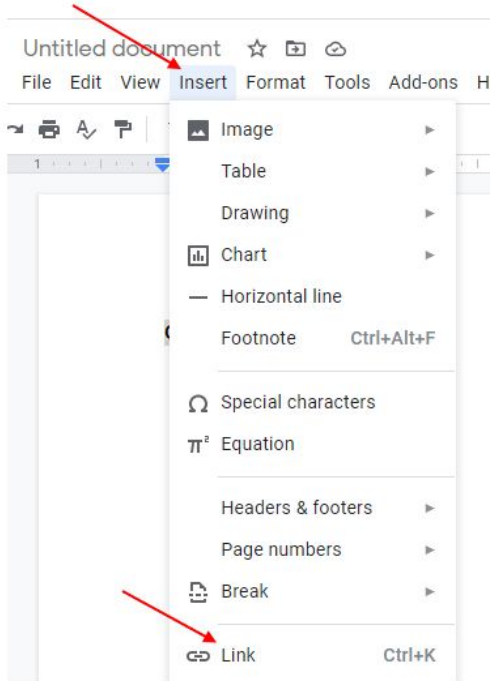


Creating an Embedded Link or Email Address in Google Docs

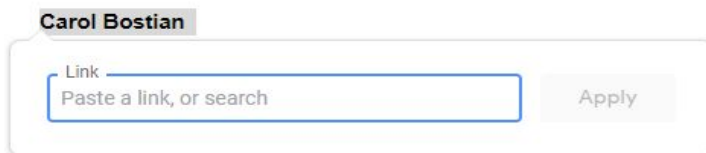
- Step One: Highlight the text that you want to link to an email address or website.

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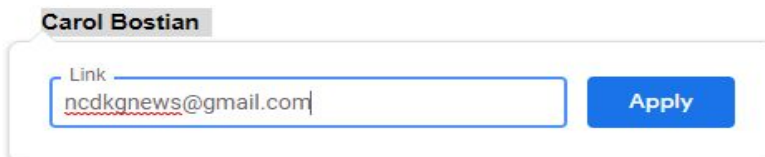
- Step Two: Click Insert tab and scroll down and click Link



- Step Three: A new box opens



- Step Four: Type the email address or paste a website link in the box.



- Step Five: Click Apply
You now see the "Text" hyperlinked (it turns blue and is underlined) that can be used in publications
 - The email address or website link is considered embedded or hidden.

Carol Bostian