

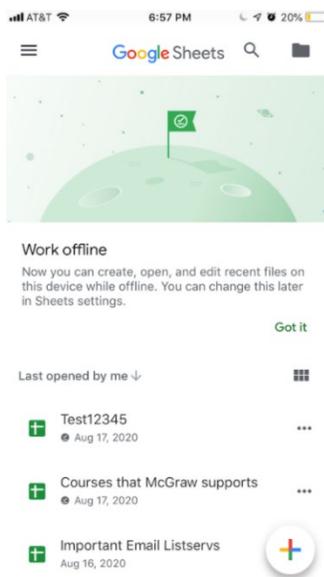
# How to add a google sheet file to home screen on your smartphone

(for IOS & Android)

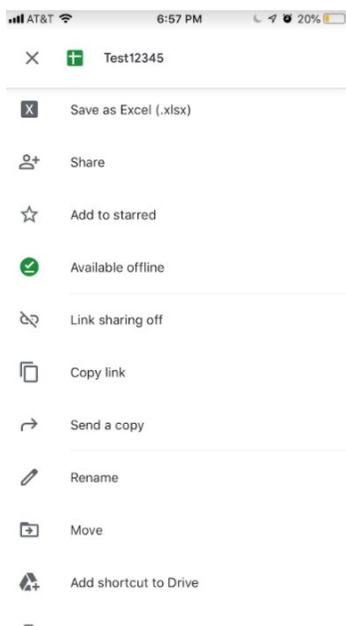
## IOS

1. Download the google sheets app on your Smartphone
2. Once it is downloaded, open the app, and navigate to the google spreadsheet
3. Copy the link of the google sheet
  - a. Click the 3 dots next to the file name of the google sheet (see Screenshot 1 below)
  - b. A menu will appear (as shown in Screenshot 2)
  - c. Hit "Copy link"

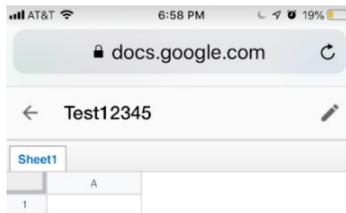
### Screenshot 1



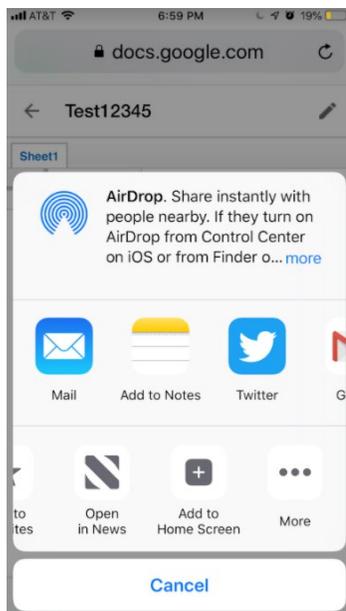
### Screenshot 2



4. Go to the Safari Browser on your smartphone
5. Paste the link (of the google sheet) into Safari browser and press “Go”
6. Hit the “send” button on the center bottom of the screen



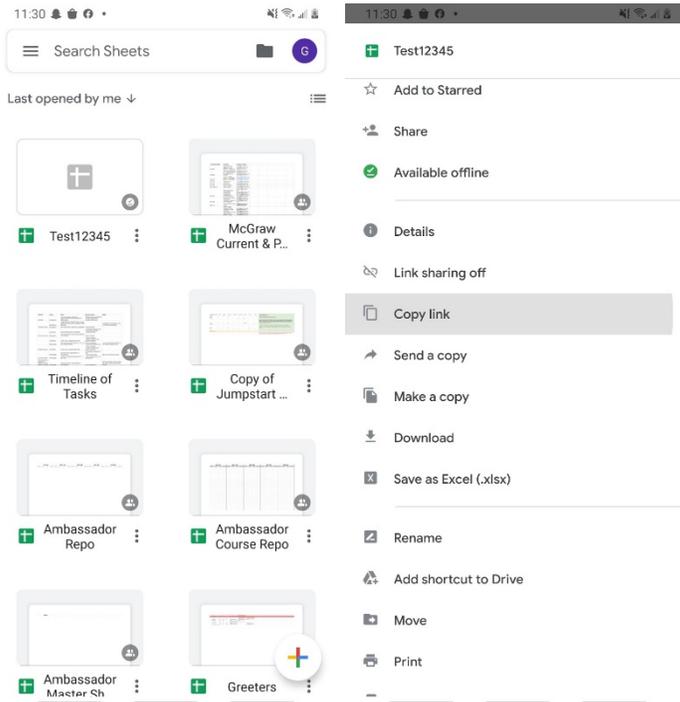
7. A window pops up at the bottom of the phone screen
8. Scroll to the right on the bottom row to find the “Add to Home Screen” function



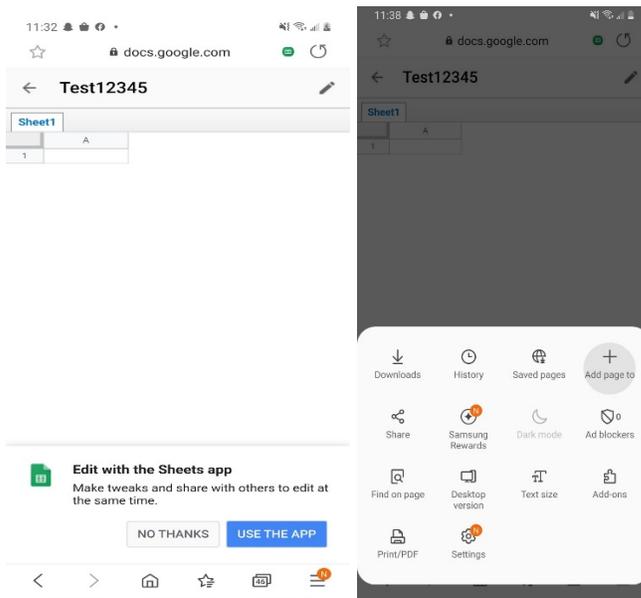
9. Press “Add to Home Screen”
10. Write a name for the bookmarked google sheet on your phone and hit “Add”
11. The google sheet will be bookmarked on your home screen

## Android

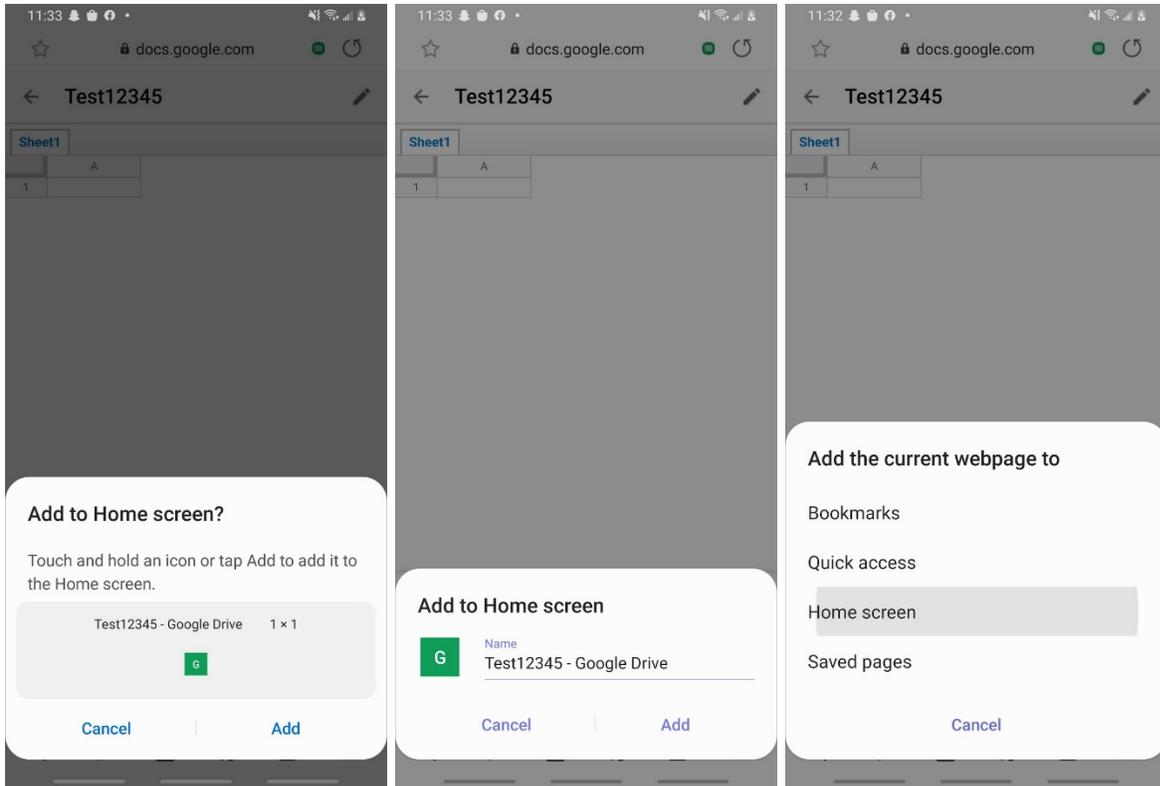
1. Download the google sheets app on your Smartphone
2. Once it is downloaded, open the app, and navigate to the google spreadsheet
3. Copy the link of the google sheet
  - a. Click the 3 dots next to the file name of the google sheet
  - b. A menu will appear
  - c. Hit "Copy link"



4. Go to the Samsung Internet on your smartphone
5. Paste the link (of the google sheet) into the browser and press "Go"
6. Hit the button with three horizontal lines in the right-hand corner of your screen



7. A window should pop up at the bottom of your screen
8. There should be a button with a “+” on it with the words “Add page to” underneath.
  - a. Click on it
  - b. Another window should pop up titled “Add the current webpage to”
  - c. Click on “Home screen”



9. Then make sure that the name is what you want it to be
10. Click “Add”
11. Then click “Add” again