

Adding Content to Technical Services Website

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Overview

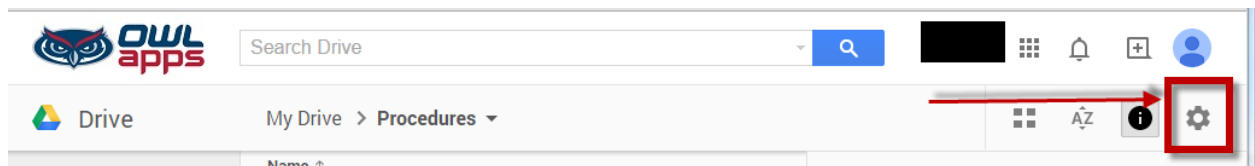
These procedures advise on how to add to content to the Technical Services Procedures website (<https://sites.google.com/a/fau.edu/technical-services-process-documentation/>). Content will be added from its current form to a Google Doc on [Google Drive](#) and then embedded within the appropriate page on the Google Site.

Adding the Document to Google Drive

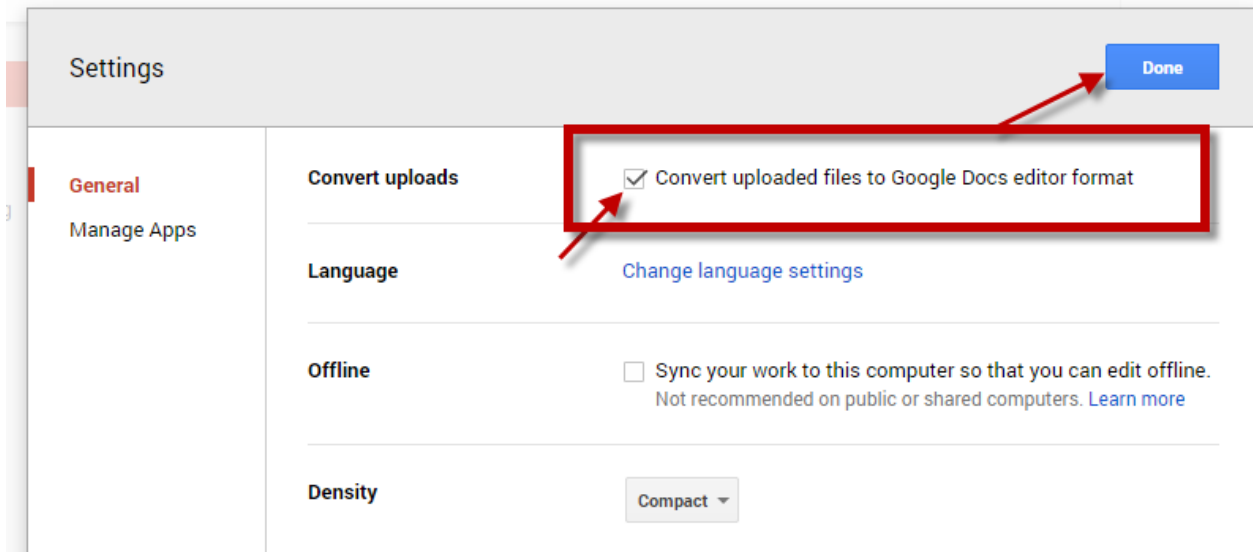
Setting Convert by Default

When we upload documents to Google Drive, we'll want them to be converted to the Google Drive format. While not strictly necessary, this will ensure maximum interoperability and create a native web document.

To toggle the setting that will convert the documents by default, go to [Google Drive](#). Then, click on the gear in the top right that is the settings button and click "settings."

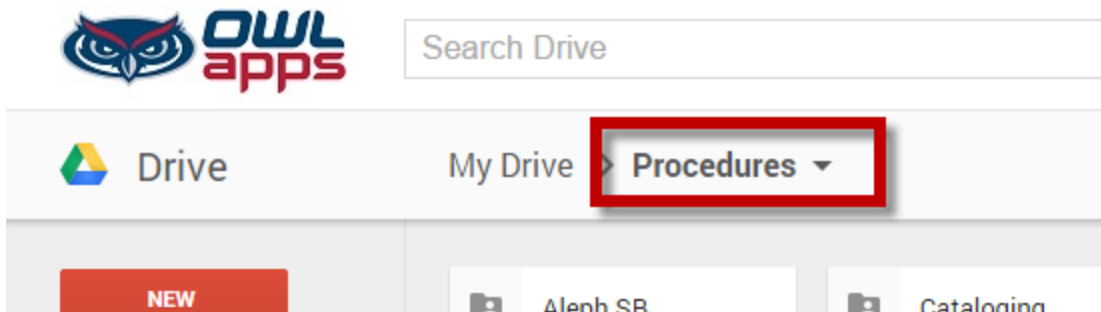


The settings dialog box will appear. Convert Uploads is the first option. Check that box and click done.

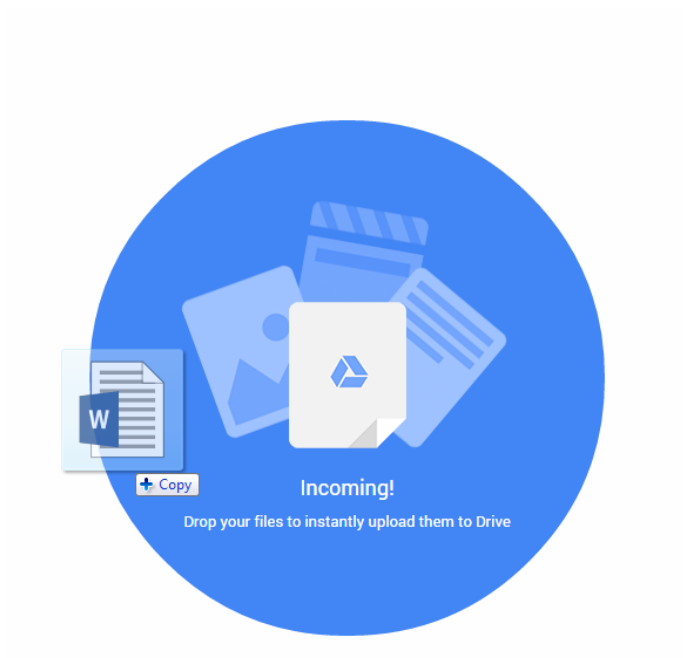


Adding Documents to Google Drive

In adding the document to Google Drive, it doesn't really matter where you put it since you can always move it within Google Drive. Eventually, however, it may benefit everyone to keep the space somewhat tidy. At the minimum to ensure that sharing settings are correct, you'll want the document to be placed within the Procedures folder. You should already have that included as part of your drive ("My Drive").



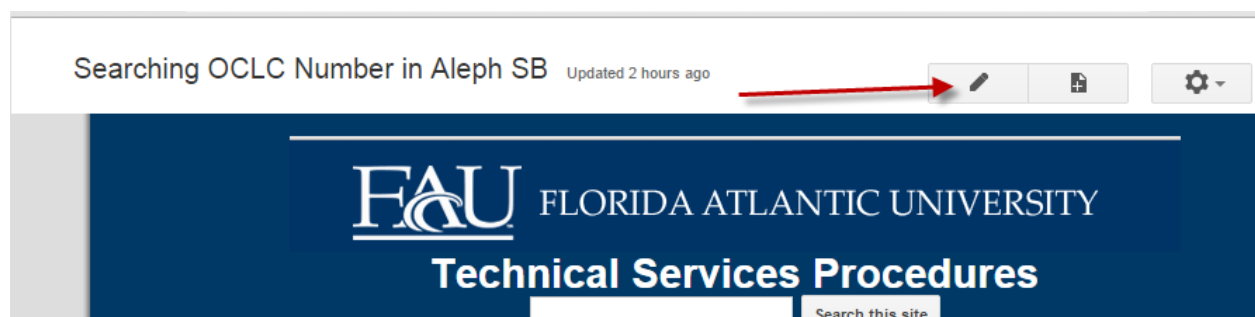
Simply drag and drop the document into the folder in the Browser. The browser will react as in the below image, upload, and convert the document.



You can then move the document to the appropriate file.

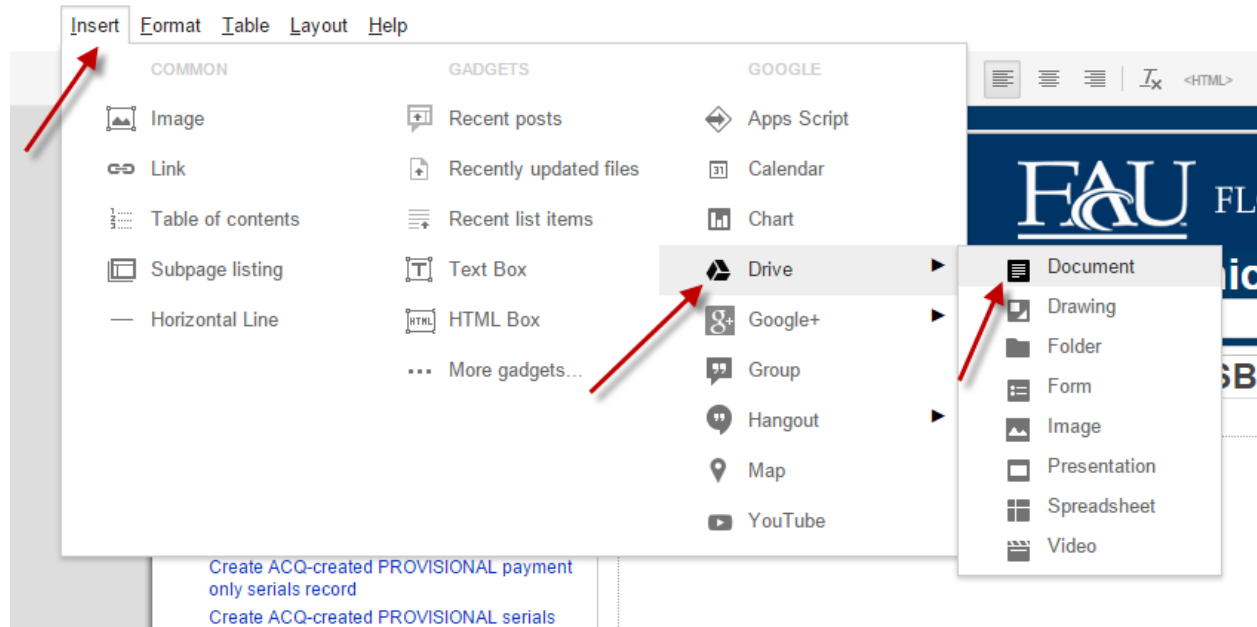
Adding the Document to the Google Site

These procedures assume that the page on the Google Site already exist and that you have edit mode access (if you don't have edit access, you won't have the edit button). Once you are on that page, click the pencil in the top right hand corner to go into edit mode.



Next, click Insert (in the top left), Drive, Document

Searching OCLC Number in Aleph SB



A dialogue screen will pop up with the Google Drive documents for which you have access. Find the necessary document by searching for it.

Google Drive

Calendars

Maps

My Maps

More

searching

Search for all items containing 'searching'

Searching HBOI materials

PROCEDURE SB **SEARCHING** GIFT MATERIALS

PROCEDURE SB **Searching** by call number

	Owner	Last modified
	me	4:47 pm
Searching HBOI materials	Darleen Croteau	4:20 pm
ACCOMPANYING MEDIA MATERIALS DISTRIBUTION&...	Darleen Croteau	4:16 pm
PROCEDURE SB-Adding trigger to electronic serials titl...	me	3:49 pm
PROCEDURE SB Moving Holdings for YBPDDA records	me	2:44 pm
PROCEDURE SB Moving Holdings for YBPDDA records	me	2:44 pm

Or paste a web address here:

Select

Cancel

Select the document, once found, and then click Save.

×

Insert Google Document

[PROCEDURE SB Searching by call number](#)

Change

Display:

☒ Include border around Google Document

☒ Include title: PROCEDURE SB Searching by call number

Height: 600 pixels

Width: pixels (leave empty for 100% width)

SAVE

Cancel

The Google Doc will now be embedded but will appear as a gray box on the page. Save the page (in the top right).

Searching OCLC Number in Aleph SB

draft saved at 1:52 PM

Save

Cancel

Insert Format Table Layout Help

Normal 10 pt B I U A- A+ GO [List Icons] [Table Icon] [Link Icon] <HTML>

FAU FLORIDA ATLANTIC UNIVERSITY

Technical Services Procedures

Search this site

Home

Aleph Shared Bib

- Add Trigger to Electronic Serials Title for Access Check
- Adding a Copy to Aleph SB (Quick Steps)
- Adding a New Departmental Trigger
- Changing the Font Size in Aleph SB
- Create ACQ-created PROVISIONAL payment only serials record
- Create ACQ-created PROVISIONAL serials record

Searching OCLC Number in Aleph SB

Google document

"PROCEDURE SB Searching by call number"

That's it. The content is now added to the Google Site.

