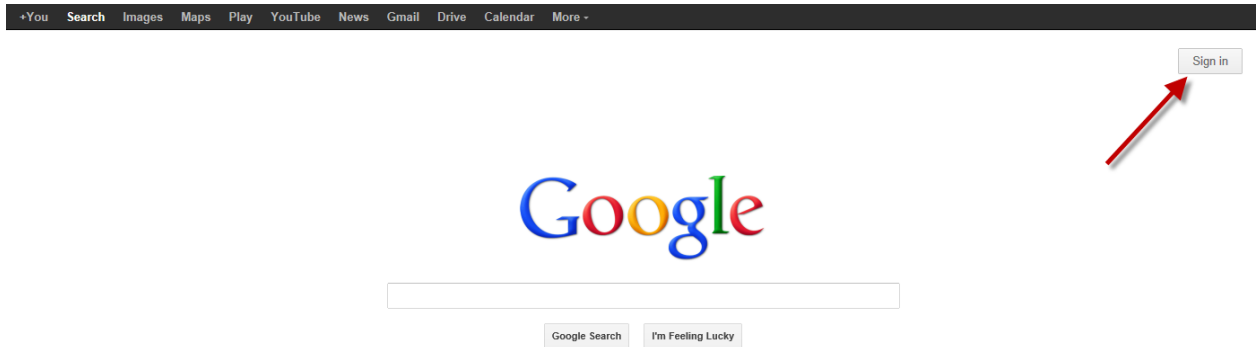
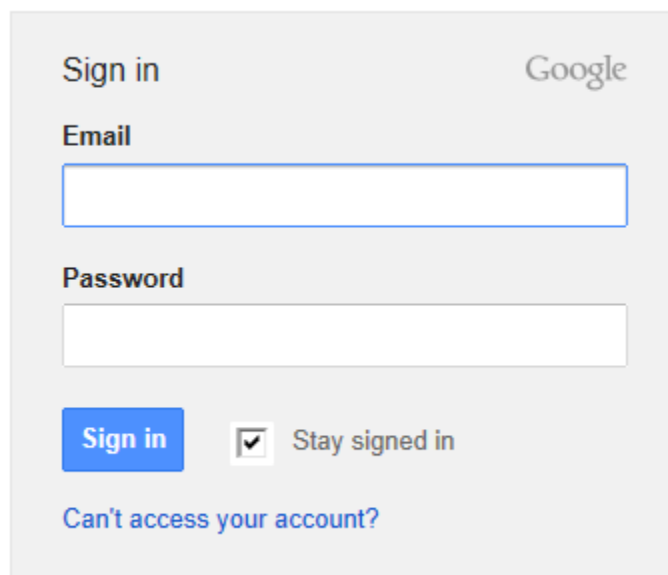


# How to insert a Google Drive Link into Wordpress

1. Log on to [www.google.com](http://www.google.com) through your web browser.

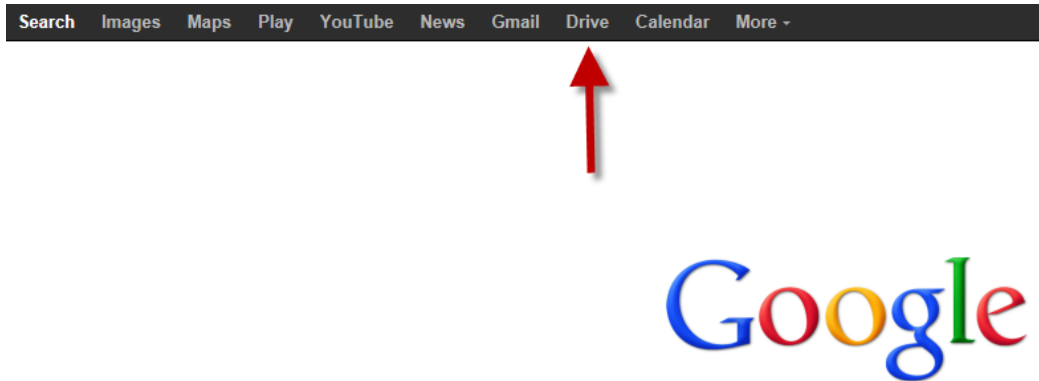


2. Create a free Google account or simply sign in if you have a Google account.

A screenshot of the Google sign-in form. The form is titled 'Sign in' and features the Google logo in the top right corner. It contains two input fields: 'Email' and 'Password'. Below the 'Password' field is a blue 'Sign in' button. To the right of the button is a checked checkbox labeled 'Stay signed in'. At the bottom of the form, there is a link that says 'Can't access your account?'.

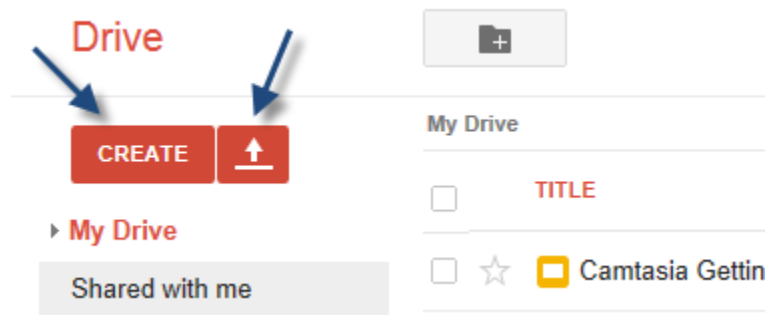
3. After signing in, you will be redirected to the Google Homepage.

4. On the Google toolbar, click on **Drive**.

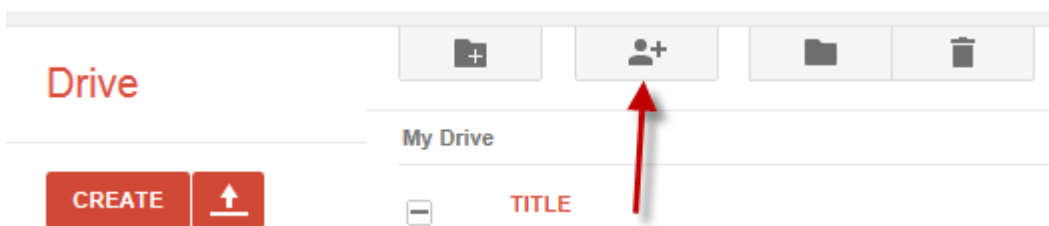


5. Choose whether to create a new document or upload a file.

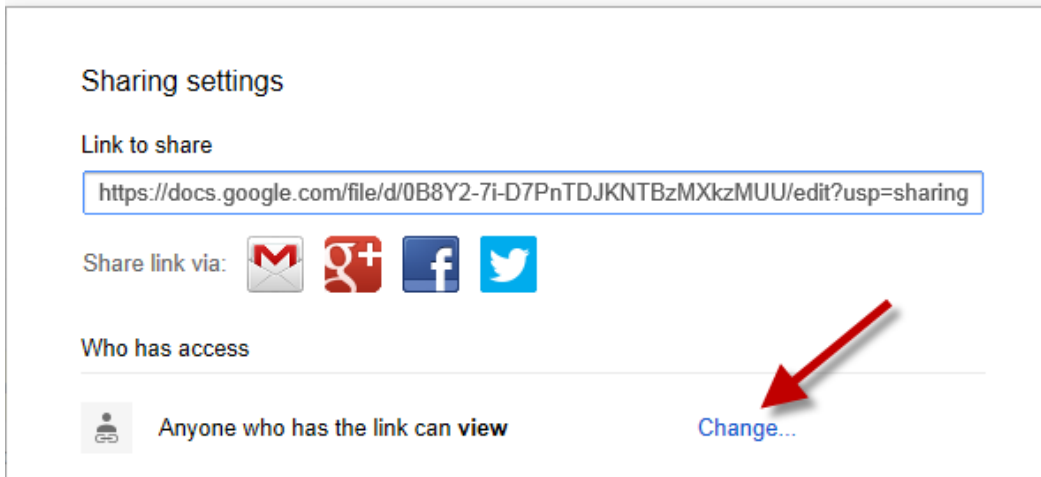
*Note: Google Drive has 5GB of storage. Go to <http://support.google.com/drive/bin/answer.py?hl=en&answer=37603> for more information on size limits.*



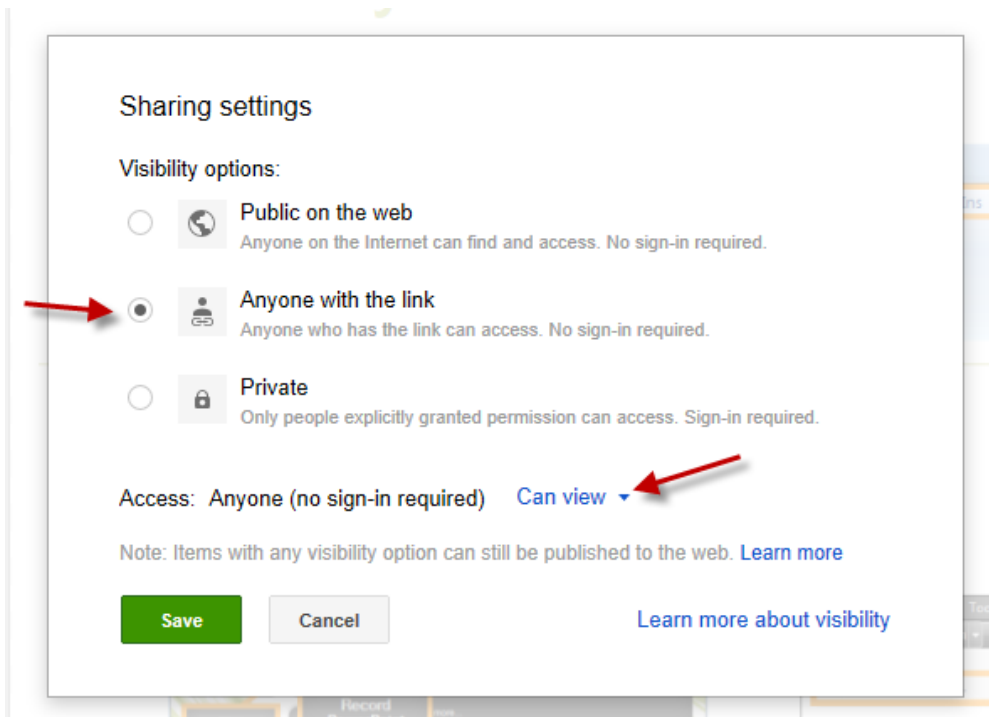
6. Once the document has been created or uploaded, click on the **Share** button on the Google Drive homepage.



7. In the **Share settings** under “Who has access,” click on **Change**.



8. Under Visibility options, select **Anyone with the Link**. Make sure the access is set to **Can View**. Click **Save** when done.

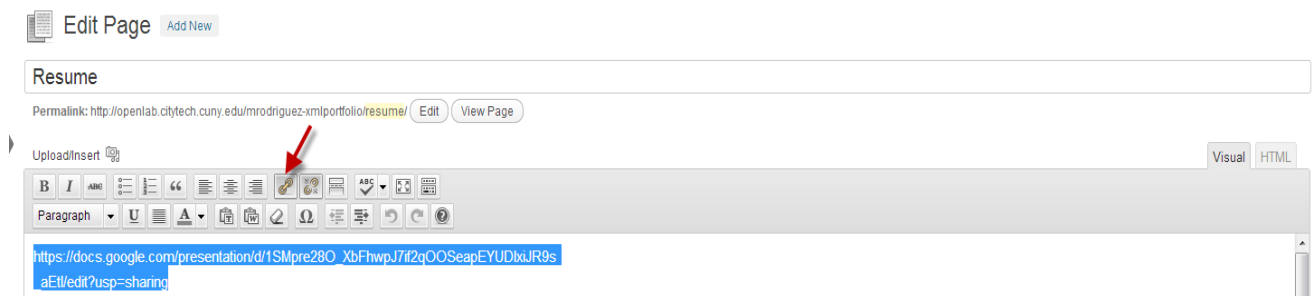


9. Copy the **Link to share**.

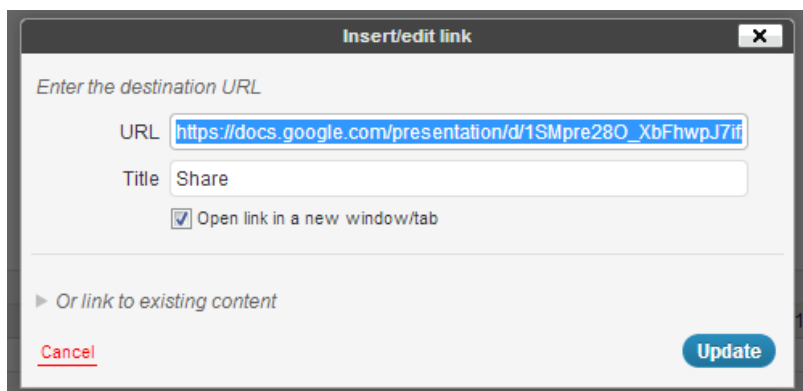


10. After copying the link, open your ePortfolio Dashboard and go to the page where the link will be.

11. Paste the code in to the Visual window. Select the link and click on the **Link** button.



12. Paste the code once again in to the URL text box. Make sure **Open Link in a new window/tab** is checked. Click **Update** when done.



13. Once done click on **Publish**.

14. Click on **View Page** to view the final product.