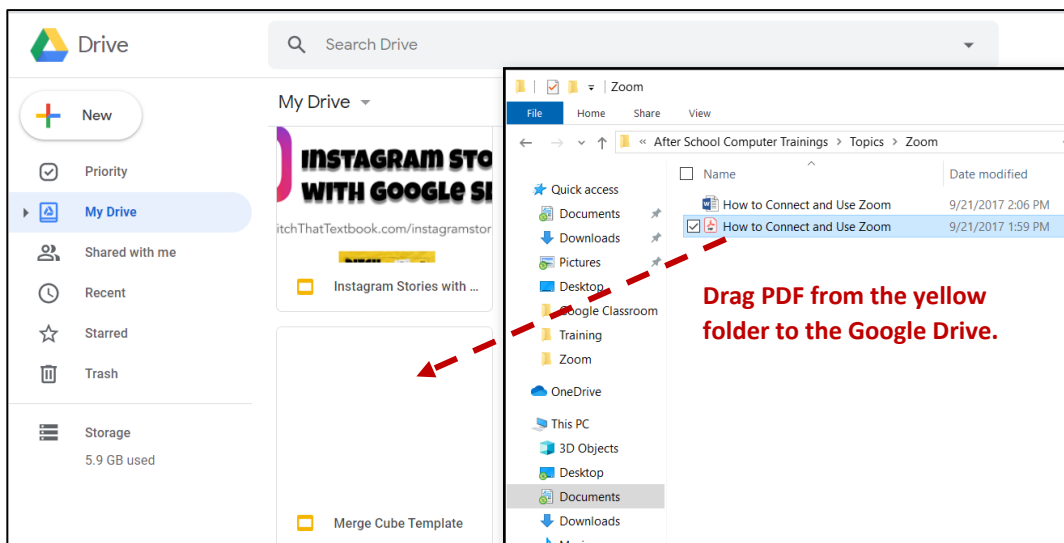
1. Save your PDF to your computer.

2. Upload your PDF to your Google Drive.

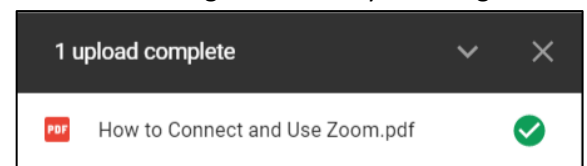
- Open your Google Drive.
- While your Google Drive is open, click on the **YELLOW FOLDER** at the bottom of your screen.



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

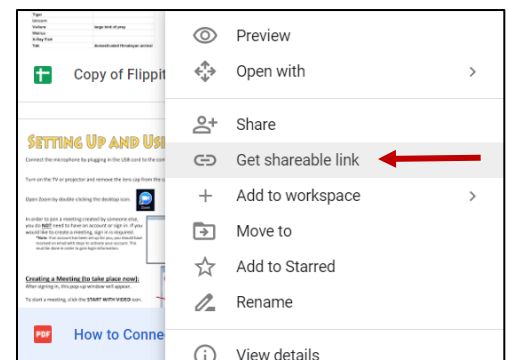
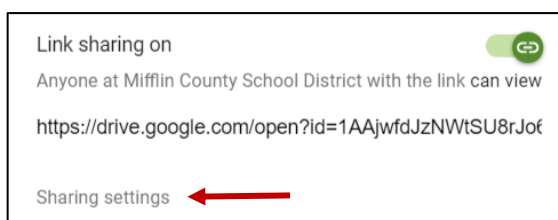


- Once the upload is complete, you will see a notification in the bottom right corner of your Google Drive. Once the PDF has uploaded to your Google Drive, you can close the yellow folder.

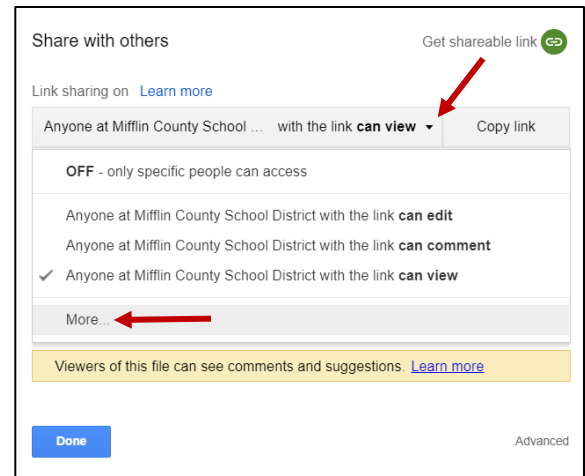


3. Get the Shareable Link for the PDF document.

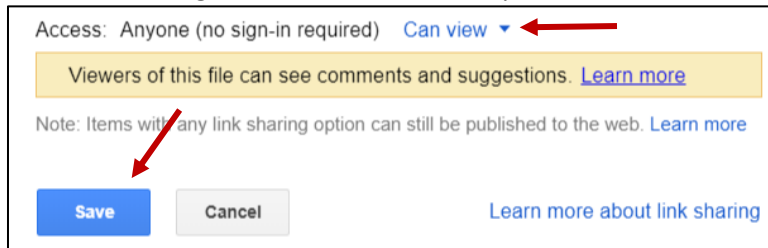
- Right-click on the PDF in your Google Drive.
- Choose **"GET SHAREABLE LINK"**.
- By default, it is set that only MCSD students will be able to access the PDF by logging in with their school email address and password.
- To change this, click **SHARING SETTINGS** at the bottom.



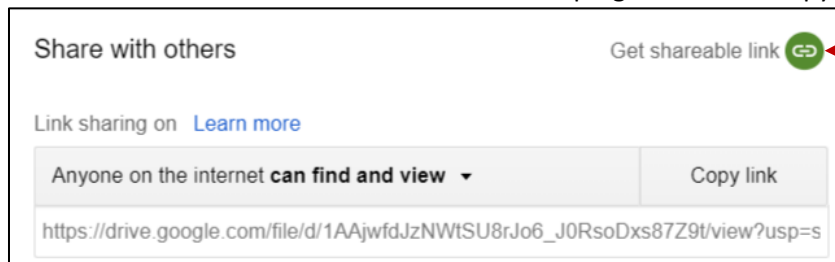
- Click the drop-down arrow next to **"Anyone at MCS D...with the link can view"**.
- Choose **MORE** at the bottom.
- Choose one of the two options at the top. These two options will not require students to log in to view the PDF.



- Leave the setting listed as **CAN VIEW** and press **SAVE**.



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



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

- Open the Google Doc.
- Highlight the word you want to link the PDF to.
- Click the **LINK** button in the menu bar.

Click **HERE** to access the PDF.



- Right-click and paste the PDF link.
- Press **Apply**.
- The highlighted text will now be blue and underlined.
- When students click on the link, they will see a preview to the PDF document. Clicking the preview will open the PDF.

