

How to share a document in a Google Sheet

Upload the PDF to Google Drive: Go to Google Drive, click **New**, then **File upload**, and select your PDF.

1. **Get the shareable link:** Right-click the PDF in Google Drive, select **Share**, and then **Get link**.
2. **Adjust permissions:** If the PDF needs to be viewable by others, change the "General access" to "**Anyone with the link can view**".
3. **Copy the link:** Click **Copy link**.
4. **Paste into your spreadsheet:** Go to your Google Sheet, click the cell where you want the link, Right click and select **Insert Link** . Enter a short label in the "text" field and the full link in "paste a link".
5. **Apply:** Click **Apply** to insert the link. You can then edit the cell's text to be a more descriptive name for the PDF, such as "Project Report" instead of the raw URL.