



Writing Partners @ Sac State




Virtual Letter
Exchange
Procedures

Overview

- **Compile:** *Save student letters as a PDF*
 - Collect letters from students
 - Read/vet letters
 - Compile letter into one PDF file/folder
 - Go to Google Drive link
 - **Faculty:** *Your folder is labeled by your name*
 - **Teachers:** *Your folder is labeled by your school name*
 - Upload letters to folder
 - **Faculty:** *Upload your students letter to the School Folder*
 - **Teachers:** *Upload your students letters to your partner faculty folder*
- **Share with Students:** Go to folder and share letter with students
 - Go to Google Drive Link
 - Download student letters
 - Share letters with students



Google Drive Access



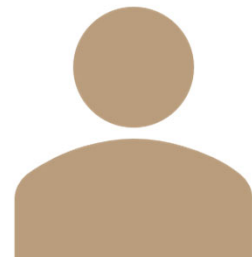
1. The Community Engagement Center (CEC) will provide you with a unique link to access your folder in the Sac State Writing Partners Google Drive.
 - **Faculty:** Your folder is labeled by **your name**
 - **Teachers:** Your folder is labeled by **your school name**
2. Open the link to gain access to the folder.
3. Upload/download your students' letters to and from the Google Drive folder.

Letter file Naming conventions:

File folder: Faculty/Teacher first name, course and date (i.e. Vanessa HONR 1 Sec 1 Letters_0915)

Student letters: fromstudent to receivingstudent (i.e. Sammy's letter to Jennifer.pdf)

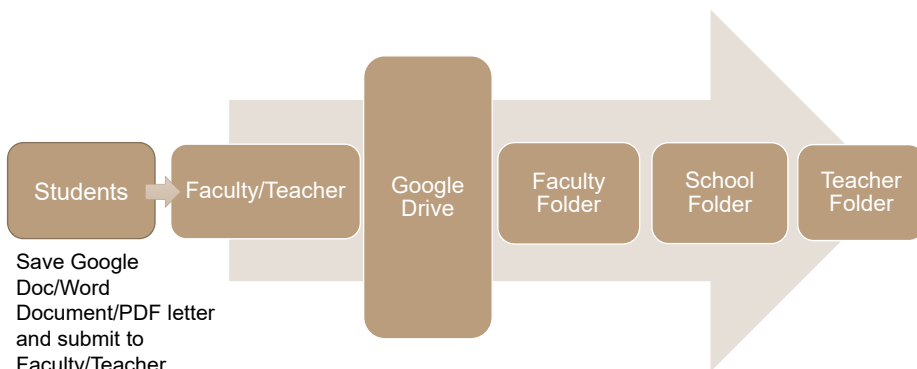
Note: If you have any issues gaining access, uploading, or downloading letters to and from the Google Drive, please email the team at sacstatewritingpartners@gmail.com and we will troubleshoot the issue



Letter Exchange Process



Students save and submit letter



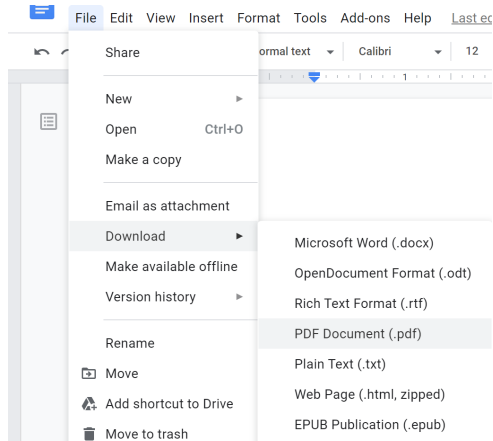
Save Google Doc/Word Document/PDF letter and submit to Faculty/Teacher

Save as:
Ex.
Sammy's letter to Jennifer.pdf



Save/Download document as PDF in Google Doc

In **Google Doc**, choose the doc you want to convert, go to **File > Download as > PDF Document (.pdf)**.



Save as:
Naming Convention
Example
 Sammy's letter to Jennifer.pdf



Save document as PDF in MS Word

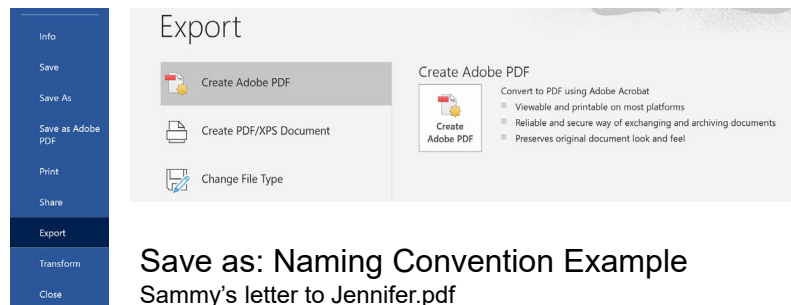
In **Microsoft Word**, go to **File > Export > Create PDF**

Alternatively,

Go to **File > Save as Adobe PDF**

Go to **File > Save As > Change "Save as type:" to PDF**

Go to **File > Print > Change Printer to Adobe PDF**



Save as: Naming Convention Example
 Sammy's letter to Jennifer.pdf



Convert document to PDF

If student is not equipped with a program to save or convert document file into a PDF

CEC will accept word document (.doc) or image (jpeg, png) files and convert the file into a PDF on the student's behalf if needed



Save as:

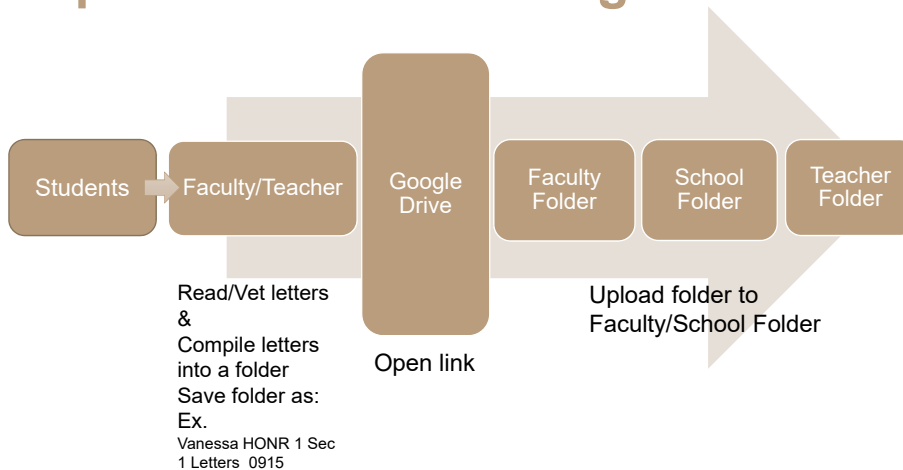
Naming Convention Example

Sammy's letter to Jennifer.<file type>

Adding clipart, word art, emojis, bitmojis to letters is accepted with faculty/teacher approval



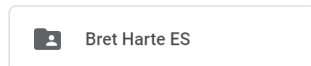
Faculty/Teacher compiles & uploads letters to Google Drive



Upload Files - Teachers & Faculty

My Drive > Sue Hobbs ▾ 👤

Folders



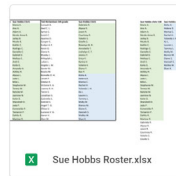
My Drive > Sue Hobbs > Bret Harte ES ▾ 👤

Folders

Paul Yenovkian

Ted Richardson

Files



Note: Teachers & Faculty partners will have a unique folder in which they make their letter exchanges



Upload Files – Faculty & Teachers

My Drive > Sue Hobbs > Bret Harte ES > Paul Yenovkian ▾ 👤

Folders

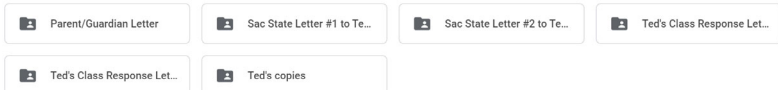
Name ↑



My Drive > Sue Hobbs > Bret Harte ES > Ted Richardson ▾ 👤

Folders

Name ↑



Note: Faculty will go into school folder then click on teacher folder (if partnering with multiple teachers in one school) to upload letters



Upload Files – Teachers to Faculty

My Drive > Sue Hobbs > Ted Richardson > Ted's Class Response Letters #1

Files | Name ↑

Sue Hobbs
Bret Harte ES

<p>From Aaron To Malika.pdf</p>	<p>From Alan to Shan xu.pdf</p>	<p>From Angel to Bianca(1)...</p>	<p>From Angela to Valerie.pdf</p>
<p>From Axel to Alyssa.pdf</p>	<p>From Ayanna to Jackie.pdf</p>	<p>From Chloe to Diane.pdf</p>	<p>From Cooper to Giselle.pdf</p>

Note: Please ensure the **to** and **from student name** is clearly stated on each letter



Upload Files – Faculty to Teachers

My Drive > Sue Hobbs > Ted Richardson > Sac State Letter #2 to Ted's Class

Files | Name ↑

Sue Hobbs
Bret Harte ES

<p>Alyssa R. letter to Axel 11...</p>	<p>Alyssa's letter to Jamaya ...</p>	<p>Annabelle's letter to Kevin...</p>	<p>Bianca's letter to Angel 1...</p>
<p>Courtney's letter to Isaiah...</p>	<p>Diana's letter to Xavier 11...</p>	<p>Diane's letter to Chloe 11...</p>	<p>Erica's letter to Mikaylah ...</p>

Note: Please ensure the **to** and **from student name** is clearly stated on each letter



Merge PDFs

If file sizes are too large, you can merge letters into one PDF file.

Open Adobe Acrobat DC to combine files:

- Open the Tools tab and select "Combine files."
- Add files: Click "Add Files" and select the files you want to include in your PDF. You can merge PDFs or a mix of PDF documents and other files.
- Arrange and delete content: Click, drag, and drop to reorder files or press "Delete" to remove any content you don't want.
- Combine files: When you're finished arranging, click "Combine Files".
- Save as a PDF file: Name your file and click the "Save" button.

That's it.

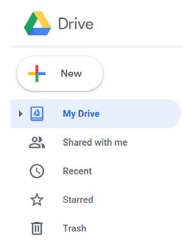
Note: If you merge letters into one file, please ensure the **to** and **from student name** is clearly stated on each page (letter)



Upload PDFs

Upload PDFs to Google Drive

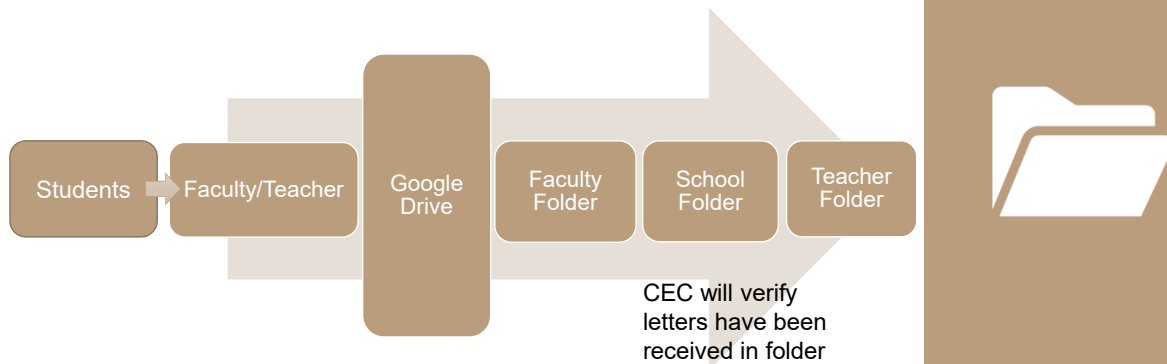
Go to the course or school folder you want to save the document(s) in > click the + New button > File Upload > Select file > Click Open



Alternatively, drag document(s) or document folder(s) you wish to upload from your desktop into the Google Drive folder



CEC verifies PDF letters



Split/Extract PDFs

Open the PDF in Adobe Acrobat DC:

- Choose “Organize Pages” > “Split.”
- Choose how you want to split a single file or multiple files.
 - Ex. Select “All Pages” > Split by Number of pages 1 Pages
- Name and save: Click “Output Options” to decide where to save, what to name, and how to split your file.
- Split your PDF: Click “OK” and then “Split” to finish. You can use additional PDF tools to extract pages or delete pages.

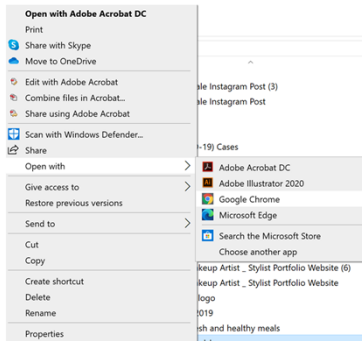
Alternatively

- Open your multipage PDF in Adobe Acrobat.
- Choose “Organize Pages” > “Extract”
- Check mark Extract Pages As Separate Files
- Highlight pages you wish to save as separate files
- Click Extract > Choose file destination > Click OK

Split PDFs

In Google Chrome Web Browser:

Right-click PDF file on your desktop > select "Open With"
> select Google Chrome
Click the Print icon on the top right corner of the page

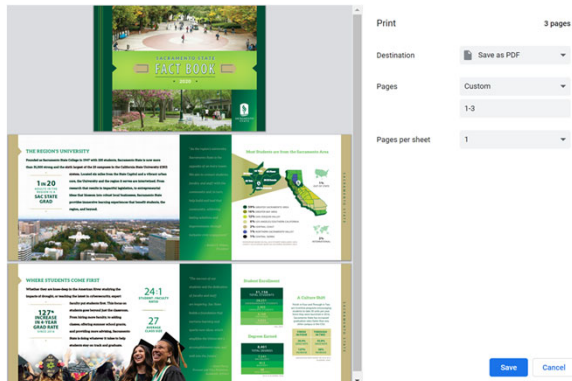


Note: If the PDF won't open in Chrome, type `chrome://plugins/` into the Chrome address bar and then click the "Enable" link under "Chrome PDF Viewer".

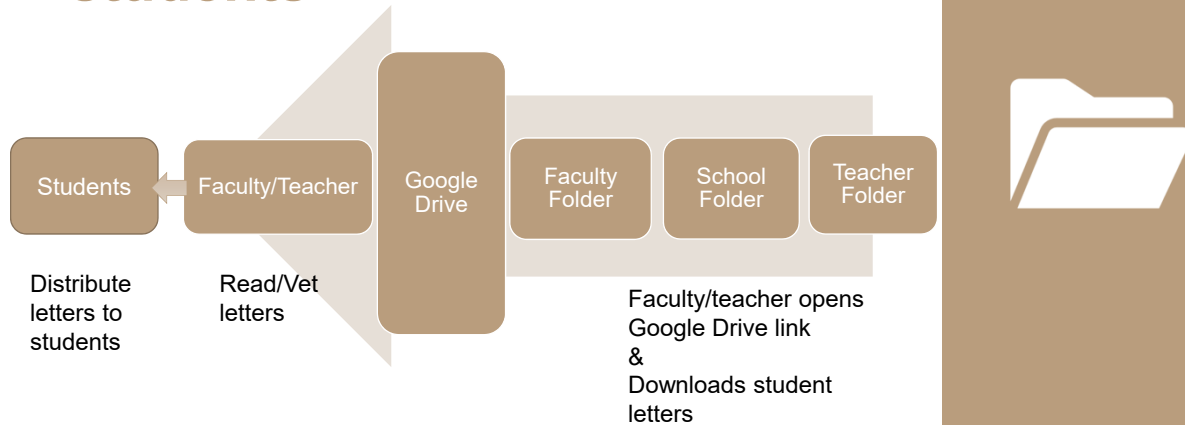


Split PDFs

In the drop-down menu next to "Destination" to select "Save as PDF".
In the drop-down menu next to "Pages" to select "Custom". Click or tab to the next field and enter the range of pages that you want to create as a new document.
Click the Save button.



Faculty/Teacher downloads & distributes PDF letters to students



Note:

This document is a general overview of the letter exchange process in Google Drive.

Feel free to modify on your end with what works best for you and your Writing Partner team members.



Questions?

If you have any questions, please contact the
Community Engagement Center at
sacstatewritingpartners@gmail.com

