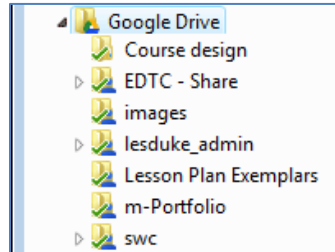


Share a Folder or File in Google Drive

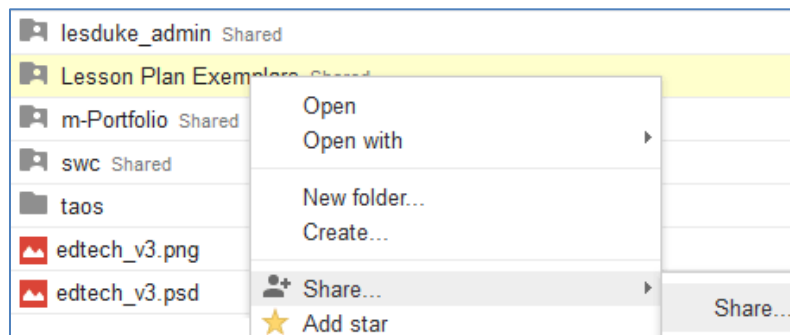
- Go to your Google Drive folder
 - You can go to your computer based folder, or you can do this in Google Drive on the cloud (in a browser).



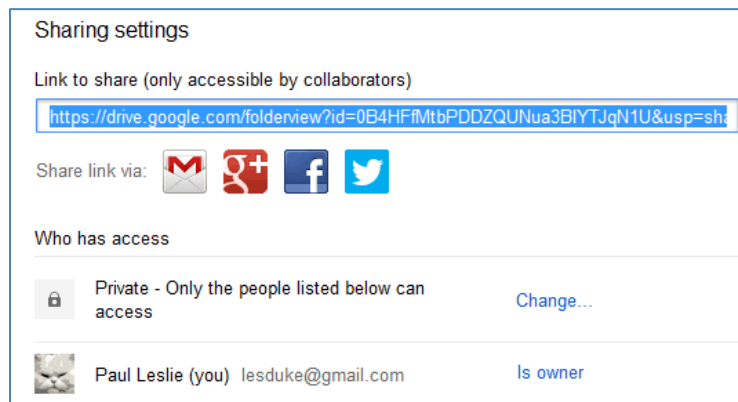
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- Create a folder called “Lesson Plan Exemplars”
 - You can create and name any folders you want or need, and you can save them in the same manner.
- When you create the new folder, you will notice a small icon in the bottom right of your screen (top right on a MAC).



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- This shows you that the content of the Google Drive folder is *syncing* with the cloud-based folder, stored safely on a Google server somewhere.
- Go back to the browser and refresh. You should see this folder in your Google Drive.
 - You can create folders in the browser as well and they will sync to your laptop.

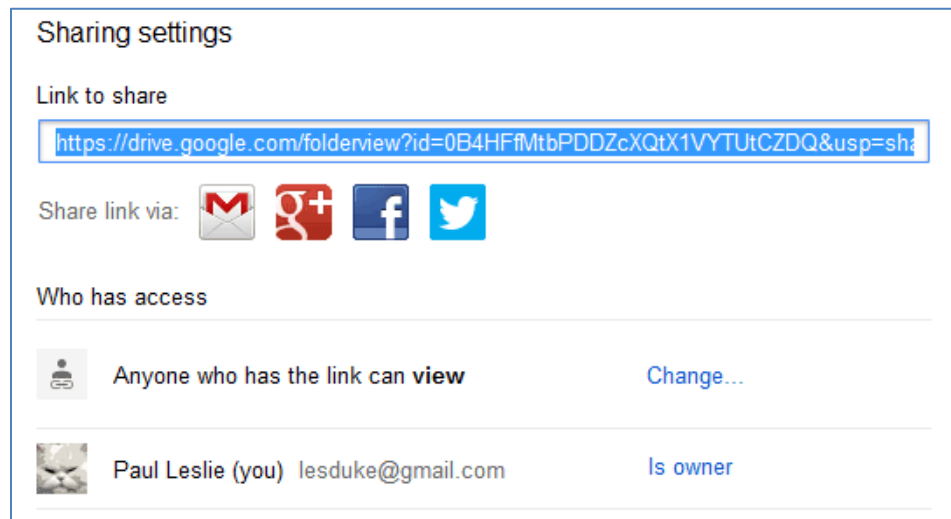


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- Right-click on the folder, go to share and then share. Click.



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- Click on change and then change the option to “Anyone with the Link”.



The screenshot shows the 'Sharing settings' interface for a Google Drive folder. At the top, it says 'Sharing settings'. Below that is a 'Link to share' section with a text box containing the URL: <https://drive.google.com/folder/view?id=0B4HFfMtbPDDZcXQtX1VYTUtCZDQ&usp=share>. Underneath the link is a 'Share link via:' section with icons for Gmail, Google+, Facebook, and Twitter. The 'Who has access' section is divided into two rows. The first row shows a person icon, the text 'Anyone who has the link can view', and a 'Change...' link. The second row shows a profile picture of a cat, the text 'Paul Leslie (you) lesduke@gmail.com', and the text 'Is owner'.

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- Your options should look like this.
- Return to your computer folder.
- Find two or three documents and place them in the folder.
 - Once this this folder has been created and shared, you can simply add documents to it as you create them and they will automatically appear in your linked showcase folder.