Adding a Google document

If you have something useful in a Google document which you would like to make available on the Rebel Toolkit, you can't upload it directly. You have a choice:

Turn the google doc in to a RT page

If possible, especially with more 'evergreen content' it is best to convert the content from the Google doc into a Rebel Toolkit page, ie. make a page on the Rebel Toolkit containing all the text from the Google document. Some people prefer to make a file in Notepad (or equivalent) on their computer and do all the work on that before pasting it in to the editor on the Rebel Toolkit. The formatting needs to be done in accordance with the Editing Pages instructions.

Link to the google doc

If the Google document has a lot of complicated formatting, you can just make a short page on the Rebel Toolkit with a description of the document in a few sentences and a link to the Google document. You can put links to several documents on one page if they are related. Bear in mind that the Rebel Toolkit is visible to everyone on the Internet: do not include links to any document with confidential information, eg personal email addresses.

The URL of the google doc can be made more secure by replacing the info after the last / with the word 'preview'. e.g.

Change this :

https://docs.google.com/document/d/1jqyCjGkfMrIFmUrFAZpwaHjFk0bYtcPkLhN_IGF-T5I/**edit**

Into this : https://docs.google.com/document/d/1jqyCjGkfMrIFmUrFAZpwaHjFk0bYtcPkLhN_IGF-T5I/**preview**
