

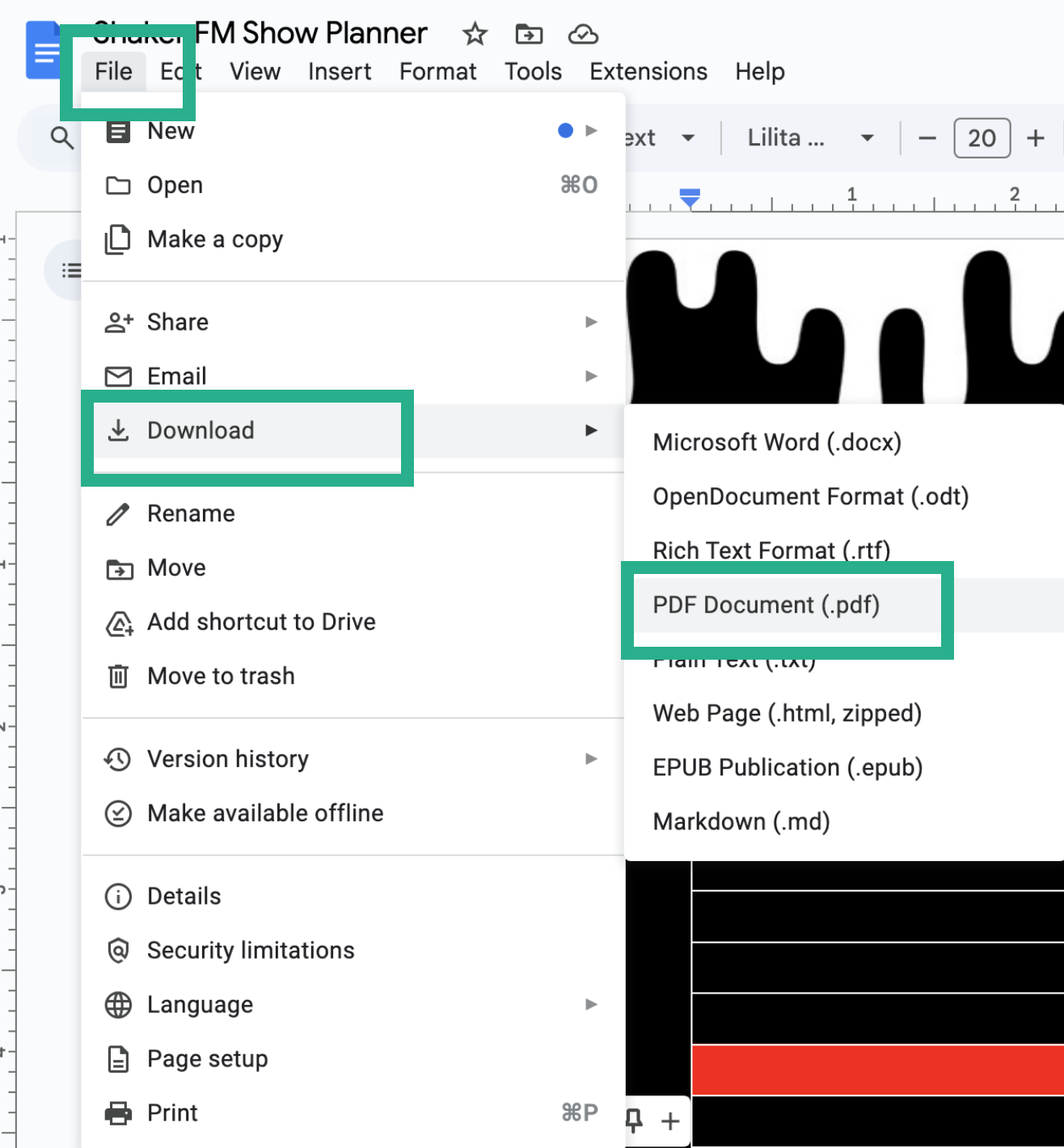
# Using Google Docs Templates from Creator Shakers Hub

USE TEMPLATE

Click on Use  
Template.



**Option One – Export as  
PDF & Upload to Hub.**



Click on File,  
Download and  
PDF Document.

Assignment Submission

Assignment answer form

Paragraph **B** *I* U A       

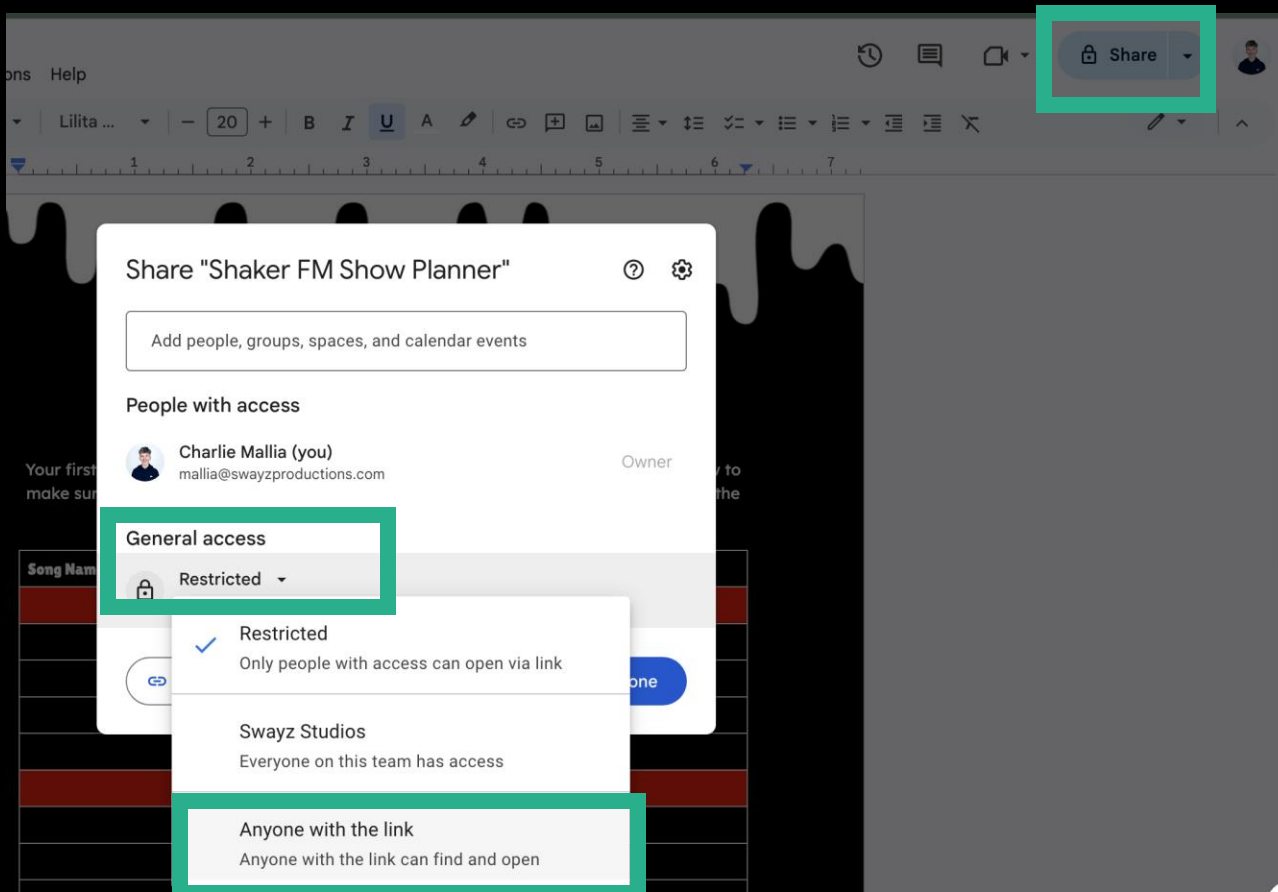
Attach assignment files (Max: 5 file)

[Choose file](#) File Support: Any standard Image, Document, Presentation, Sheet, PDF or Text file is allowed

[Submit Assignment](#)

Click Choose  
File and then  
submit  
assignment.

# Option Two – Share File Directly



Click Share and  
change the  
access to  
“Anyone with  
the link”

## Share "Shaker FM Show Planner"



Add people, groups, spaces, and calendar events

### People with access



Charlie Mallia (you)  
mallia@swayzproductions.com

Owner

### General access



Anyone with the link ▾

Anyone on the internet with the link can view

Viewer ▾



Anyone with the link to this file can  
**Sharing directly using email address**  
better control and security.

#### ROLE



Viewer

Commenter

Editor

Copy link

Click Viewer and  
change it to  
editor, then click  
Copy Link.

CREATOR  
SHAKERS

Assignment Submission

Assignment answer form

Paragraph ▼ **B** *I* U A ▼ ☰ ☷ ☹ ☹ ☹ ☹ ☹ ↶ ↷

Attach assignment files (Max: 5 file)

**Choose file** File Support: Any standard Image, Document, Presentation, Sheet, PDF or Text file is allowed  
Total File Size: Max 10 MB

**Submit Assignment**

Paste the URL  
into the form  
and click submit  
assignment.

# **Please Note** *(option two)*

**If we cannot access your work, you will**  
**NOT be assessed for it and may miss**  
**some parts of the course. It's important**  
**you follow these steps carefully.**