

# How to Publish a Google Doc or Sheet for web viewing

## Google Doc

1. Make sure the Google Doc is stored on an FSGW Shared drive, not on a My Drive.
2. Open the Google Doc
3. Choose **File** → **Share** → **Publish to Web**
4. A pop-over form will be displayed
5. Just below **Published content & settings**, set **Restrict access to the following** to match the level of access control you want. For open access, uncheck **Restrict access to the following**. To restrict access to only those whose browser tab is logged into the fsgw.org Google Workspace, check **Restrict access to the following** and set the pull-down just below it to "Folklore Society of Greater Washington".
6. Under **Published content & settings** near the bottom, make sure **Automatically republish when changes are made** is selected, which it is by default.
7. If the Google Doc is already published, there will be a **Stop publishing** link just below **Published content & settings** and a Link will be displayed
8. Click the **Publish** button
9. A pop-up will ask **Are you sure you want to publish this Selection?** Click on **OK**.
10. The pop-over form will briefly (hopefully) display a message saying it's **Publishing...**
11. When it says **Published**, select and copy the Link that is displayed. Note that the Link text extends well to the right of what is visible, so be careful to select all of it.
12. Paste the link into the wiki where you want it.
13. If you click on **Embed** to the right of **Link**, it will show HTML code to display the published Doc in an iframe, which might suit your needs better.

## Google Sheet

1. Make sure the Google Sheet is stored on an FSGW Shared drive, not on a My Drive.
2. Open the Google Sheet
3. Choose **File** → **Share** → **Publish to Web**
4. A pop-over form will be displayed
5. Just below **Published content & settings**, set **Restrict access to the following** to match the level of access control you want. For open access, uncheck **Restrict access to the following**. To restrict access to only those whose browser tab is logged into the fsgw.org Google Workspace, check **Restrict access to the following** and set the pull-down just below it to "Folklore Society of Greater Washington".
6. Under **Published content & settings** near the bottom, make sure **Automatically republish when changes are made** is selected, which it is by default.
7. If the Google Sheet is already published, There will be a **Stop publishing** link just below **Published content & settings** and a Link will be displayed
8. **Entire Document** and **Web page** should already be selected. If not, then select those.
9. Click the **Publish** button
10. A pop-up will ask **Are you sure you want to publish this Selection?** Click on **OK**.
11. The pop-over form will briefly (hopefully) display a message saying it's **Publishing...**

12. When it says **Published**, select and copy the Link that is displayed. Note that the Link text extends well to the right of what is visible, so be careful to select all of it.
13. Paste the link into the wiki where you want it.
14. If you click on **Embed** to the right of **Link**, it will show HTML code to display the published Sheet in an iframe, which might suit your needs better.

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