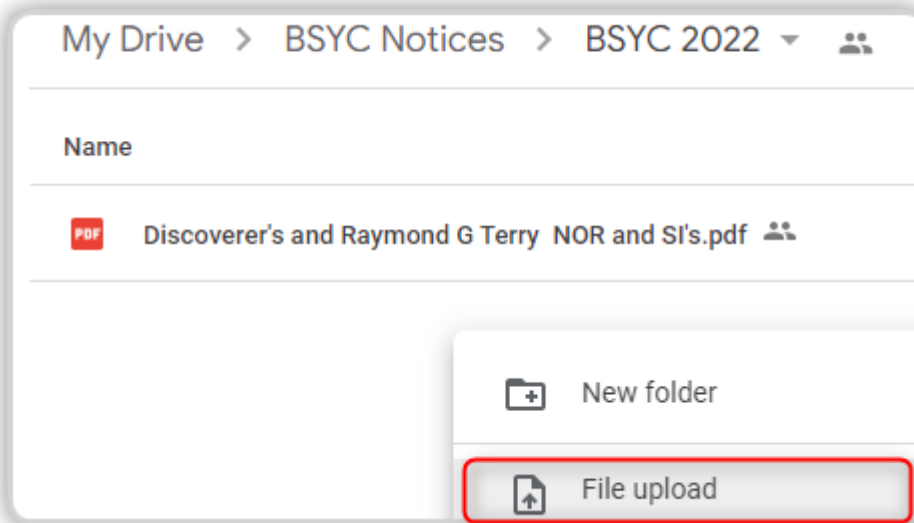


## BSYC Notices - Google Drive

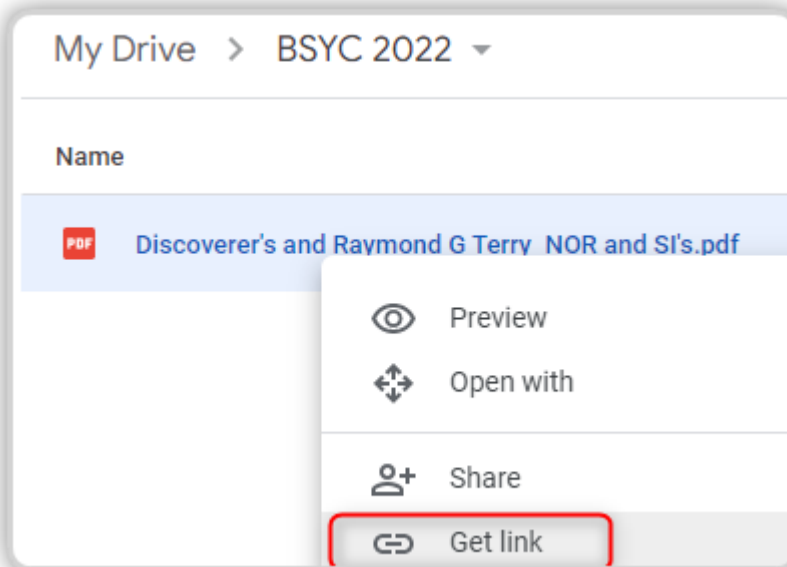
Step 1 - Open Google drive in Chrome or your internet browser:

<https://drive.google.com/drive/folders/1woVHc9Q3ApbrPGhERg3tzPs- ipf8j47?usp=sharing>

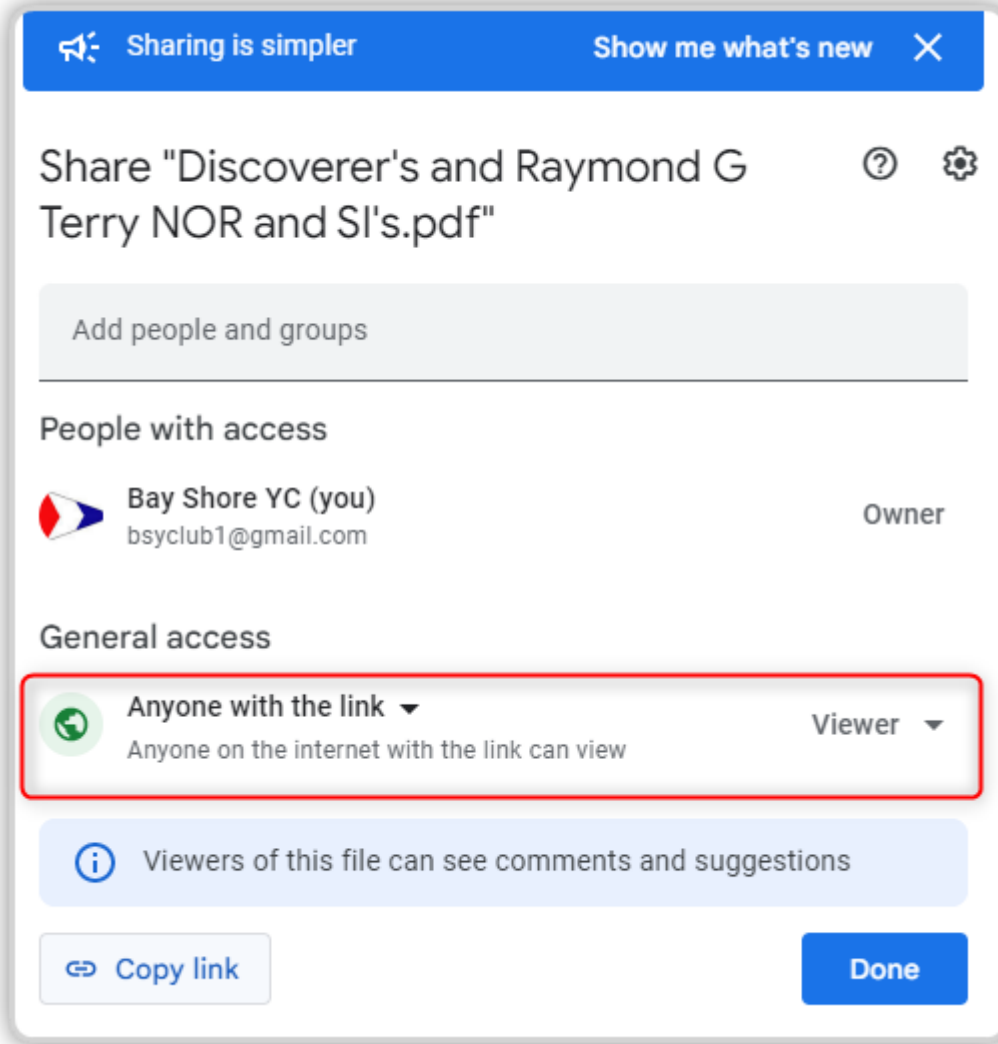
Step 2 - Right click in a blank space and click on File upload:



Step 3 - Right click on the file and click on Get link



Step 4 - Change access to Anyone with the link with the Role = Viewer:



Step 5 – click on Copy link

Step 6 – click on Done

Step 7 - Add your event to the BSYC Calendar

[https://docs.google.com/document/d/1yZFWizWH3R6BvuWuIZXTVsSt\\_5oQjBWiUR764jfkrsz/edit](https://docs.google.com/document/d/1yZFWizWH3R6BvuWuIZXTVsSt_5oQjBWiUR764jfkrsz/edit)

Step 8 - Right click on your new event

Step 9 - Click on Insert Link

**Bay Shore Yacht Club**

**OCTOBER 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3	4	5 Yom Kippur	6 Annual Meeting	7	8
9	10 <a href="#">Columbus Day</a>	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- ✂ Cut Ctrl+X
- 📄 Copy Ctrl+C
- 📄 Paste Ctrl+V
- 📄 Paste without formatting Ctrl+Shift+V
- 🗑 Delete
- + Insert row above
- + Insert row below
- + Insert column left
- + Insert column right
- 🗑 Delete row
- 🗑 Delete column
- 🗑 Delete table
- 📌 Pin header up to this row
- 🔍 Sort table ▶
- ⚖ Distribute rows
- ⚖ Distribute columns
- 📄 Table properties
- 🔗 Insert link Ctrl+K

Step 10 - Paste your link; Click Apply

Apply

📄

Insert link

Step 11 - Verify that your event has a blue underline and test your link

8

[Raymond G Tery Pursuit Race to Atlantique 1200](#)

If your test does not open the document then recopy your link from Google Drive and reinsert your link.