



Link share settings

1. Once completed, click “share” in the upper right of the document and click “Advanced” in the lower right on the Share dialog box. Sharing works for any file type (Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Slides, PDF, PNG, etc.)

Share with others Get shareable link

Link sharing on [Learn more](#)

Anyone at State of Iowa with the link can view ▾	Copy link
https://docs.google.com/document/d/1msZpT4QmxuMkhNOIEbBRQvwrzq9fla8G10	

People

[Done](#) Advanced

2. Click on “change” under the access rights and select “Anyone with a link” and save.

Link sharing

- On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- On - State of Iowa**
Anyone at State of Iowa can find and access.
- On - Anyone at State of Iowa with the link**
Anyone at State of Iowa who has the link can access.
- Off - Specific people**
Shared with specific people.

Access: Anyone (no sign-in required) [Can view](#) ▾

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

[Save](#) [Cancel](#) [Learn more about link sharing](#)



4. Go back to “Share” and copy the link to paste into the RPP spreadsheet in the appropriate column.

Full RPP Spreadsheet Link - https://docs.google.com/spreadsheets/d/15nMbwYQzcLsRIUE-11yXz-UfC2rICr-qVW3CEfv_9XQ/copy?usp=sharing

Share with others Link copied to clipboard. Get shareable link

Link sharing on [Learn more](#)

Anyone at State of Iowa with the link **can view** Copy link

<https://docs.google.com/document/d/1msZpT4QmxuMkhNOIEbBRQwvrzq9fla8G10>

People

Enter names or email addresses...

Done Advanced

5. Once the spreadsheet and review is complete, upload the spreadsheet to IowaGrants.

Additional Notes:

Microsoft Documents - To change a Microsoft document (Word, Excel, PowerPoint, etc.) to a Google Doc, right click on the document and select “Open with...”

Google Document doesn't have letter Program Self-Study Best Practices

Microsoft Document has a “W” Program Self-Study Best Practices.docx

Adobe Files - PDF files don't easily convert to Google Docs and hyperlinks may not work once converted. It's recommended to not upload a PDF Self Study.

