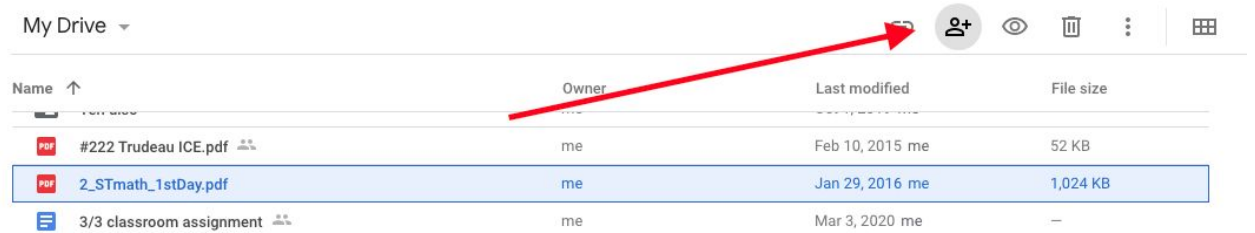
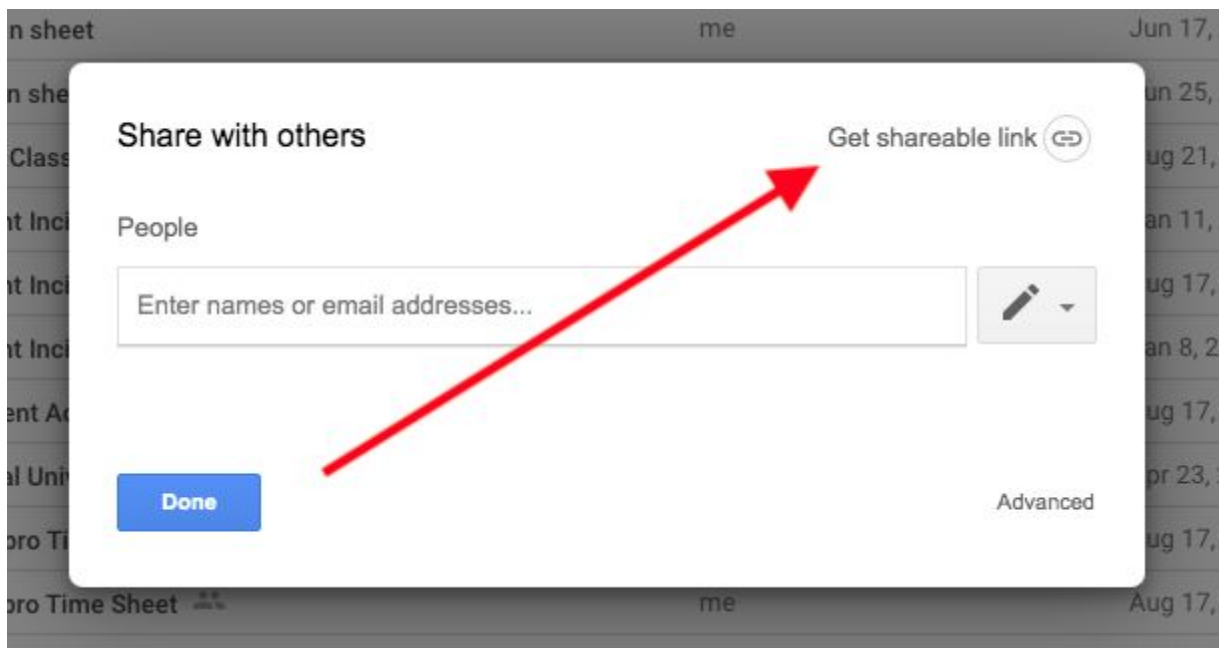


## Linking to a PDF


1. Upload the PDF into your Google Drive (if it's not already there). NOTE: These instructions will work for other document types as well. They just need to be in Drive.
2. Select the PDF in Drive, then choose the Share icon




3. Select Get Shareable Link in the upper-right of the window



4. If you're sharing the link with parents, select the menu that says Anyone at Special Education ....and then select More

Share with others Get shareable link 







Link sharing on [Learn more](#)

Anyone at Special Education Distr... with the link can vi... ▾	Copy link
<b>OFF</b> - only specific people can access	
Anyone at Special Education District of Lake ... with the link <b>can edit</b>	
Anyone at Special Education District of Lake ... with the link <b>can comment</b>	
<input checked="" type="checkbox"/> Anyone at Special Education District of Lake ... with the link <b>can view</b>	
More... 	
Viewers of this file can see comments and suggestions. <a href="#">Learn more</a>	

[Done](#) Advanced

5. Select On- Anyone with the link and then click Save, and then Done

### Link sharing

-  **On - Public on the web**  
Anyone on the Internet can find and access. No sign-in required.
-  **On - Anyone with the link**  
Anyone who has the link can access. No sign-in required. 
-  **On - Special Education District of Lake County**  
Anyone at Special Education District of Lake County can find and access.
-  **On - Anyone at Special Education District of Lake County with the link**  
Anyone at Special Education District of Lake County who has the link can access.
-  **Off - Specific people**  
Shared with specific people.

Access: Anyone (no sign-in required) [Can view ▾](#)

Viewers of this file can see comments and suggestions. [Learn more](#)

6. On the Google Doc, put your cursor where you want the link to the PDF
7. Click on the Insert menu->Link
8. In the Link box, paste in the PDF link (Edit menu->Paste)

9. In the Text box, type the title of the PDF
10. Select Apply