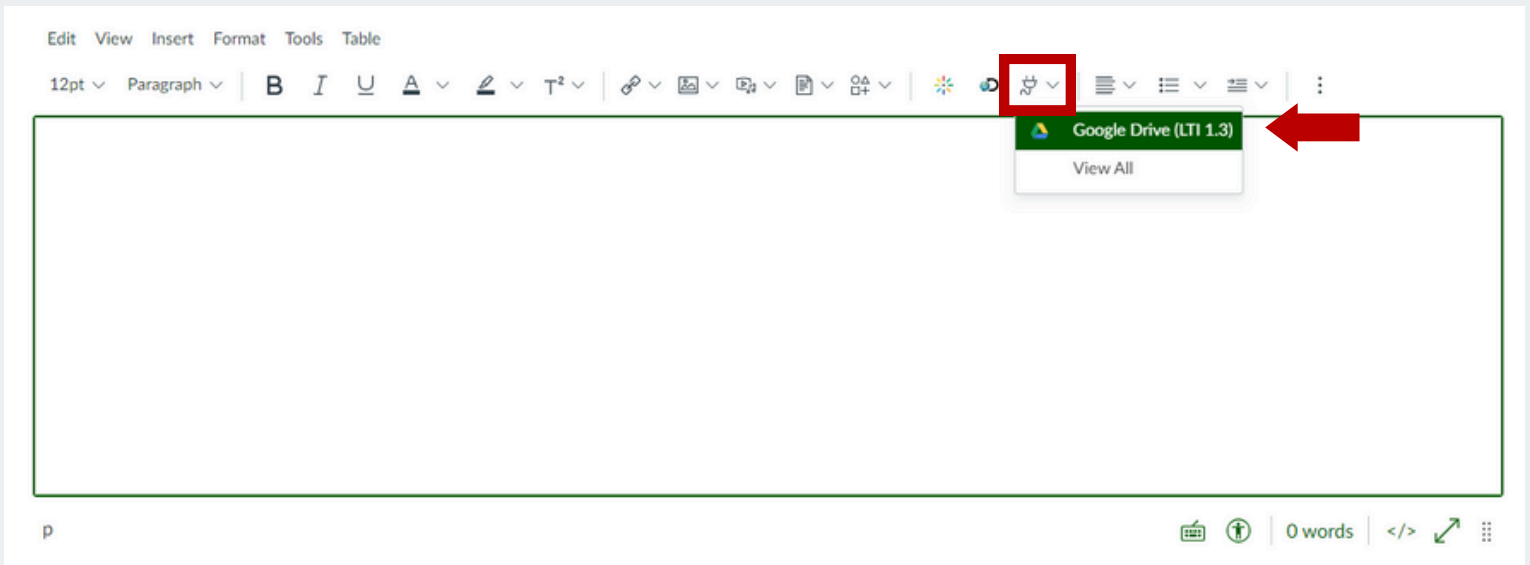
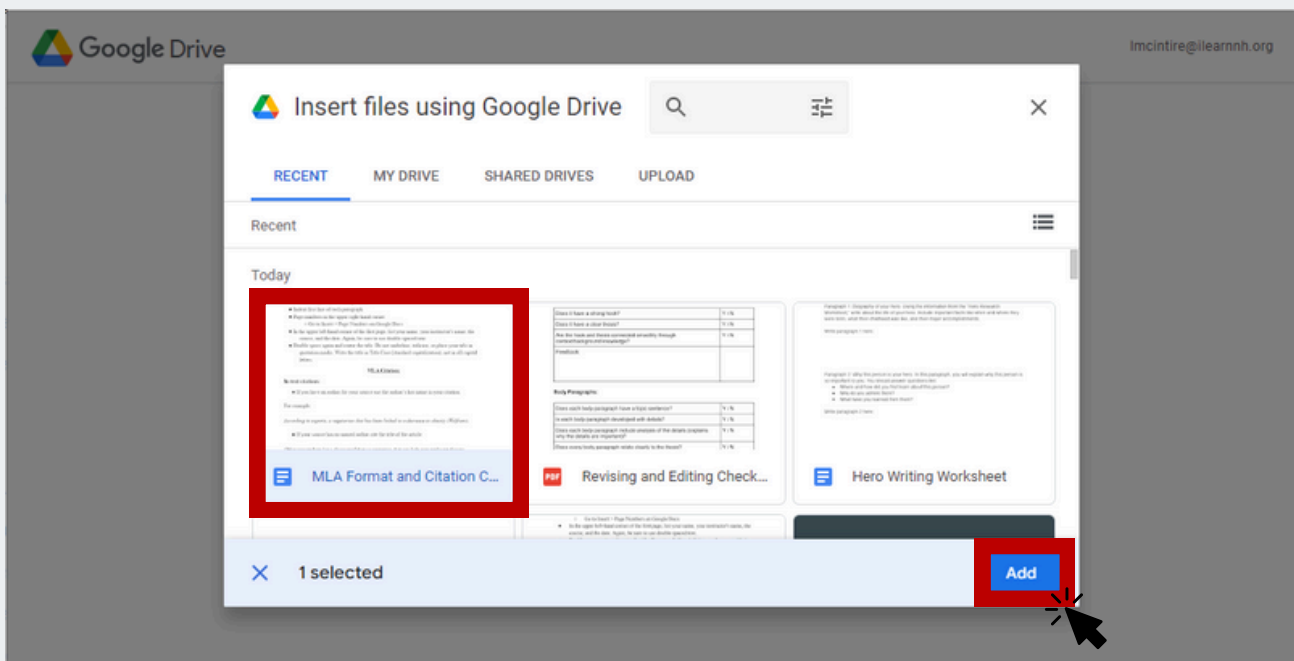


# How to Embed Files From Your Google Drive Into the Rich Content Editor (RCE)

1) Locate the **External Tools button** in the RCE. This button has a **plug icon** and will be located in the toolbar. Google Drive LTI 1.3 will appear in the dropdown menu if you have used it recently. If you do not see it, you can select "**View All**" and search for it.



2) You will be asked to select a file from your Google Drive. Choose the file you would like to embed and click "Add."



3) Your file will appear in the RCE. You can add more content (text, images, media, etc.) to the RCE if you would like. Click "Save" or "Save & Publish" when you are done.

The screenshot shows a rich text editor interface. At the top, there is a menu bar with options: Edit, View, Insert, Format, Tools, Table. Below the menu bar is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, font size), alignment, and other functions. The main editing area contains the following text:

General MLA (Modern Language Association) Guidelines:

Type essays in this format:

- 12-point font
- Times New Roman (my preference) or Arial
- Double-spaced
- Normal margins (don't change them)
- Indent first line of each paragraph
- Page numbers in the upper right-hand corner

Below the editing area, there are several options and controls:

- A small 'p' icon on the left.
- On the right, there are icons for a toolbar, a share icon, and text indicating '0 words'.
- Under 'Options', there is a dropdown menu set to 'Only teachers'.
- A checkbox labeled 'Add to student to-do' is currently unchecked.
- A 'Publish At' section with a date/time picker.
- At the bottom left, there is a checkbox labeled 'Notify users that this content has changed' which is unchecked.
- At the bottom right, there are three buttons: 'Cancel', 'Save & Publish', and 'Save'. The 'Save' button is highlighted with a red square, and a mouse cursor is pointing at it.