



Google Docs with a Screen Reader

Sharing a File as a Link

Google Docs lets you easily share your files as links for the recipients you choose.

You can easily share a document created in Google Docs as a link. So when you create an email, you can include the link, and your email recipients can open the file. Or you can make access to the file public so that anyone who has the link can view your file. **Try it out!**

1. From within the file you wish to share, press **ALT + F**. Then press **S** to share.
2. Tab through the **Share** dialog until you reach the **Get Link** button, which will read as a collapsed button.
3. Press the **Spacebar** to view available options.

4. To share only with those you have added in the **Add People** section of the **Share** dialog:
 - Press the **Spacebar** on the **Copy Link** button. The link will be copied to your clipboard.
 - You're now ready to paste the link in your email.
5. To make your document public, so that anyone with the link may view it:
 - Open the **Share** dialog by pressing **ALT + F**, followed by **S** for share.
 - Next, tab to the **Change to anyone with the link** button, and press the **Spacebar**.
 - Google will inform you that permissions have been updated.
6. Next, tab to the **Copy Link** button and press the **Spacebar** to copy the link to your clipboard.
7. You're now ready to paste the link into your email, newsletter, or other material that you plan to send out publicly.