

Creating Meaningful Link Text in Microsoft Word Online



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 http://aem.cast.org/creating/ creating-accessible-documents.html



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 Creating Accessible Documents and Slide Decks.

Right-click to open the context menu.

Step 3

OR

Press **SHIFT** + **F10** to open the context menu.

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Step 4	Select Link to open the Insert Hyperlink dialog box. OR Type Link in the Search field in the context menu. Select Link to open the Insert Hyperlink dialog box.	You can find more document access Center's page on Documents and S New Comment You can find more document access Center's page on Documents and S New Comment
Step 5	Paste in the Address edit field. OR Press TAB to move to the Address edit field. Type or paste in the web address.	Link Display text: Creating Accessible Documents and Slide Decks Address: http://aem.cast.org/creating/creating-accessible-documents.html Insert Cancel
Step 6	Select the Insert button to close the dialog box. OR Press TAB to move to the Insert button and ENTER to select it. 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 <u>Creating Accessible Documents and</u> <u>Slid Decks</u> .