



Google Documents Portfolio Guidance

Google Documents is a great method for sharing documents, especially portfolios. When sharing your portfolio, we need to be able to view this but not edit or amend your work. It is important when sharing your portfolio, you make the document public. Please make sure you follow the steps below to ensure this is completed correctly.

Step 1:

- Open your document and click File, in the top bar (figure A)
- Click Share at the top of the drop-down menu (figure A)

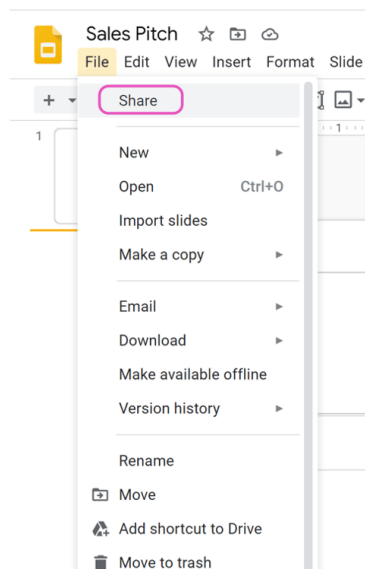


Figure A: How to open the share options

Alternatively, click the share button in the top right-hand corner as shown in figure B.

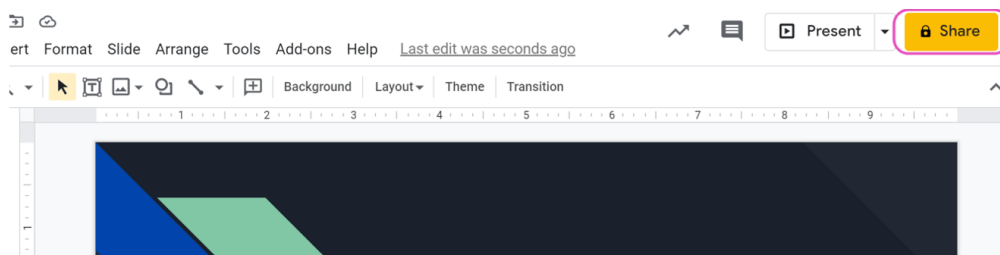


Figure B Showing alternative method of sharing your document.

Step 2:

- You need to ensure that you share your document as a link and not share it to specific people or groups.
- Click Share
- In the Get Link section, press Change.

- Choose whether your deck is Restricted or if Anyone with the link can view. Note: when you change a link's setting to Restricted, the only people who can still see the deck are those you have directly shared with in the Share with people and groups section. The example of how to share is below in Figure C.

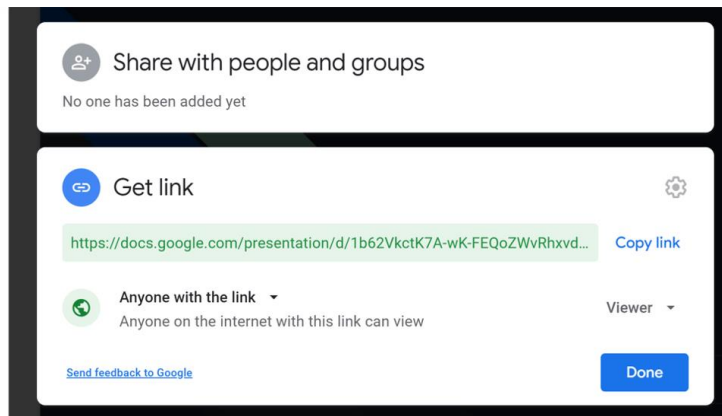


Figure C An example of how to share your document publicly.

- Anyone with that link will be able to view your Google Slides presentation.
- Now, all you have to do is click on the blue “Copy link” button which is located at the top right of the lower part of the pop-up window and click on the blue “Done” button.
- You can then copy and paste the link into your UWE Welcome Website in the My Portfolio Tab where it can be viewed by anyone who needs to view it, including Admissions Staff and the Faculty of the course you have applied for.