Sharing your heritage project as a presentation

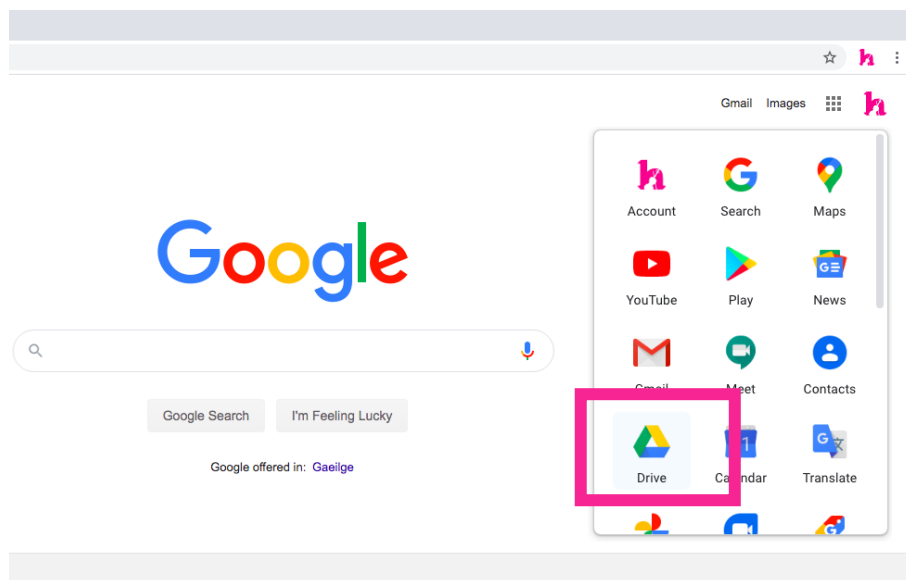To share your heritage project with us, we are asking you to create an embed link that can be submitted via www.heritageweek.ie.

Here is your step-by-step guide to uploading your heritage project as a presentation for National Heritage Week.
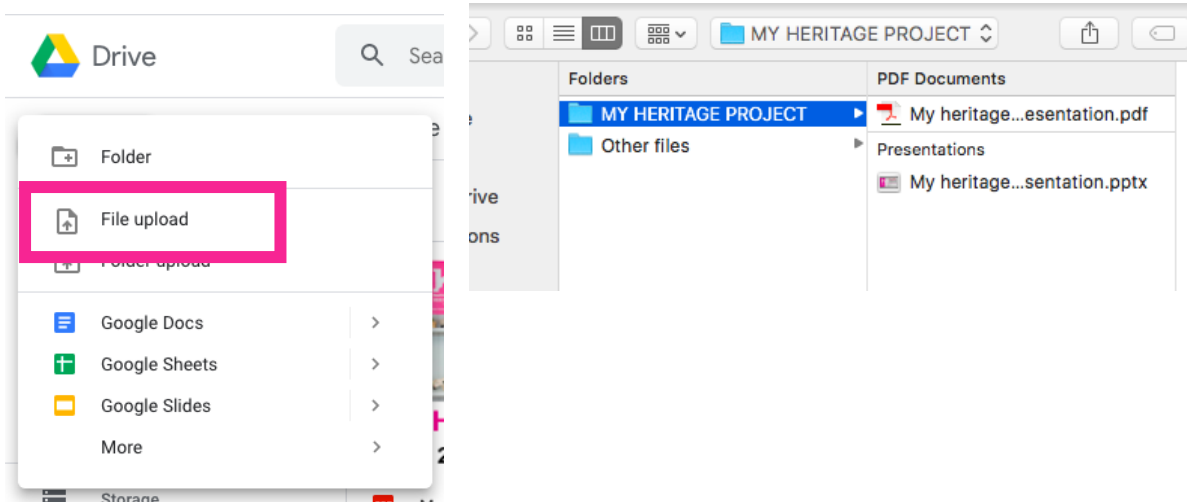
1. Upload your file into Google Drive.

Your project will first need to be uploaded into your Google Drive. You can access your Google Drive using your Gmail sign-in details. If you do not have an existing account, you will need to create one to share your project with us. You can find out how to create a Google Account here.

Starting at the Google.com search page, select Google Drive in the dropdown menu on the right-hand side.
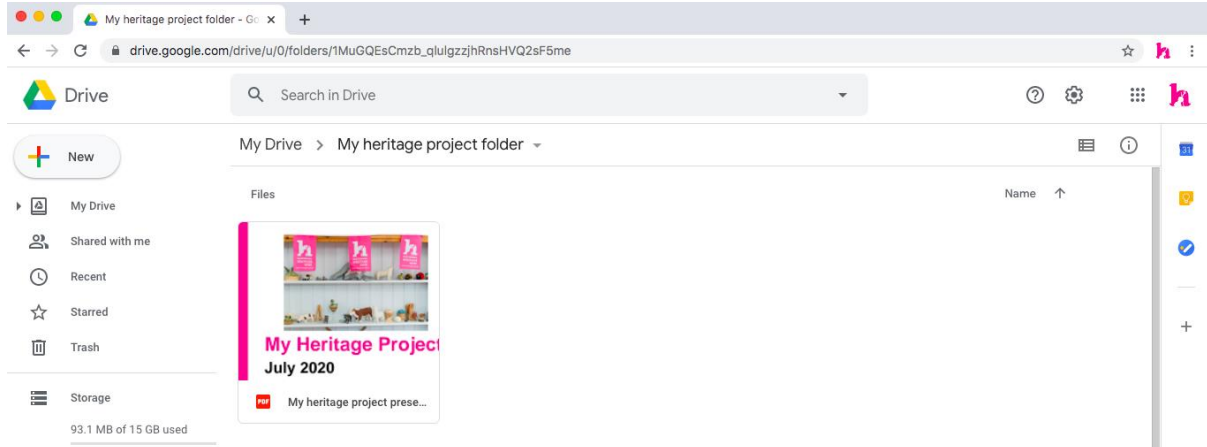
Step 1.1: Then select 'New' on the left-hand-side of the screen.

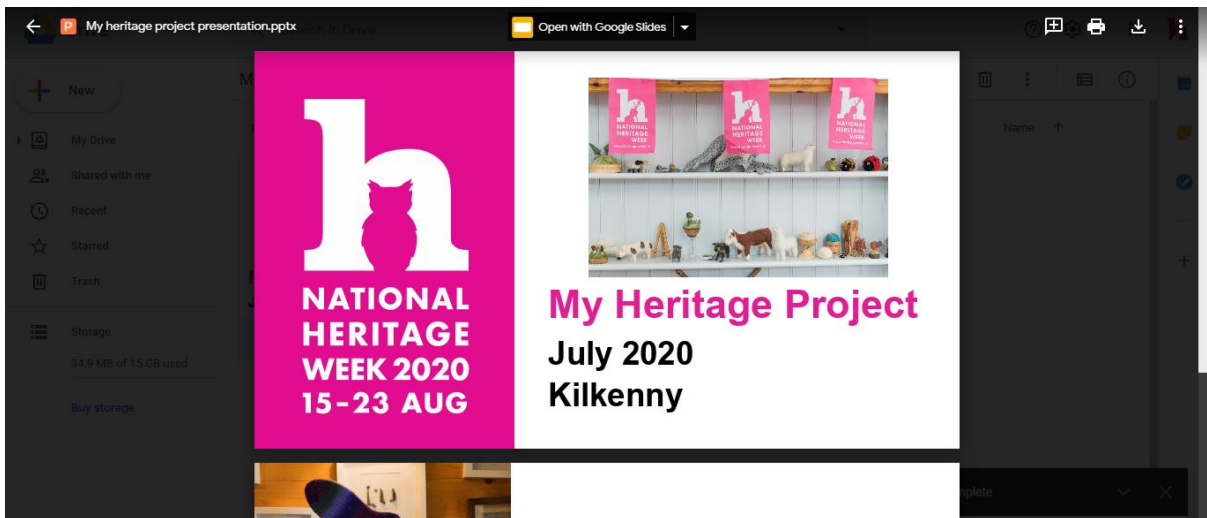**Step 1.2:** Click 'File upload' and select your presentation file from your documents.

Your project should now be uploaded to your Google Drive and will appear in 'My Drive'.

2. **Allow for your project to be shared on the internet.**

You will now have to change the settings on your document so that it can be viewed by others on the internet. This can be achieved in a few short steps.
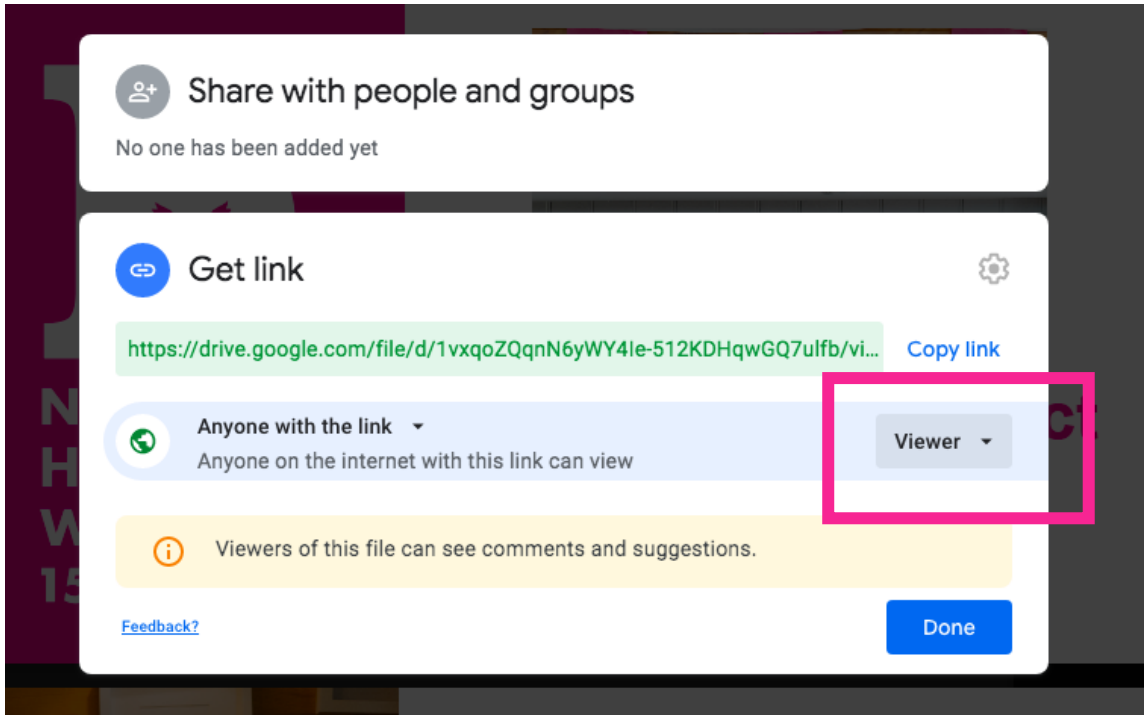
Step 2.1: Double-click on your presentation file and it will appear in a preview window, similar to this image:

Step 2.2: Click on the **menu button** on the upper right-hand-side of the screen then select 'share'.
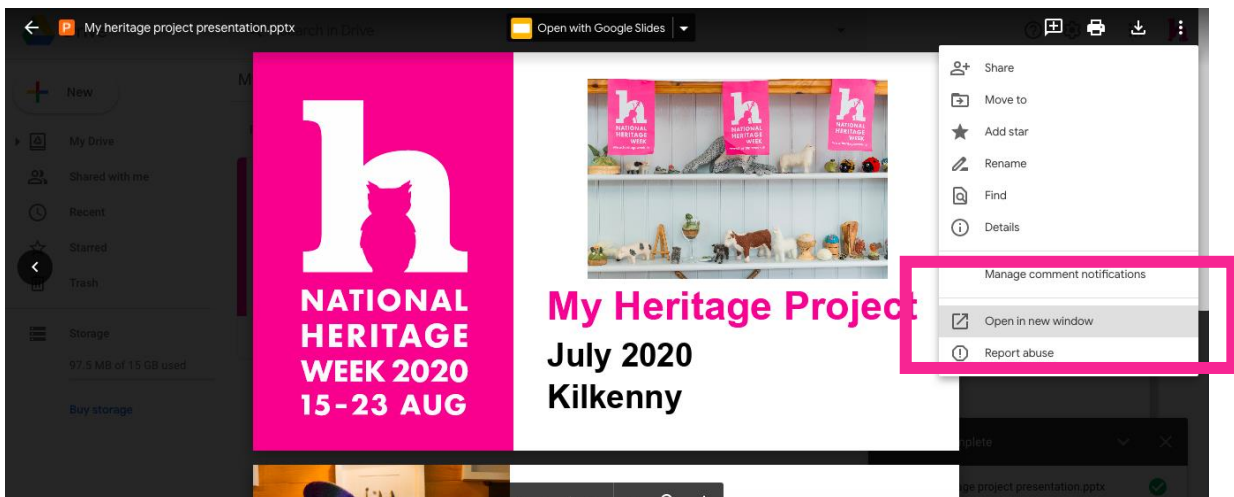

Step 2.3: You will now be able to see the share window. Change your settings to allow anyone with the link to be able to view your project. Your settings should match the image here. When you are finished, click 'Done'.
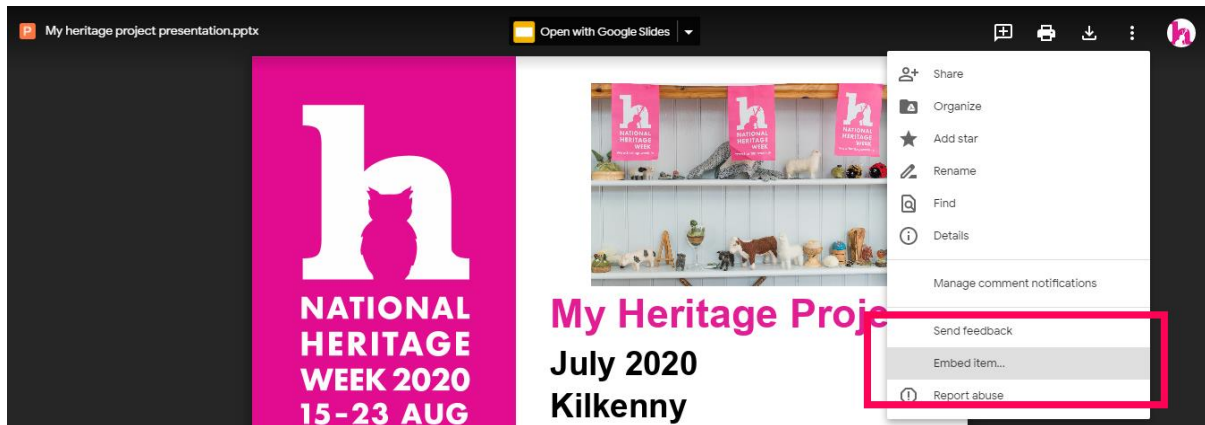
3. Create an embed link.

You have now allowed your project to be viewed by anyone who is linked to your document. You can now create an embed link to link your project to the National Heritage Week website so that the public can easily view your heritage project.

Step 3.1: Click the menu button on the top right-hand-side of the page and select 'open new window'.

Step 3.2: Once the window is opened, select **embed item.**

Step 3.3: In the pop-up window, copy the embed code in the box. In the next step, we will show you how to include the embed code in your project submission form.

4. Sharing your project with the National Heritage Week team

Now it's time to return to your heritage project submission form on the project organisers portal.

Share Your Project Result:

Your project format can be a YouTube video; an audio recording / podcast uploaded via SoundCloud; a Google Slides presentation or Google Docs report; a link to your community or organisation's newsletter, or another online format, such as a blog. If you opened – and moderated – a new social media account to tell others about your project a link to that can be shared too.

Please note that you will need to upload your project to your chosen platform before completing the form below. Check out the Technical Resources section in the project organisers' portal for step-by-step guides for uploading your project to the platforms listed above.

Video title: | Link url:
Title | https://

ADD +

Website title: | Link url:
Title | https://

Step 4.1: Scroll down to the Embed section of the form.

Step 4.2: In the Embed box, simply type your presentation title into the project title box and paste your embed code into the box below.

Embeds:

Paste in embeds from SoundCloud, Google Slides, Google Doc etc. here

My Heritage Project

`<iframe src="https://drive.google.com/file/d/1k1k4li5oKNvCiLJTdOR05369xL0ZmBlK/preview" width="640" height="480"></iframe>`

ADD +

Step 4.3: Then when you are happy that you have completed the form, sharing all elements of your heritage project with us, scroll to the bottom of the form and click **submit for approval.**