

## Using Google Drive with Pacific

Colorado Interactive (CI) requires that entities with a substantial number of documents store their files outside of the Pacific CMS. We recommend Google Drive as a possible solution.

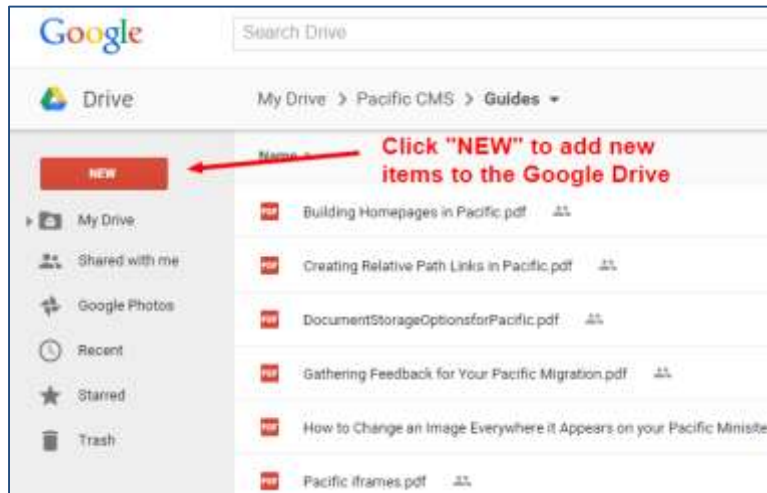
The overview below will help you get started using Google Drive.

### 1.1. ACCESSING GOOGLE DRIVE

Log in at [drive.google.com](https://drive.google.com) to view items in your Google Drive. If you don't have access to your entity's Drive, ask your Entity Project Manager (EPM) to edit your permissions.

### 1.2. ADDING FILES TO GOOGLE DRIVE

Navigate to the folder within Google Drive to which you want to add additional files. Click the red "New" button along the left side of the Drive and select "File upload" from the dropdown. From here, you can select one or more items to drop into the Google Drive.



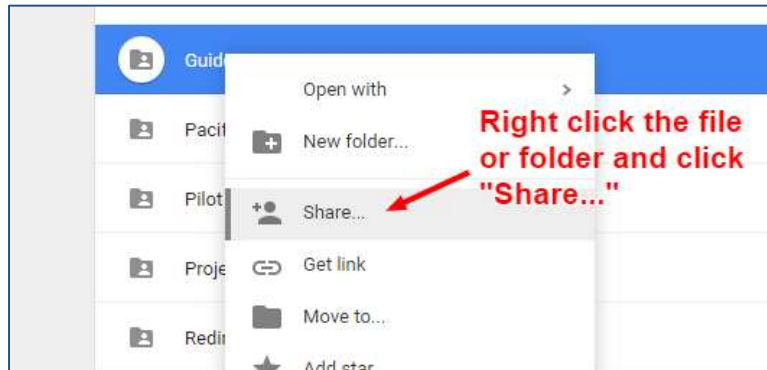
You can also drag and drop items into the Google Drive if you prefer.

### 1.3. CHANGING ITEM NAMES IN GOOGLE DRIVE

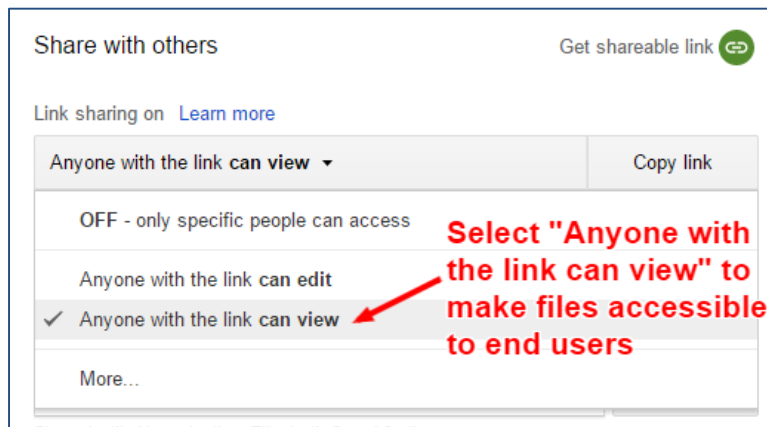
If your entity is iframing a Google Drive folder into a Pacific page instead of linking to individual items (see [Section 1.7](#)), it's especially important to have consistent naming conventions. To rename an item, right click and select "Rename..." Enter the new name and click "OK."

#### 1.4. CHANGING VIEWING PERMISSIONS FOR GOOGLE DRIVE FOLDER OR FILE

You must set the viewing permissions level to “Anyone with the link” or “Public on the web” in order for your end users to have access to the files in Google Drive. To set the link sharing permission level, right click the folder or file and select “Share...”



Use the dropdown menu to select “Anyone with the link can view” or select “More...” to change link sharing permission level to “Public on the web.”



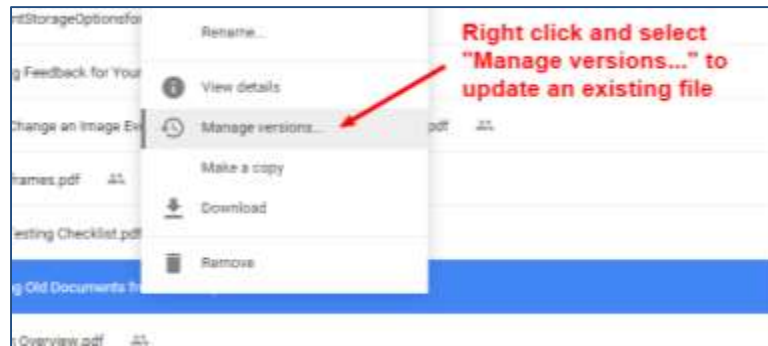
If you don't immediately have the options seen in the screenshot above after clicking “Share...,” click “Get shareable link” in the upper right corner of the “Share with others” dialog box.

Changing permission levels on a folder will update the permissions on the files contained within it. However, we recommend double checking that all files are viewable to end users by testing links in Pacific while logged out of Google (private browsing windows are an easy way to view content as your users would see it).

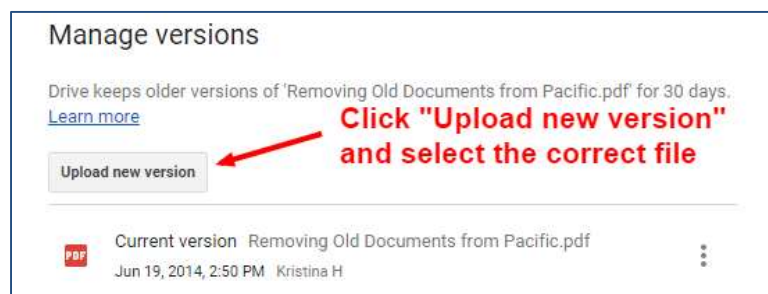
## 1.5. UPDATING A VERSION OF A FILE IN GOOGLE DRIVE

It is important to manage versions of your files instead of adding new files to Google Drive to avoid having to replace links throughout the site. To update a version of a file, complete the following steps:

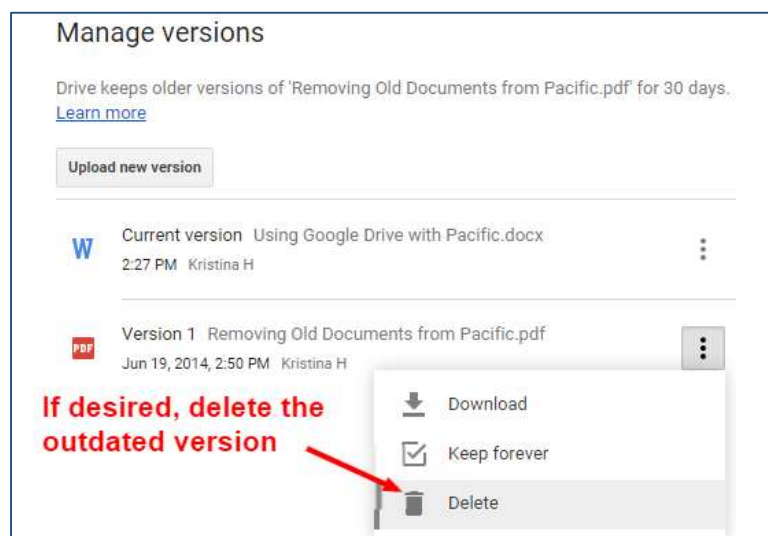
1. Right click the file you wish to update and select “Manage versions...”



2. Click “Upload new version” and select the correct file.

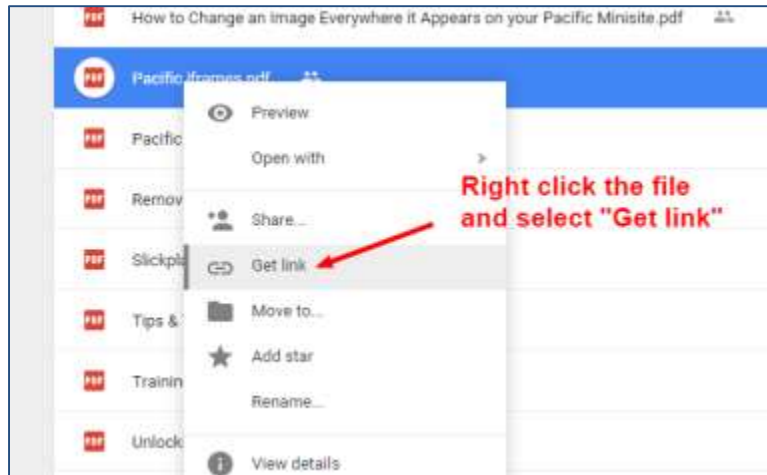


3. Delete the outdated version by clicking the vertical ellipsis and selecting “Delete.”

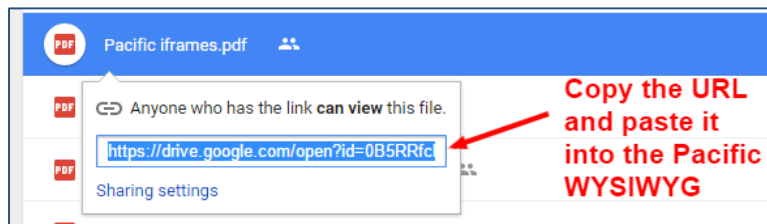


## 1.6. CREATING LINKS TO A GOOGLE DRIVE FILE

To get the URL of a file within the Google Drive, right click the item to which you wish to create a link and select "Get link."

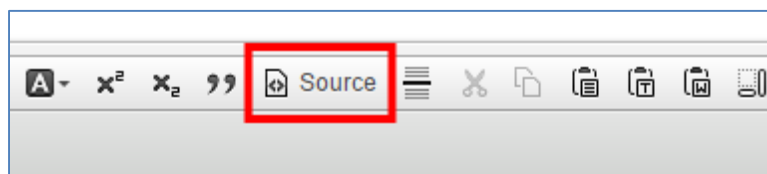


Copy (ctrl + c) the URL and paste it into the Pacific WYSIWYG as you would with any other link.



## 1.7. IFRAMING GOOGLE DRIVE FOLDERS

Within the *Edit* screen for the node on which you wish to embed a Google Drive folder, click the *Source* button.



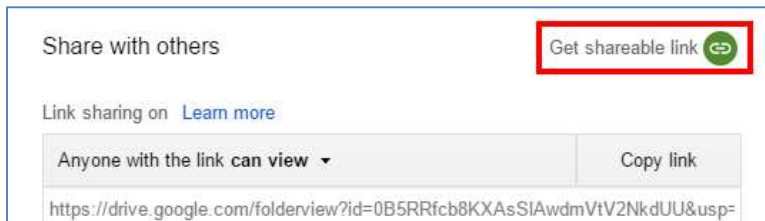
Paste the following into the source:

```
<div><iframe frameborder="0"
src="https://drive.google.com/embeddedfolderview?id=[src string here]"
style="width:100%;height:100vh;"></iframe></div>
```

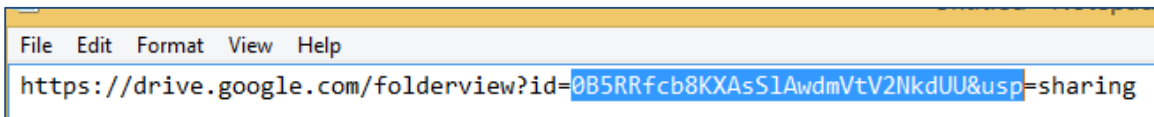
To add the Google Drive folder to the page, the ID portion of the src string has to be added in the red bracketed portion of the code above. Note that simply copying the link from your browser’s address bar to this iframe tag will not display the contents of the folder.

### 1.7.1. Finding Google Drive Folder IDs

1. Right-click on the Google Drive folder you want to display to the page.
2. From the context menu that’s displayed, click the “Share…” link.
3. From the window that is displayed, click the “Get shareable link” on the top right of the corner. After clicking the “Get shareable link,” you should see a message indicating the link has been copied to your clipboard.



4. Paste this link into any document (Notepad works well).
5. Copy the portion of the URL between the two equal signs, as seen in the image below.



6. Paste the copied portion into the red bracketed area that says [src string here] and *Save* or *Publish* your node.



Verify that your iframe displays as expected on your Pacific site.

