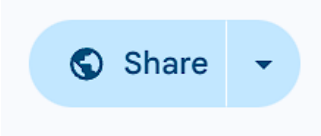
ePortfolio Support | Center for General Education
odu.edu/ails/eportfolio

Creating Active Links to Material Saved in Google Drive

Creating active links to material saved in Google Drive can be done by first opening up the document, spreadsheet, or presentation that you want to share.

Once you have the document open, you will then click the share icon in the top right-hand corner.

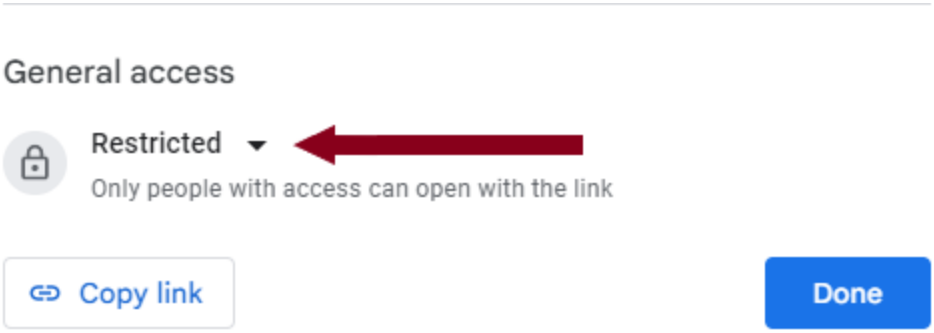


Once you have selected the share icon, a separate small window will open up. Once the window has opened, you will select the "Copy link" button on the left side.

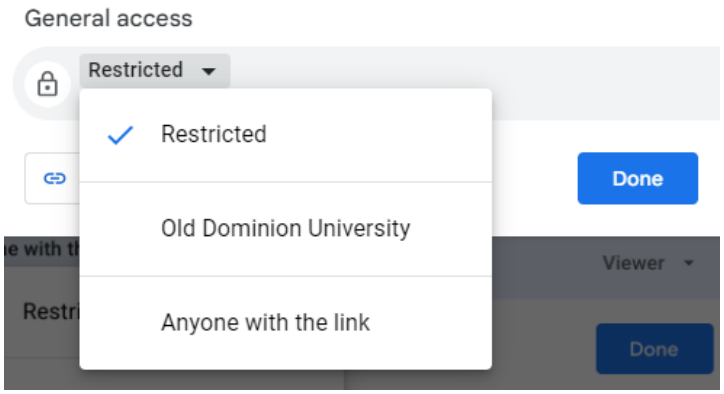


If you would like to change the sharing permissions, click the Restricted drop down.

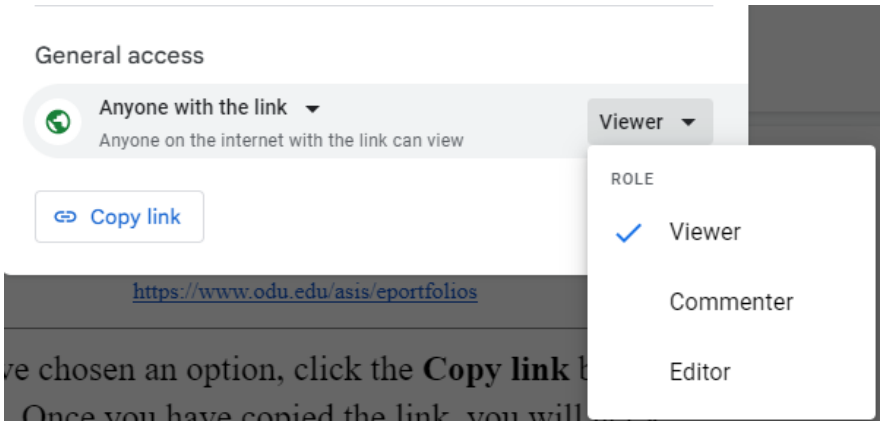
Old Dominion University is an equal opportunity, affirmative action institution.



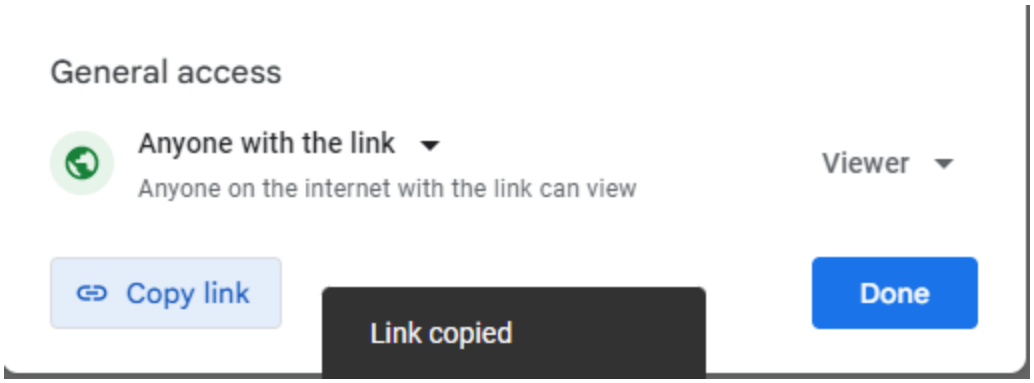
A new window will appear, giving you a dropdown option to change the sharing permissions. Choose any of the options.



You can also choose the level of access.



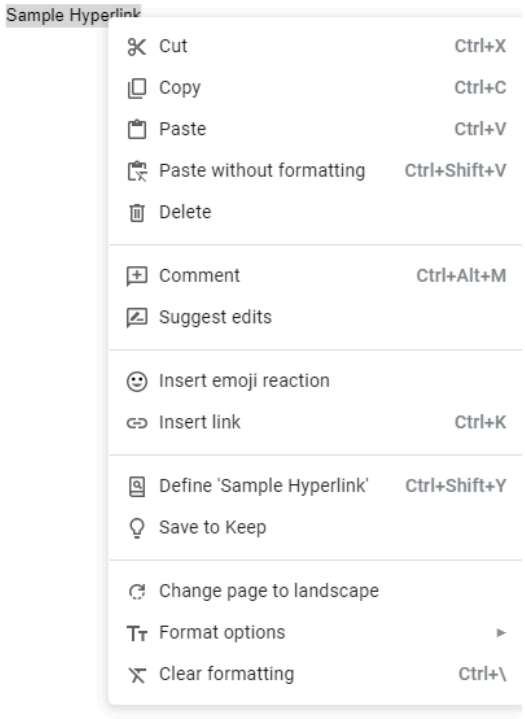
Once you've chosen an option, click the **Copy link** button.Once you have copied the link, you will get a notification saying that the link has been copied to your clipboard. Then click **Done**.



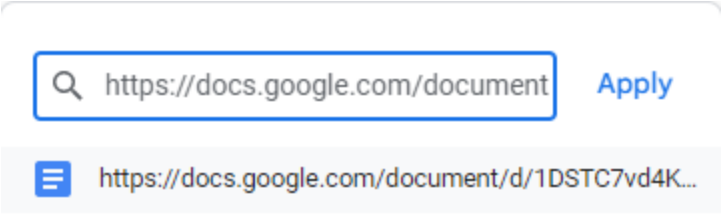
*Note: if you want the link restricted, only added people will be able to view it. See Sharing an Existing Google Document.

Hyperlinks

For hyperlinks, in the document you will type in the text you want to show, and then highlight the text and right-click.



You will then select the ‘Insert link…’ option in the menu. When the window opens up, you will place the copied link from the original document into the ‘Link’ section, and then hit ‘Apply.’



Now that there is an active link to your previous material saved you can change it or remove it by clicking on the link and clicking on the edit icon (pen) or the crossed out link icon.

Sample Hyperlink



Old Dominion University is an equal opportunity, affirmative action institution.