

Creating Meaningful Link Text in Microsoft Word Online

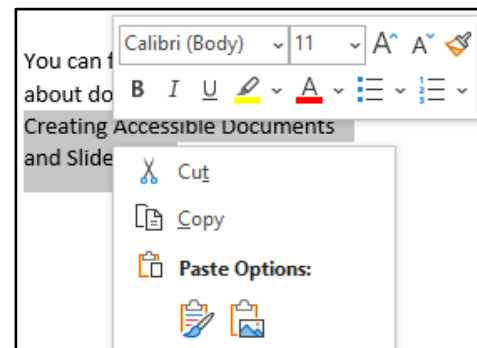
Step 1 If you have already created a link consisting of a URL (web address) in the document, select it and delete or cut the address.

You can find more information about document accessibility at <http://aem.cast.org/creating/creating-accessible-documents.html>

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 Creating Accessible Documents and Slide Decks.

Step 3 **Right-click** to open the context menu.
OR
Press **SHIFT + F10** to open the context menu.

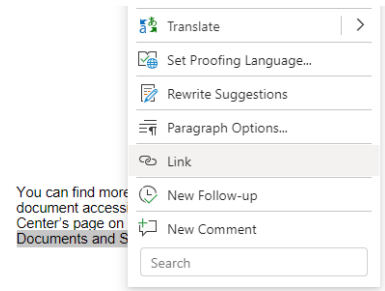


Step
4

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.



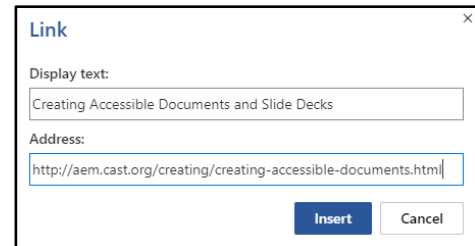
Step
5

Paste in the **Address** edit field.

OR

Press **TAB** to move to the **Address** edit field.

Type or paste in the web address.



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.

