

HOW TO SHARE A FILE VIA GOOGLE DRIVE

RAICHEL TO THE *Rescue*

CREATE A SHARE LINK

- OPEN UP CHROME BROWSER
- CLICK ON GOOGLE DRIVE OR LOOK FOR THE COLORED DOTS APP SHORTCUT ON THE LEFT HAND CORNER BOOKMARK BAR

NAVIGATE TO THE FILE YOU WANT TO SHARE

- SELECT FILE
- RIGHT CLICK ON FILE
- CLICK SHARE

IN THE POP UP YOU CAN DO TWO THINGS:

SHARE WITH SELECT PEOPLE ONLY OR SHARE WITH EVERYONE WHO HAVE THE LINK

WHAT ARE THE VIEW PERMISSIONS:

- EDITOR CAN DOWNLOAD AND MAKE CHANGES TO THE FILE
- COMMENT CAN ONLY MAKE COMMENTS
- VIEWERS CAN ONLY VIEW THE FILE NOT DOWNLOAD IT UNLESS THEY MAKE A COPY - BY SELECTING FILE - MAKE COPY

CREATING THE SHARE LINK

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TO SHARE WITH SPECIFIC PEOPLE VIA EMAIL:

IN THE TOP SECTION OF THE BOX ADD THE EMAIL OF THE PERSON OR PERSONS YOU WANT TO SHARE WITH

SELECT THE VIEW ACCESS TYPE

CLICK SEND

TO CREATE A PUBLIC LINK:

- GO TO THE SECTION GET LINK
- CLICK THE LINK THAT SAYS CHANGE TO ANYONE WITH THE LINK
- SELECT THE VIEW ACCESS PERMISSION
- CLICK COPY LINK

NOW YOU CAN ADD THAT LINK TO AN EMAIL OR TEXT MESSAGE OR ONTO YOUR WEBSITE

Most businesses need a website that serves a single purpose: "Is to Creates Sales"

A great website can be **worth hundreds of thousands or even millions of dollars...**

You absolutely have to **get your website right!**

Let us help you save time and money when it comes to building a website by doing it for you with our proven StoryBrand™ framework.

How We Make *Magic* For You.

in three simple steps



REQUEST A CONSULTATION

I'll ask you a few simple questions to get you started



EXECUTE A PLAN

We create everything from scratch for you.



YOUR BUSINESS CAN THRIVE

Our goal? Build a sales machine. Your job is to enjoy it.

REQUEST A CONSULTATION



REQUEST A CONSULTATION WITH RAICHEL TO THE RESCUE and learn how you can build a sales machine!

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