

Creating Meaningful Link Text in Google Slides

Step

1

If you have already created a link consisting of a URL (web address) on the slide, select it and delete or cut the address.



Step

2

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

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



Step

3

OR

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



Step

4

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



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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.

The Copyright Act of Canada allows for materials to be converted into formats specially designed for people with perceptual disabilities.

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