

**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: <u>CSUN's Website</u>.

## 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."

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- 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.

		Insert Hyperlink				
Text to Displa	y: CSUN's Web	site		ScreenTip		
V	Veb Page or File	This Document	Email Addr	ess		
Link to an existing file or web page.						
Address:	http://www.csun.e	w.csun.edu		Select		
	1					
-						
			Cancel	ОК		

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.

	Insert Hyperlink						
Link to:	http://www.csun.edu						
Display:	CSUN's Website						
X	ScreenTip						
	Web Page Document E-mail Address						
	In the Link to box, enter the address (URL) of the Web page that you want to link to.						
4	Anchor:						
	Locate						
	If you want to link to a specific location (anchor) within the Web page, enter the name of the anchor above or click Locate to find it.						
	Cancel OK						

6. Click "OK" to create the link.