

Creating Meaningful Link Text in Google Docs

Step 1 If you have already created a link consisting of a URL (web address) in the document, select it and delete or cut the address.

You can find more information about document accessibility at the AEM Center's page on <https://aem.cast.org/create/creating-accessible-documents>

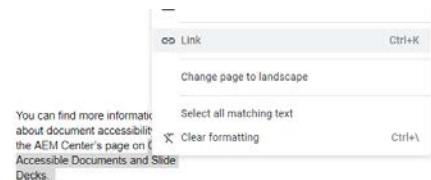
Step 2 Replace the web address with text that describes where the link will lead and then select this text.

You can find more information about document accessibility at the AEM Center's page on [Creating Accessible Documents and Slide Decks.](#)

Step 3 **Right-click** to open the context menu. Select **Link** to open the Insert Hyperlink dialog box.

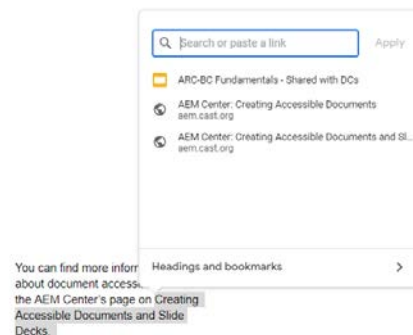
OR

Press **CTRL + K** to open the link edit field.



Step 4

Type or paste in the web address in the **Link** edit field.

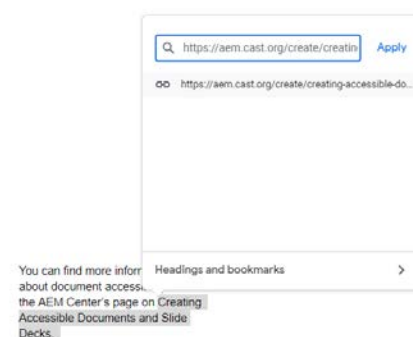


Step 5

Click on the **Apply** button to accept the changes.

OR

Press **TAB** to move to the **Apply** button and press **ENTER**.



Step 6

There is now a link in the document that is descriptive and opens the web address when selected.

You can find more information about document accessibility at the AEM Center's page on [Creating Accessible Documents and Slide Decks](https://aem.cast.org/create/creating-accessible-documents-and-slide-decks).