**Creating Links**

Firstly, I need to give you access to amend Google Sheets / Docs, so I need your email addresses.

This is the location of the Walks schedule:

Monday: <https://docs.google.com/spreadsheets/d/10wUH1ozo-Bcdac1R8Kegas5i6Lv0E1_KQihHKLyCX_k/edit#gid=1065024815>

Tuesday: <https://docs.google.com/spreadsheets/d/10wUH1ozo-Bcdac1R8Kegas5i6Lv0E1_KQihHKLyCX_k/edit#gid=1851617752>

This is how you then add the links from the Meeting Place / Post Code / and Travel Details cells to

***What3Words***

***Ordnance Survey Maps***

***Grid Reference Finder***

The walk information will have already been added either by the Walk Leader or the Group Leader

You are just adding the links for start locations. It’s done in 3 formats in case members only have one of the 3 apps.

Open each of the above in Separate Pages.

1. Click on the content of the cell you want to link to and copy it.
2. Paste it into the one above you are wanting to link to.
3. It will open a new page hopefully showing the correct location.
4. Copy the URL.
5. Go to the top of the page and click on 'Inset' or right click on the cell and click insert. (Does not always work!)
6. It will come up with a drop-down box. Three quarters of a way down it will say **'insert link**' - click on that.
7. It will then show a small screen. The top box saying **Text** will show your What3Words, Grid Reference or Post Code depending on which one you are doing.
8. The bottom one will say **Link**.
9. Paste the relevant link into this box than click **Accept** or enter.
10. The text will turn from black to blue as the link becomes live.
11. If you have made an error, you can go back and correct it by **editing link.**