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## Add Single Document to Mahara

Written by [Paul Leslie](#)

### Add Single Document to Mahara

- In Google Drive, share the document that you wish to highlight in your portfolio. Follow the same steps that you used to share a folder (see [SHARING A FOLDER](#)).
  - You will want to edit the layout of the page to allow a wider column in order to fit the full document.

#### Sharing settings



##### Link to share

<https://drive.google.com/folderview?id=0B4HFfMtbPDDZcXQtX1VYTUtCZDQ&usp=sha>

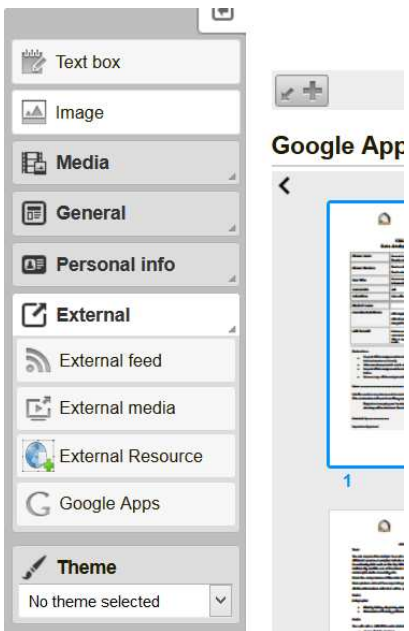
Share link via:



##### Who has access

	Anyone who has the link can <b>view</b>	<a href="#">Change...</a>
	Paul Leslie (you) lesduke@gmail.com	<a href="#">Is owner</a>

- In the Share window, select "Anyone who has the Link can View".
- Once you have set the access, copy the "Link to Share".
- Go to Mahara and then open the page where you want to show the document.



- Click on EDIT THIS PAGE.
- Go to EDIT CONTENT.
- Under External content, select the GOOGLE APPS block and drag it to the page.
- As you did with other blocks, give the block a Title and then paste the link into the URL OR EMBED CODE area.
- SAVE. DONE.

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**Paul Leslie**

Education is a Community Affair.

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