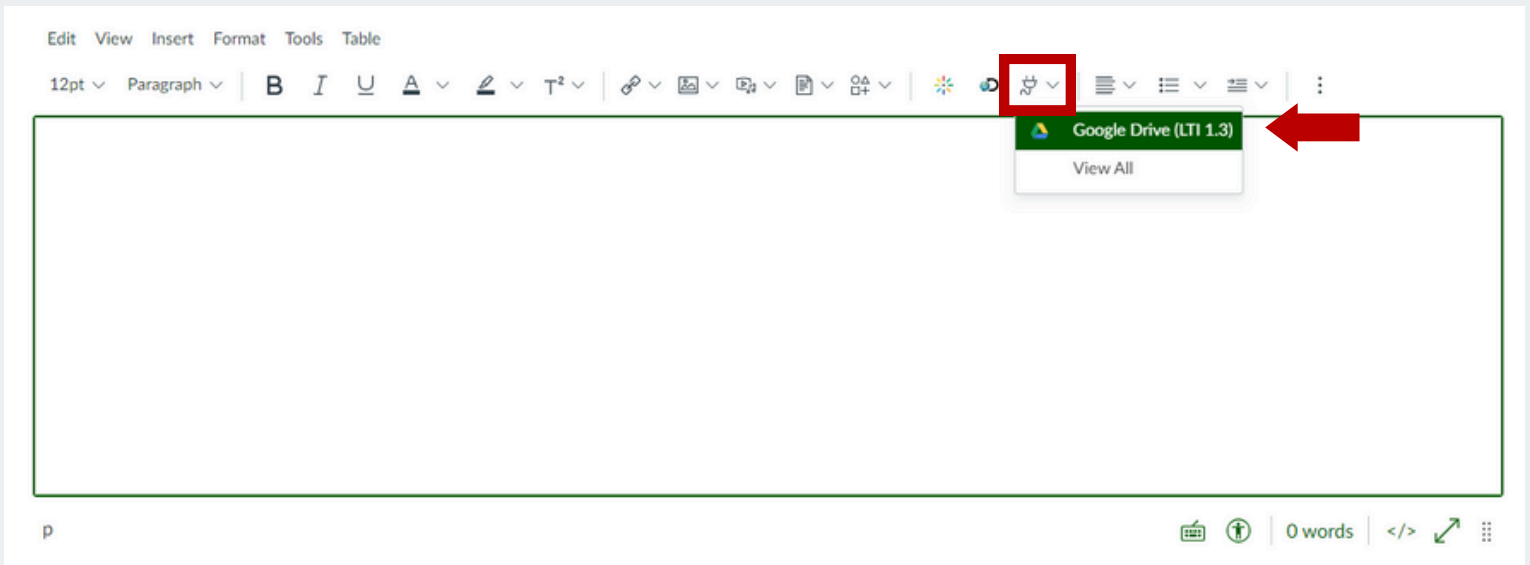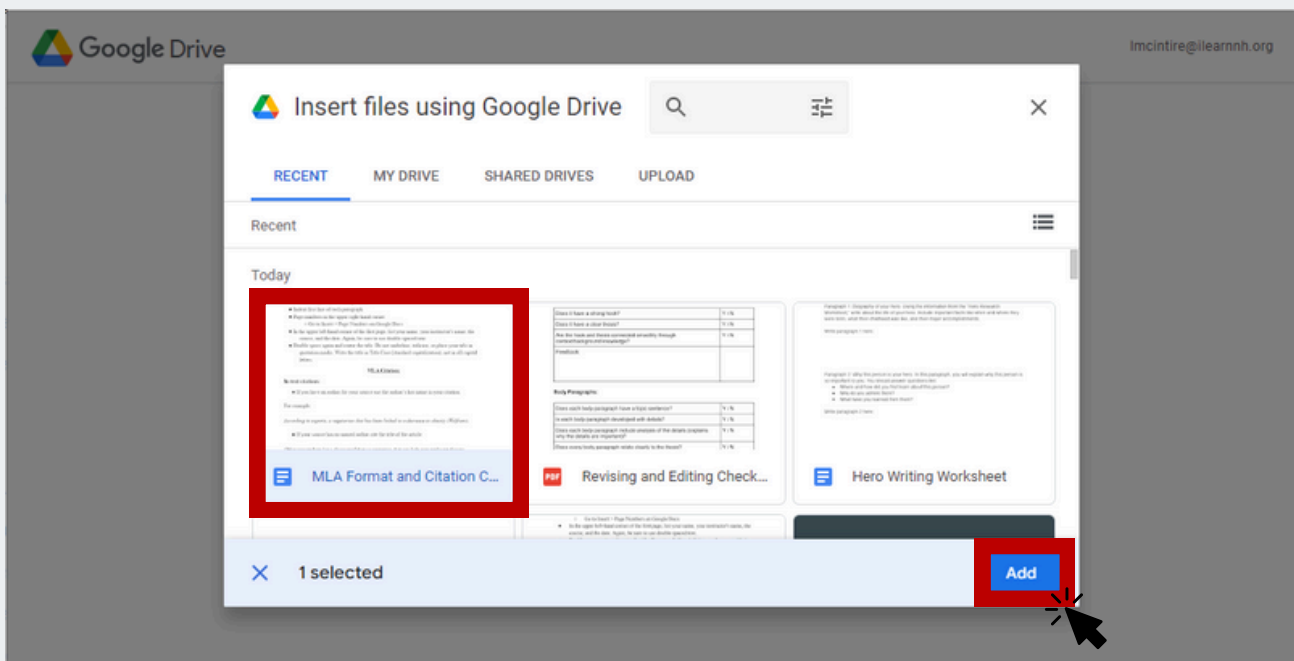# How to Embed Files From Your Google Drive Into the Rich Content Editor (RCE)

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.