CSUN | TSENG COLLEGE
GRADUATE, INTERNATIONAL
AND MIDCAREER EDUCATION

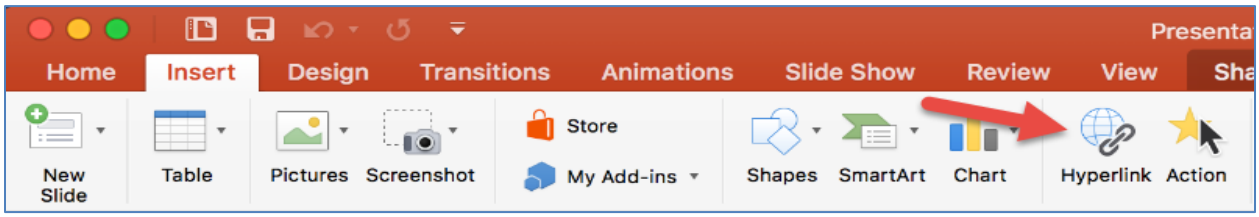
Creating accessible Hyperlinks

Microsoft PowerPoint 2016 Microsoft PowerPoint 2011

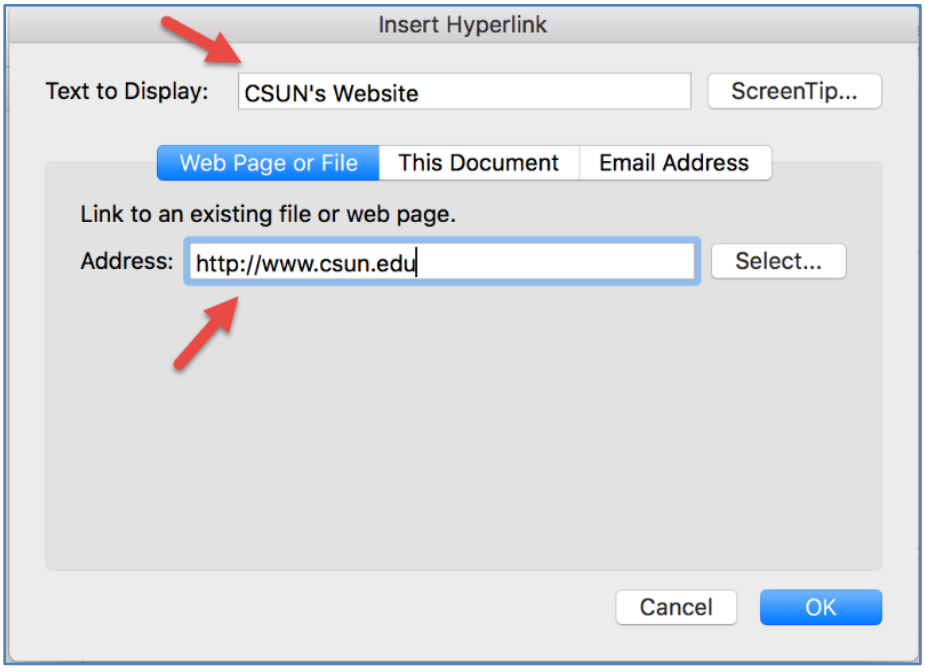
Link text should be meaningul to give users a good idea of what they are about to click on. Rather than a link that says "Click Here," a link should tell users exactly what the link is, for example: CSUN's Website.

Microsoft PowerPoint 2016

1. Place the cursor to where you wish to have the hyperlink located or highlight text you wish to convert to a hyperlink.
2. Click the "**Insert**" tab at the top of the page.
3. Next click "**Hyperlink**."



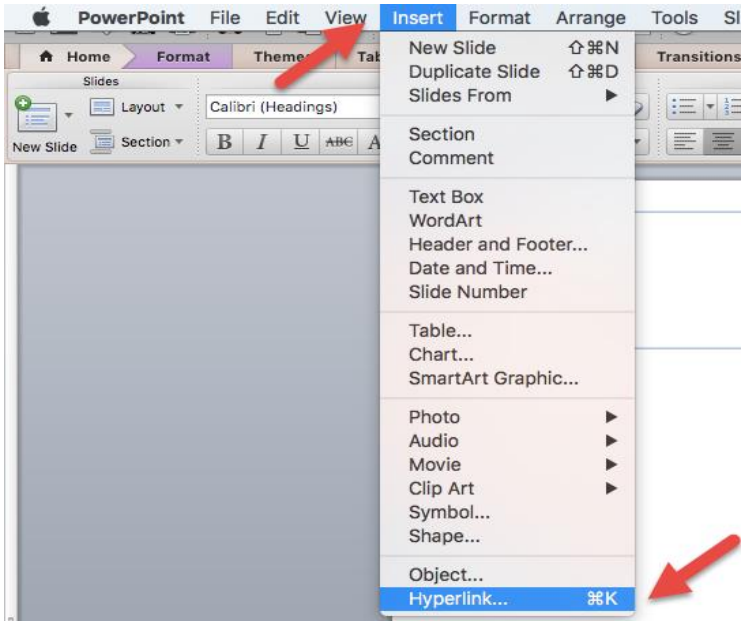
4. In the **"Text to display field:"** type in a meaningful display text that will describe the destination of the hyperlink.
5. In the **"Address:"** field type in the website address/hyperlink.



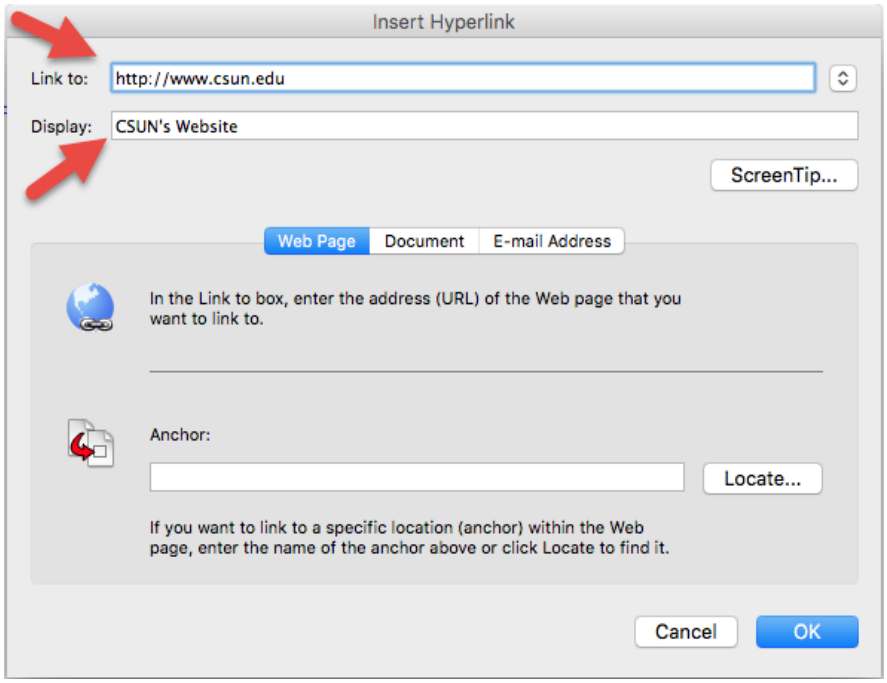
6. Click "**OK**" to create the link.

Microsoft PowerPoint 2011

1. Place the cursor to where you wish to have the hyperlink located or highlight text you wish to convert to a hyperlink.
2. Click the "**Insert**" tab at the top of the page.
3. Next click "**Hyperlink**" located at the bottom of the tab.



4. In the **"Link To:"** field type in the website address/hyperlink.
5. In the **"Text to display field:"** type in a meaningful display text that will describe the destination of the hyperlink.



6. Click "**OK**" to create the link.