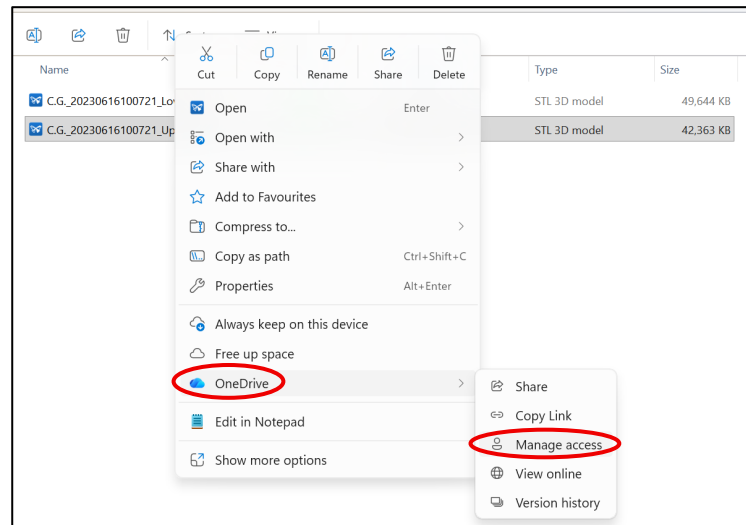


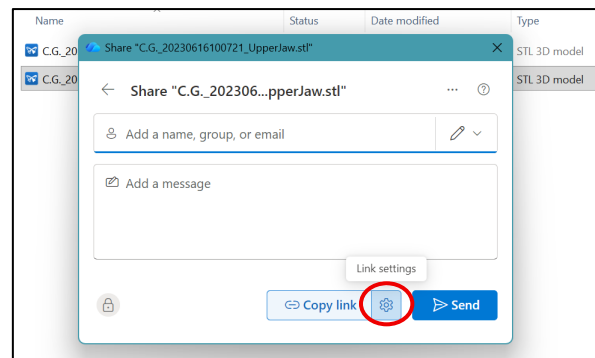
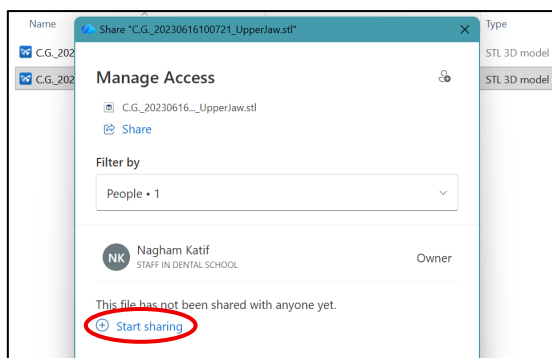
## Step-by-step guide to create a URL link

### File saved on **OneDrive**:

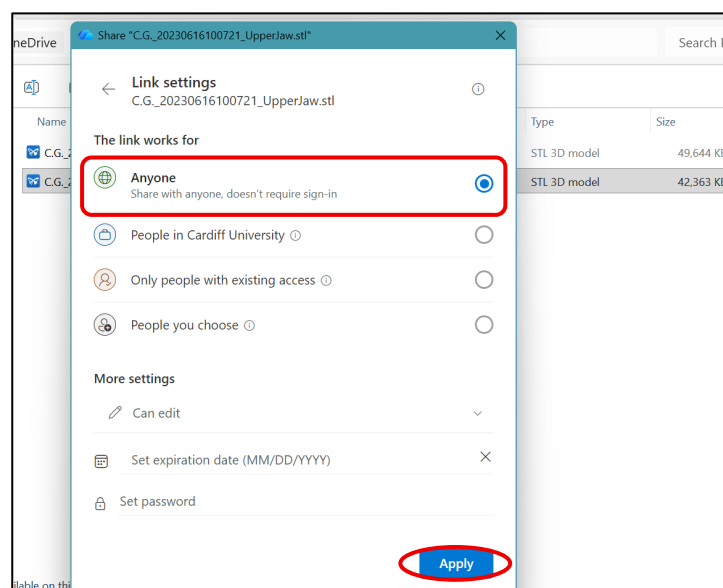
1. Select your file (**PDF, Word or STL**) and right-click on it. Select **OneDrive**, then **Manage access**.



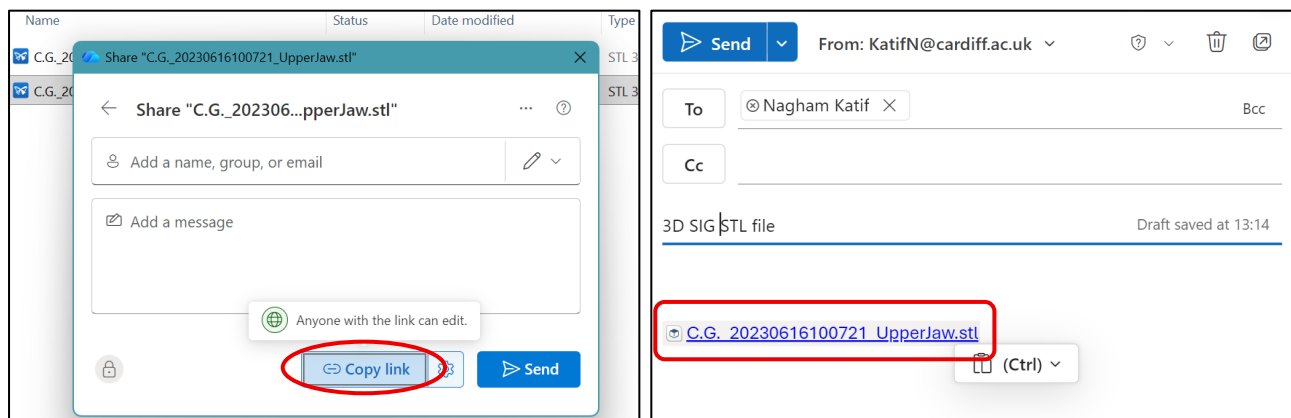
2. A new window will open. Select **Start sharing**, followed by **Link settings**.



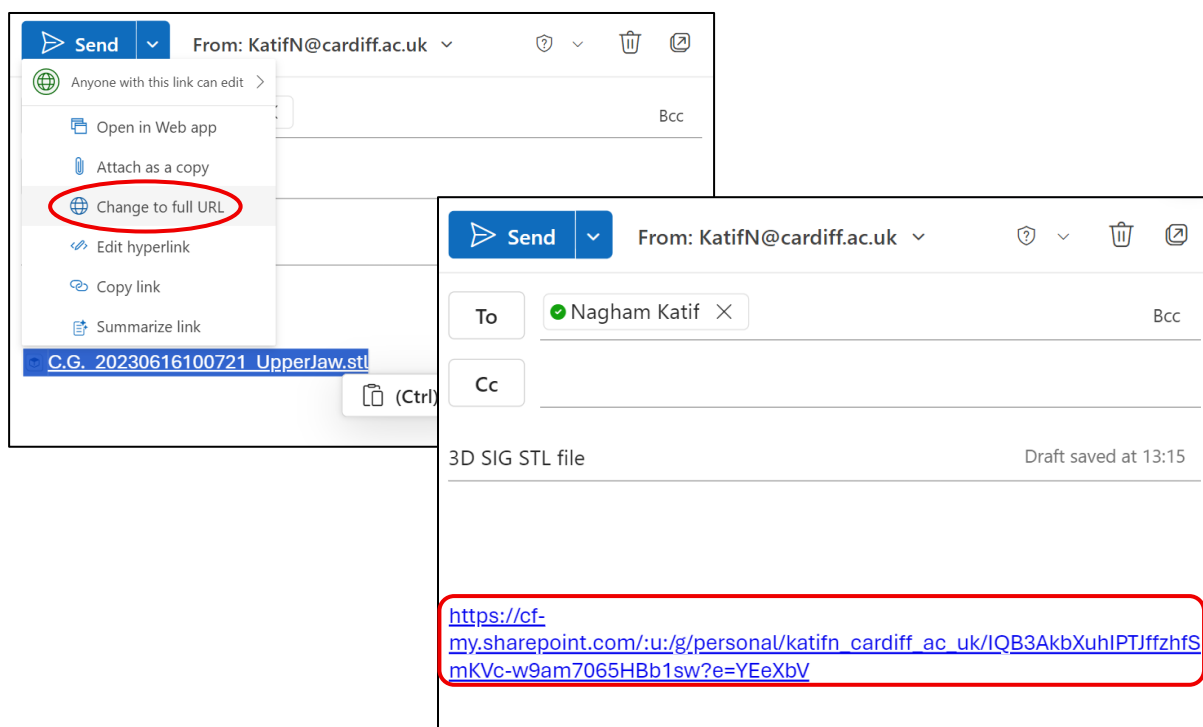
3. Change the link setting to **Anyone** and then select **Apply**. This will allow anyone outside your organisation to access the file without a sign-in.



4. Select **Copy link** and insert/paste it in an email as shown below.



5. Right-click on the inserted link and select **Change to full URL**. The link will change description as shown below. Include in the email a short description: the name of the file, what you have used it for (subject, year, program, etc.), and how you have used it (training, teaching, assessment, etc.). This information, your name, and the name of the institution/university/school you work at will be displayed on the 3D Forum Resource Library.



## File saved on Google Drive:

Please watch the links below. Once the link has been created, select **“Manage access”** and paste it into an email. Include a short description: the name of the file, what you have used it for (subject, year, program, etc.), and how you have used it (training, teaching, assessment, etc.). This information, your name, and the name of the institution/university/school you work at will be displayed on the 3D Forum Resource Library.

1. [How to Create a URL Link for a PDF Document - YouTube](#)
2. [How To Create URL Link For Folder - Step-by-Step Guide](#)