MAKING FILES PUBLIC IN GOOGLE

So Google Docs users from other schools can access your files if that is your wish.

Log into Google Docs Use School Login and Password

Google One account. All of Google.





If you are not in Google Drive and only see your mail Click on the 9-square array Choose Google Drive

Google		~ Q	(III hric	h@bcsstudent.or	'g 🕶
Mail -	□ ▼ C More ▼			Ŭ		
COMPOSE	□ ☆ □ jrich@bcsstudent.org	Welcome to Macbook Use - Welcome to Macbook Use! If you have not done	8		M	*
Inbox	🗆 🛧 📄 jrich	Build Teams Preferences - If you have trouble viewing or submitting this form,	Search	Sites	Mail	
Starred	$\square \stackrel{\wedge}{\rightarrowtail} \square Rich, Joe$	CANstruction lunch meeting Monday - March 23 - Team, I've Reserved 2 nd lu	01			
Sent Mail	🗌 📩 📄 Joe Rich (via Google Doc.	3D Printing - Art Class - Invitation to edit - jrich@bcsstudent.org has invited ye	31			
Drafts	🗋 🛣 🕞 Khan Academy	What sculpture was so terrifying explorers reburied it? - Khan Academy Here	Calendar	Drive	Docs	
Follow up Misc	🗌 📩 🕞 Rich, Joe	CANstruction Poster Text - Team, The CANstruction poster text is due 1 weel				
Priority			Sheets	Slides		
More 🕶						
	Using 0.11 GB	©2015 Google - <u>Terms of Service</u> - <u>Privacy</u> - <u>Program Policies</u> Powered by Google~		More	a account activity. Int Del	aro tails

Choose the document that you want to share

C	oogle	Search Drive		√ Q			mr	ich@bcsstuden	t.org 牙
4	Drive	My Drive 🔻		c) 📑	0	i :	::	ÂZ	\$
	NEW	Name	Owner	Last modified \downarrow		PUNS			×
• 🖸	My Drive	Technology Teachers	me	Mar 6, 2012			_		
•••	Shared with Me	BCS Website	me	Dec 14, 2011		Details		Activity	
C	Recent	Pictures Formatted for the Web	me	Oct 17, 2011	LAST YEAR				
*	Starred	PUNS	me	4:00 pm	м	You edited Feb 26, 2014	an item		
	Trash	Beethovens 5th Symphony - Graphical Score Animation.e	me	Mar 19		📃 Untitle	ed docume	ent	

Open the document Click on the Share Button



Click on Advanced

Homophonic puns are created by substituting	one word for a similar-sounding word.	
I bet refus Share with others	Get shareable link 👓	
Hom mear subs Enter names or email addresses	nt 🖉 Can edit -	
Cord Did y		
Done	Advanced	

Click on Change

Note – this is the URL for the document after it is public

Linkt	o elementary accessible by collaborators)	
http	s://docs.google.com/a/bcsstudent.org/document/d/1XbVPio9YF	yzpMCIB4cw69M
Who	has access	
â	Private - Only you can access	Change
*	Maryanne Rich (you) mrich@bcsstudent.org	Is owner
Inv	ite people: Enter names or email addresses	

Choose the option you want, but to go Public Choose that one

FONS	Link sharing	
homo;	On - Public on the web Anyone on the Internet can find and access. No sign-in requi	ired.
refused	On - Anyone with the link Anyone who has the link can access. No sign-in required.	
Homog meanin substitu	On - Blackhawk Christian School Anyone at Blackhawk Christian School can find and access.	erent IS
Cordun	On - Anyone at Blackhawk Christian School with th Anyone at Blackhawk Christian School who has the link can	he link access.
Did you	Off - Specific people Shared with specific people.	:elf?
Compc of differ Where	Note: Items with any link sharing option can still be published to the web. Learn more	e tring
Santa's	Save Cancel Learn more a	about link sharing

Click Save

Now your document is searchable by Google OR You can send the URL to people who need it.