

## **Embed a File from Google Drive Instructions**

1. Upload File to google drive. Drag into this window from file location.

NEW	My Drive > Client Documents > CD-2010 > Ha	ysville 👻 🎳		
	Name	Owner	Last modified 🛛 🗸	File size
My Drive	lent-2017-calendar.pdf 🚢	me	1:34 PM me	426 KB
Shared with me	Haysville - Simple Parish Registration 🚢	Albert Jirak	Feb 26, 2017	-
	🗉 Haysville - Submit Website/Bulletin News 🚢	Albert Jirak	Dec 14, 2016	
Recent	Haysville - RCIA Inquiry Form 🚢	Albert Jirak	Dec 9, 2016	1.00
Google Photos	Haysville - Simple Parish Registration [Parish Regis	Albert Jirak	May 19, 2015 Albert Jirak	
	Haysville - RCIA Inquiry Form [RCIA Inquiry Form] 🚢	Albert Jirak	May 3, 2015 Albert Jirak	-
Starred	Haysville - Submit Website/Bulletin News [Submit	Albert Jirak	Aug 13, 2014 Albert Jirak	
	Haysville - Name/Address/Phone Number [Change	Albert Jirak	Jul 9, 2014 Albert Jirak	
Trash	Haysville - Name/Address/Phone Number 🚢	Albert Jirak	Jul 9, 2014 Albert Jirak	1-1
	🗉 St. Cecilia Haysville usernames 🚢	Kristine Simpson	Nov 9, 2011 Kristine Simpson	
GB of 15 GB used	Haysville - Web Structure 🚢	Albert Jirak	Aug 25, 2010 Albert Jirak	
Upgrade storage				

2. Double click uploaded file to open. - In the next screen, click three dots to view menu. Click Open in new window.

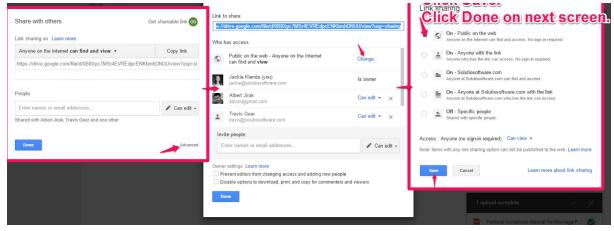


3. Click three dots again. Menu is different. Click Share.





4. Follow prompts to make PDF public on the web. Click Done to close share settings.



## 5. Click three dots again. Click Embed item.



## 6. Copy embed code. Add to site.

