

Creating Meaningful Link Text in Microsoft Word

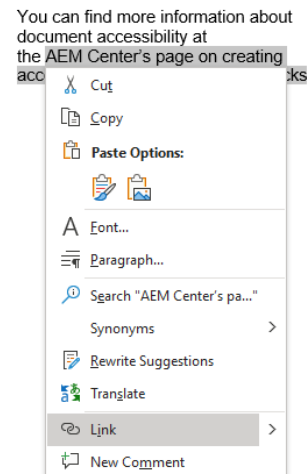
Step 1 If you have already created a link consisting of a URL (web address) in the document, select it and delete or cut the address.

You can find more information about document accessibility at the AEM Center's page on creating accessible documents <https://aem.cast.org/create/creating-accessible-documents>

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 the AEM Center's page on creating accessible documents and slide decks

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

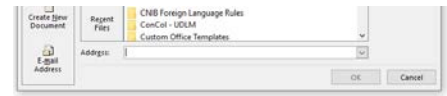


Step
4

Select **Link** to open the **Insert Hyperlink** dialog box.

OR

Press **I** to select **Link** and press **I** again to open the **Insert Hyperlink** dialog box.



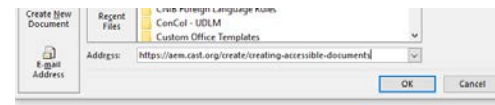
Step
5

Paste in the **Address** edit field.

OR

Press **ALT + E** to move to the **Address** edit.

Type or paste in the web address.



Select the **OK button** to close the dialog box.

OR

Step
6

Press **ENTER** to select the **OK button** and close the dialog box, ore press **TAB** to move to the **OK button** and **SPACE** to select it.

There is now a link in the document that is descriptive and opens the web address when selected.

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