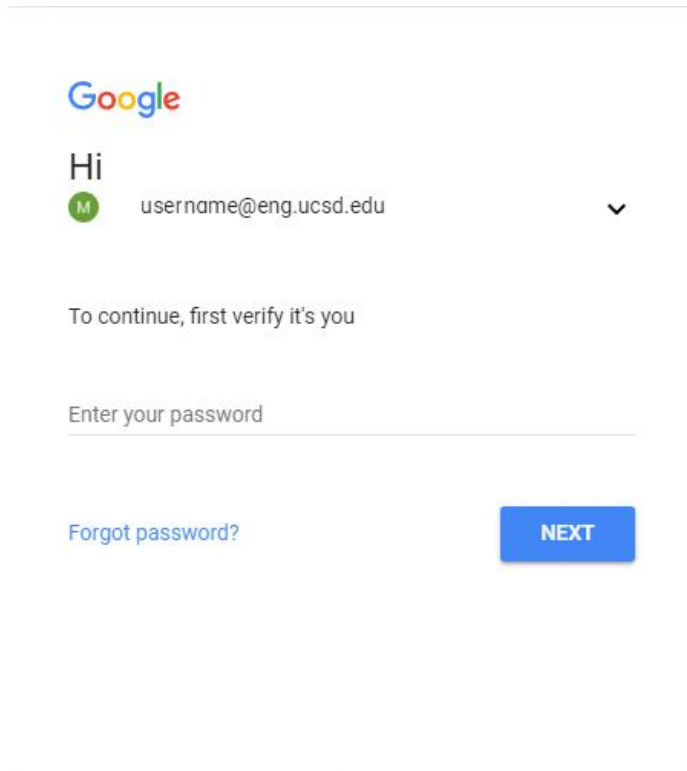# Publication Link Instructions

For Departments not using Interfolio, or for Departments who prefer to create a publink within the file, the Jacobs School of Engineering has adopted Google Drives as the preferred location for creating the publink. Google drives does not change the link whenever an edit is made and thus there is no need to send the file back for updates to the publink if corrections are needed. Additionally, it reduces the number of publink errors when the file is with CAP reviewers. Another benefit is that the Google link will not expire.

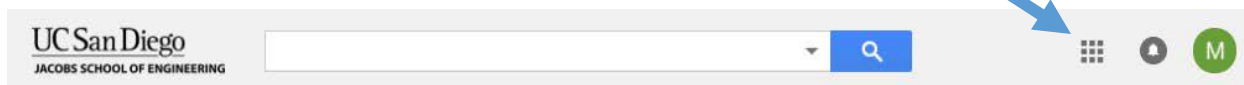Following are steps on how to create a publink on Google Drives using a PC.

Step 1
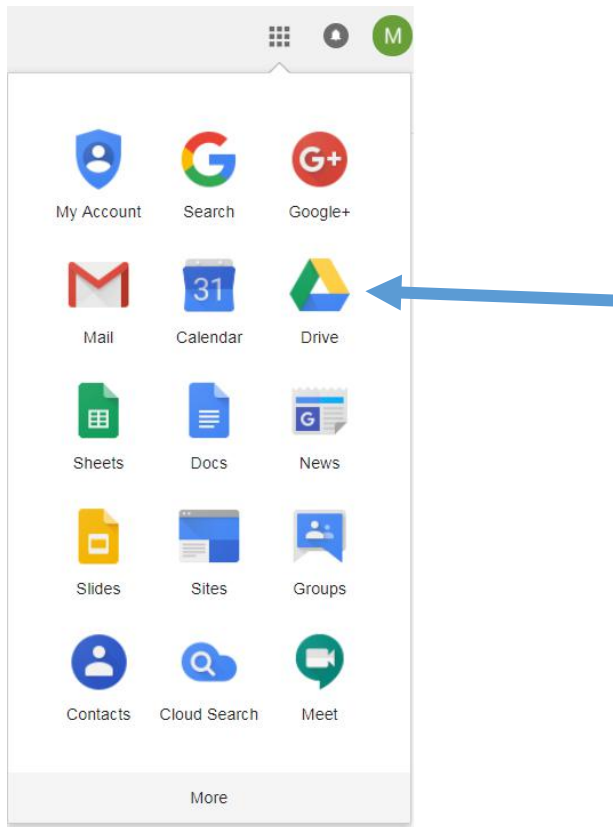Login to your engineering gmail account.

Step 2
Once logged in, click the stacked boxes icon in the upper right-hand corner.

Step 3
Select the multicolored triangle icon. (This will take you to the Google drive.)


Step 4
Once you are in the drive you can begin creating folders and subfolders. **DO NOT** create a "Team Drive" for publications as these have sharing restrictions. Make sure to create publication folders under the "My Drive Section." You will know that you are using the correct section because it will be highlighted and the icon will appear blue.
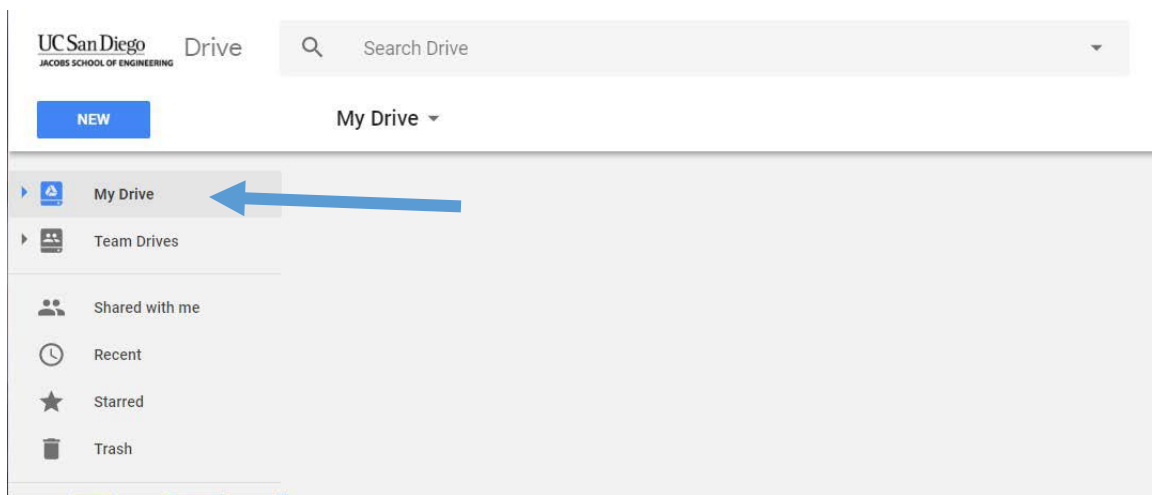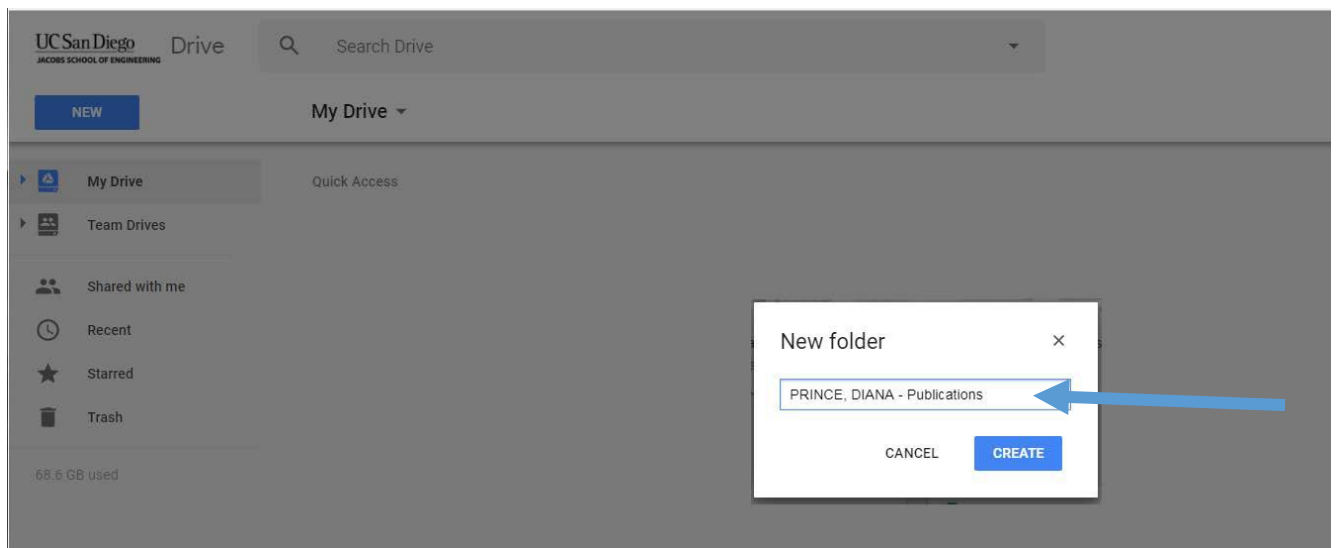
Step 5

Create folders and subfolders by clicking the "New" button and selecting "Folder."
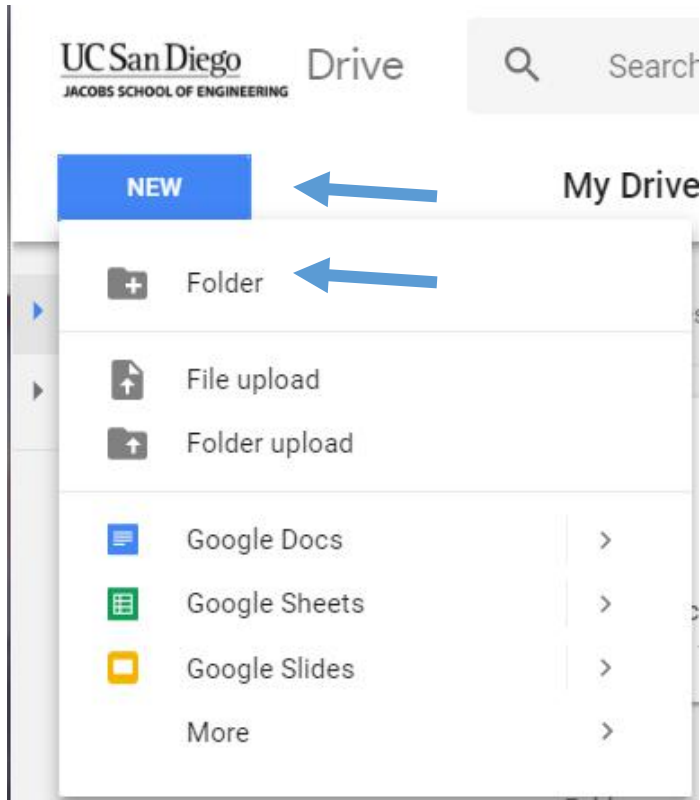
Step 6

A dialogue box will appear asking you to name the folder. The folder name should be the last name, first name of the faculty member followed by the word "publications".
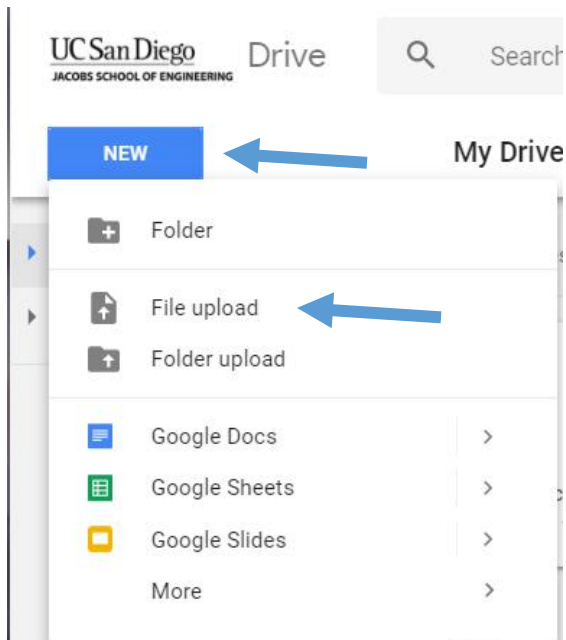
Step 7
Create subfolders using the same process as above by "type" of publication (i.e. Journal Articles, Books and Book Chapters, Conference Proceedings)
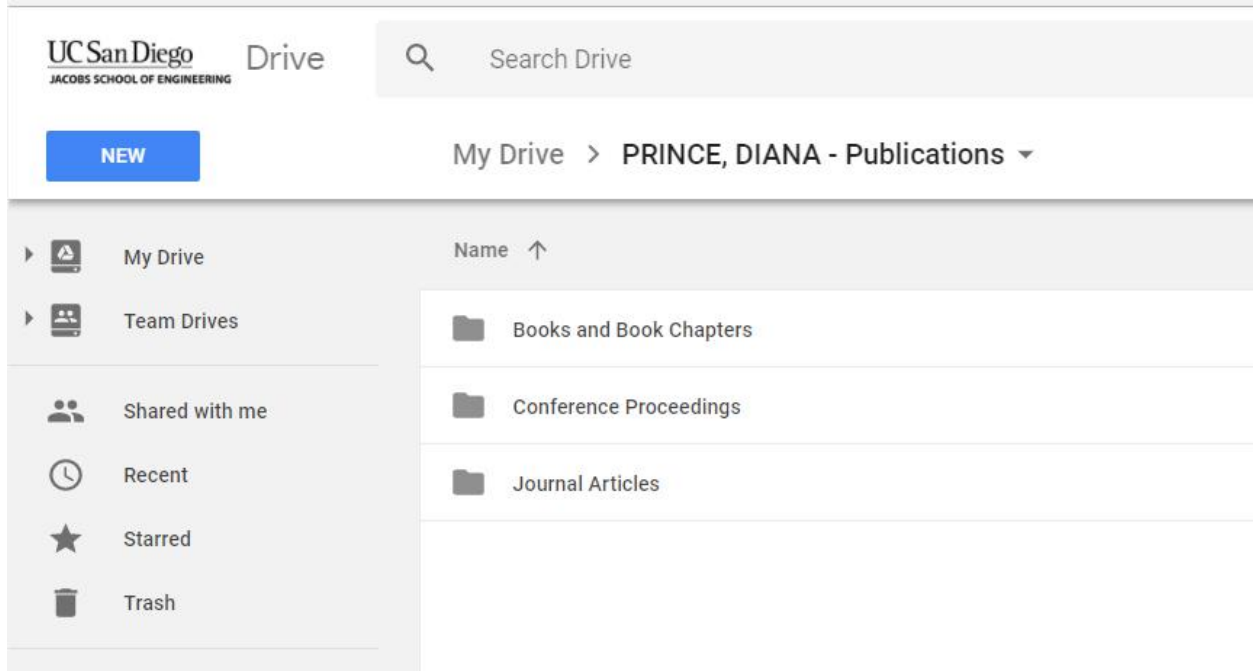

Step 8
While in the appropriate folder (i.e. Journal Articles, Conference Proceedings, etc.), click the "New" button and select "File Upload."

Step 9

This will bring up a dialogue box that will allow you to explore files. Select the folder where you the publications are located and upload the selected files. Make sure that the files are labeled according to their corresponding position on the BioBib (i.e. A.I.114, A.II.3, A.III.5).
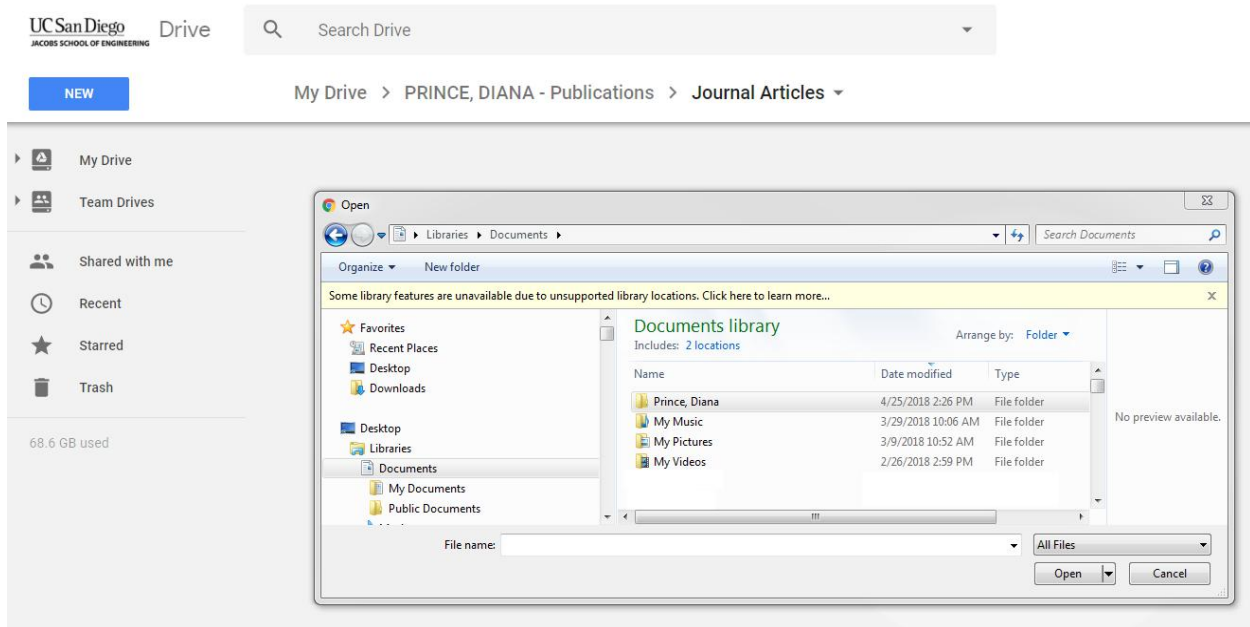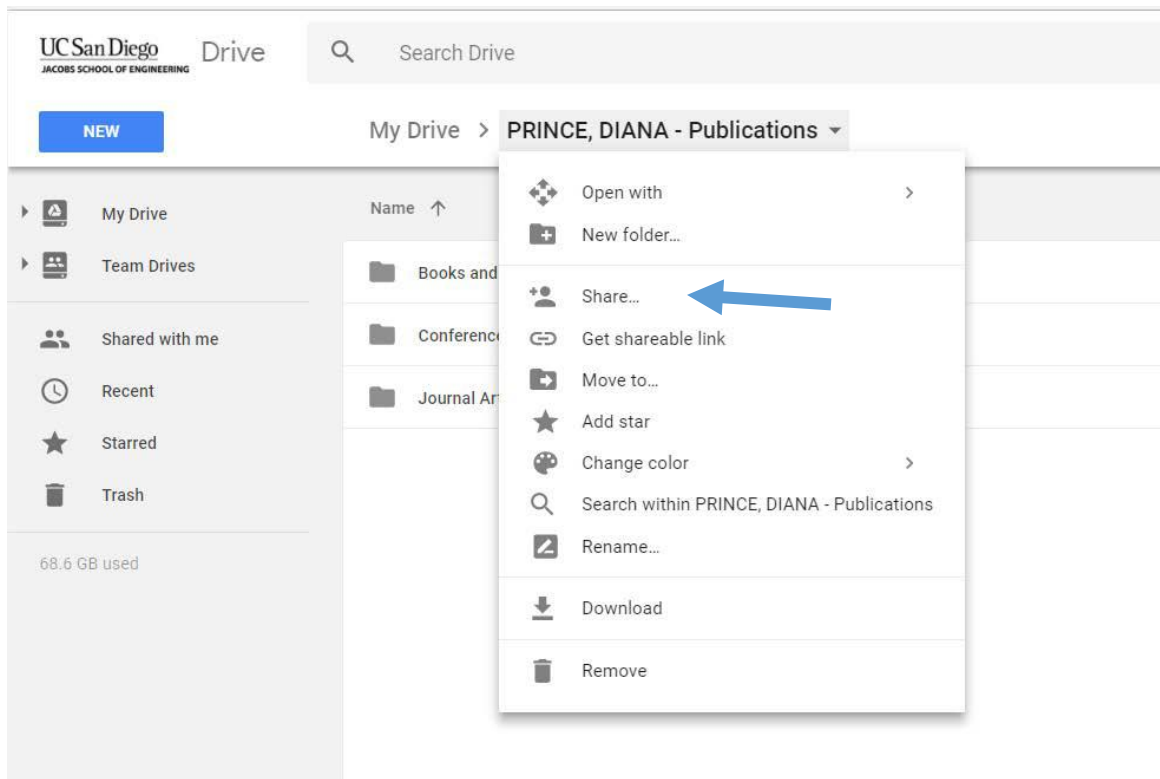

Step 11

Once all of the publications are uploaded to the appropriate folders make sure to ensure that the link is accessible to reviewers. Do this by going to the top folder and by placing your mouse over it and right clicking it.
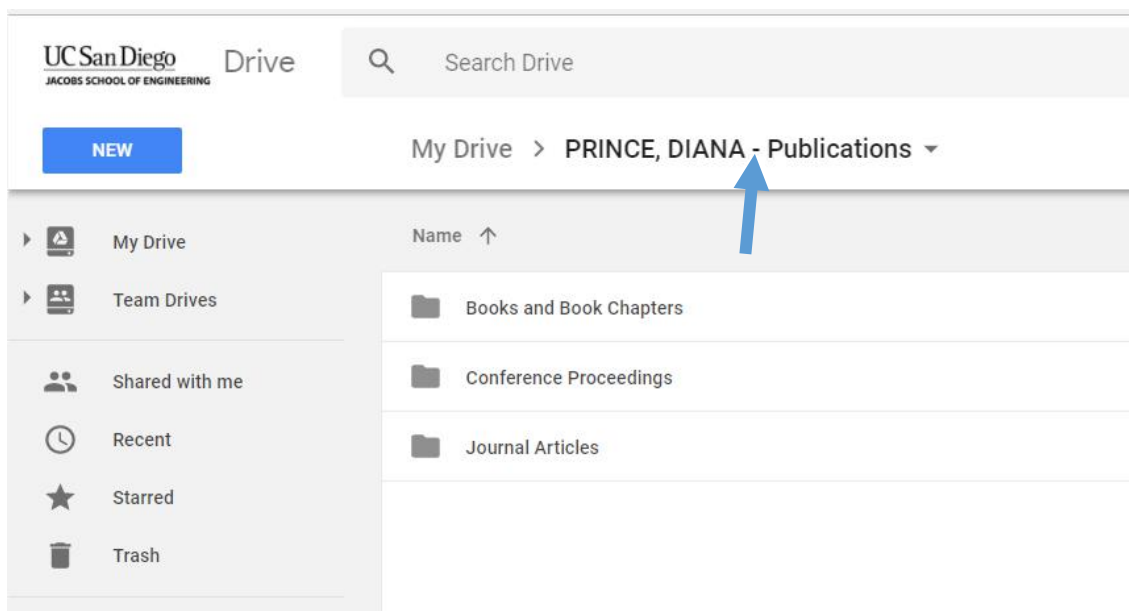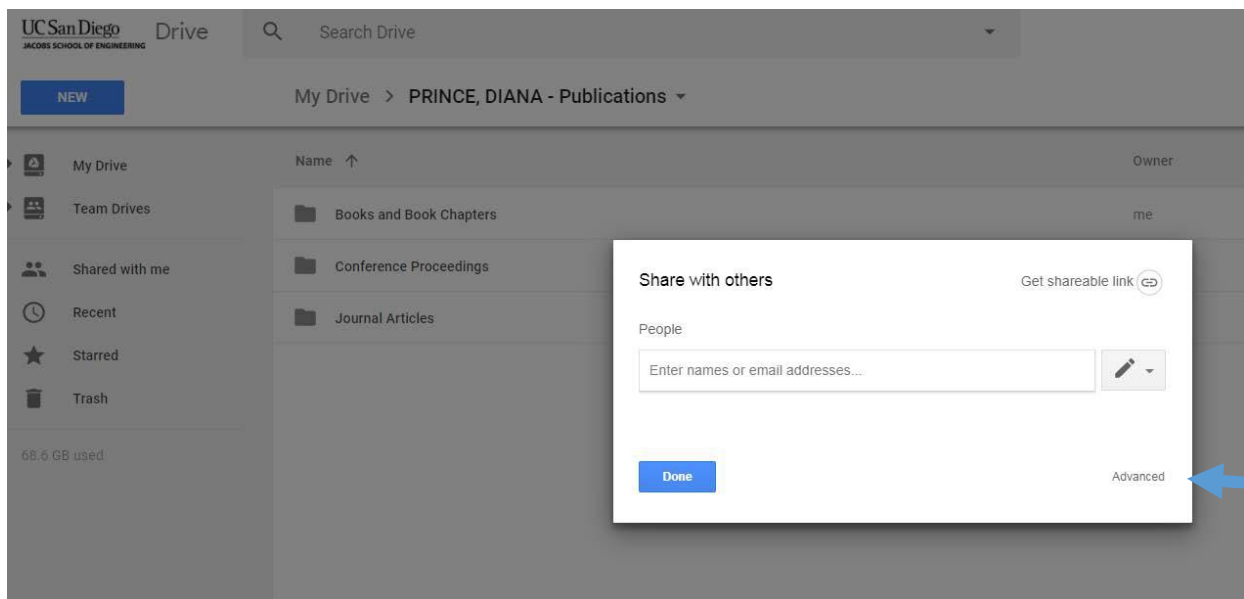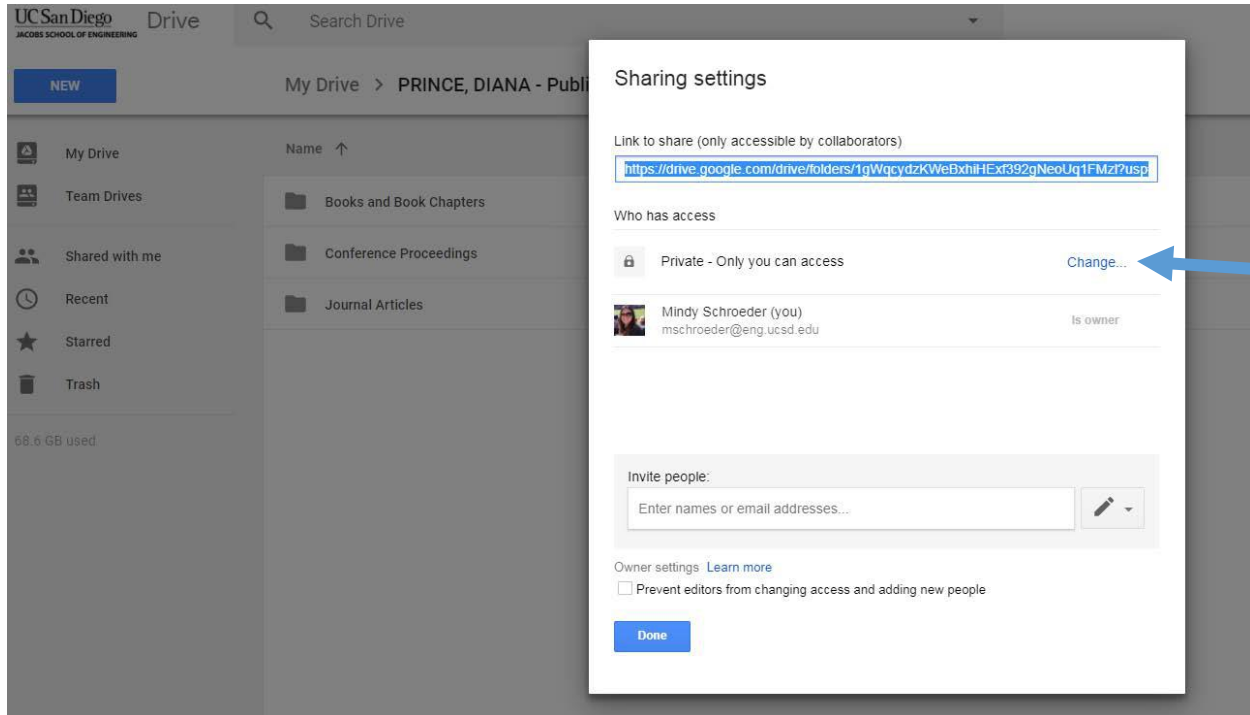
Step 12
A menu list will appear. Select "share."

Step 13
A "Share with others" dialogue box will open. Select "Advanced" in the lower right corner.

Step 14

This will open the "Sharing settings" dialgoue box. Under "Who has access," it will list options for both the link and for individuals who can access the folder. If the link option does not already say "On – Anyone with a link", click on the change button.
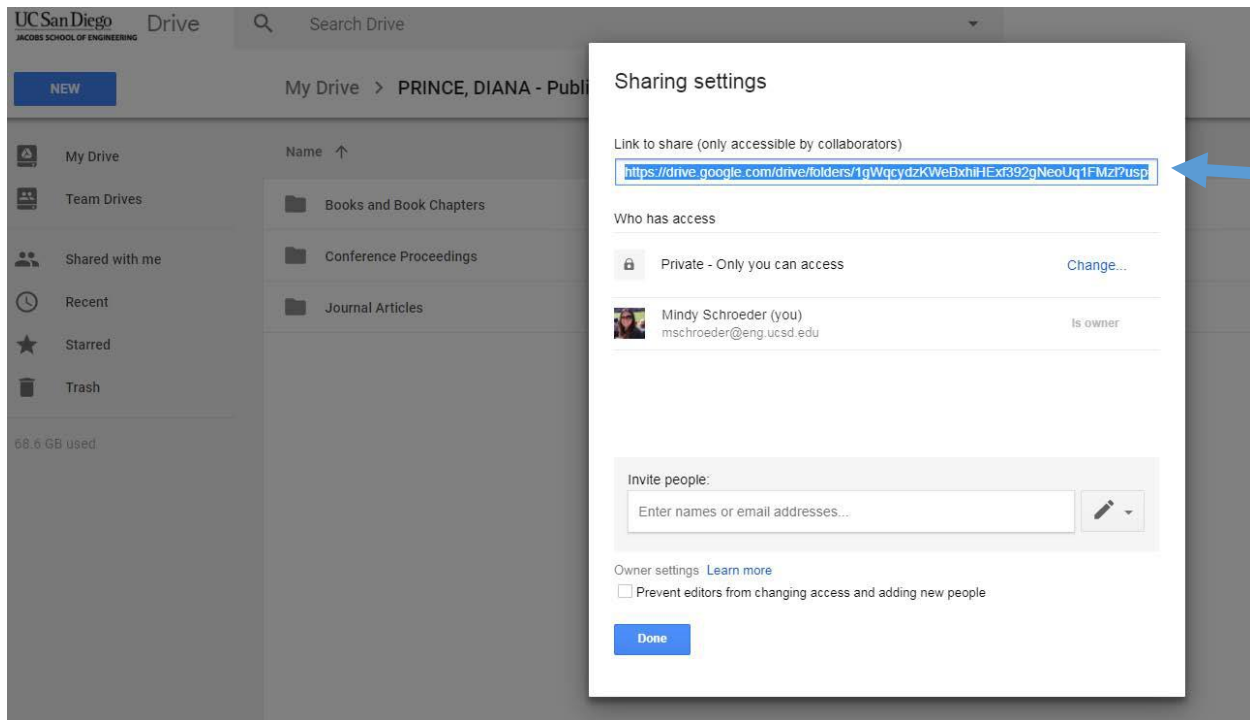

Step 15

A new "Link sharing" dialogue box will open. Select "On – Anyone with the link" and hit save.
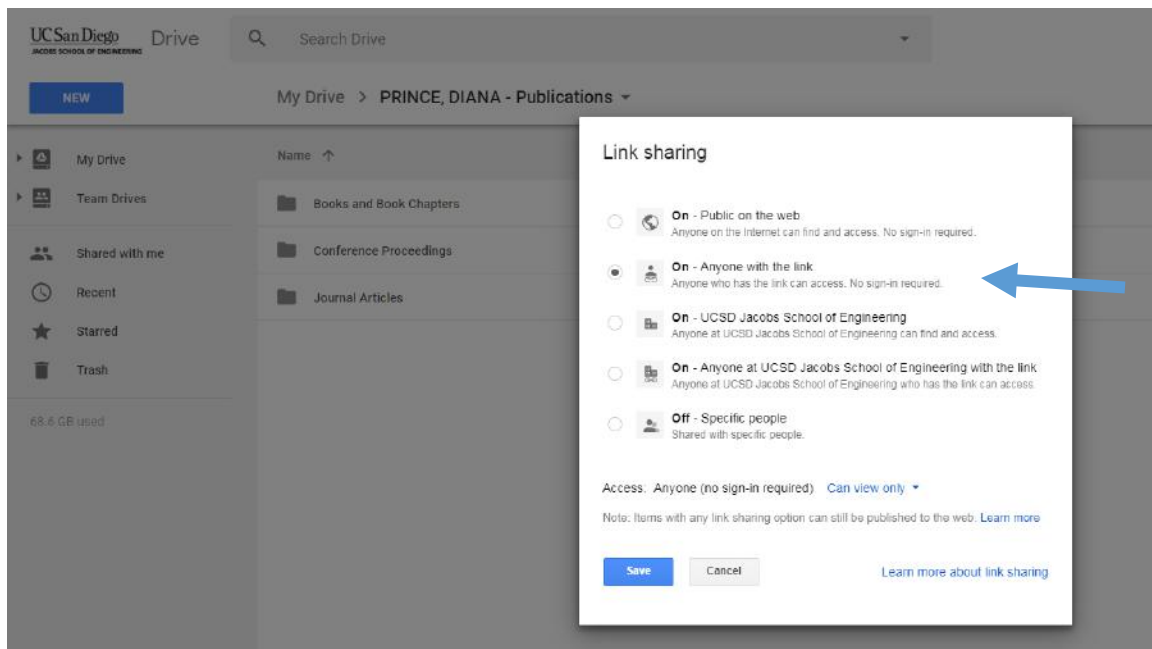
Step 16

Once you've made your selection ,the "Link sharing" dialogue box will close and return to the "Sharing settings" box.   From here you can copy and paste the publink.

Step 17

When you are finished click "Done" and the "Sharing settings" dialogue will close.