Creating accessible Hyperlinks
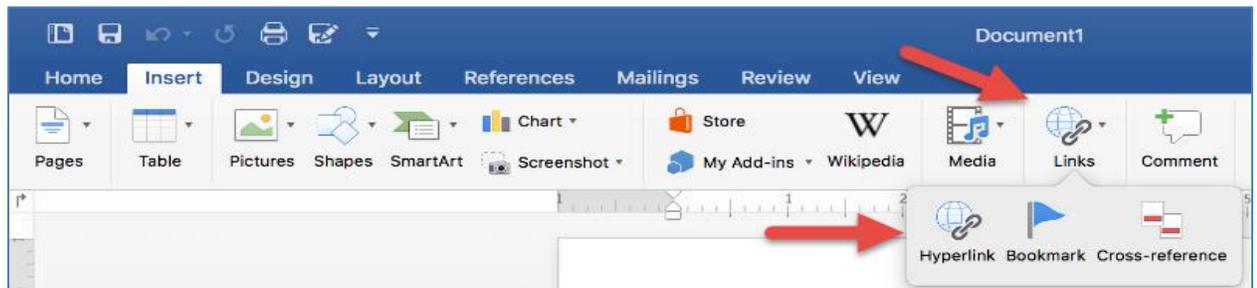
[Microsoft Word 2016](#)   [Microsoft Word 2011](#)

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 Word 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.
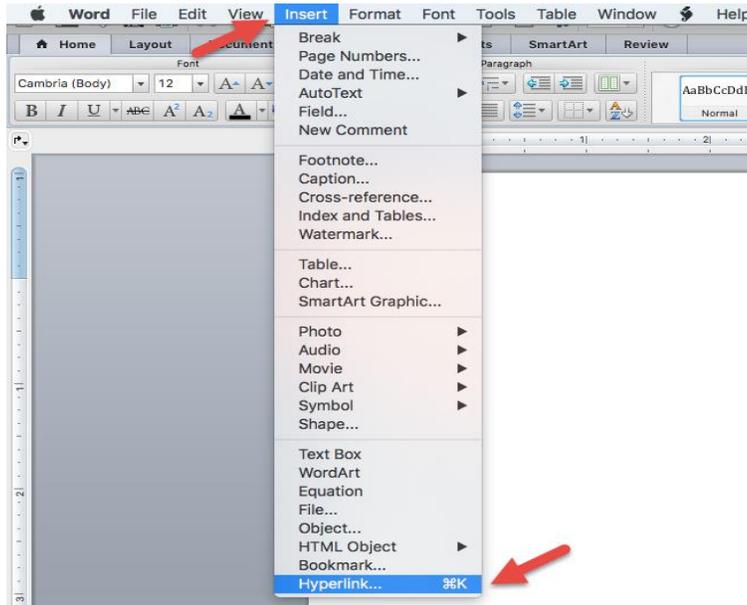3. Next click "**Hyperlink**" located in the links subsection.

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.
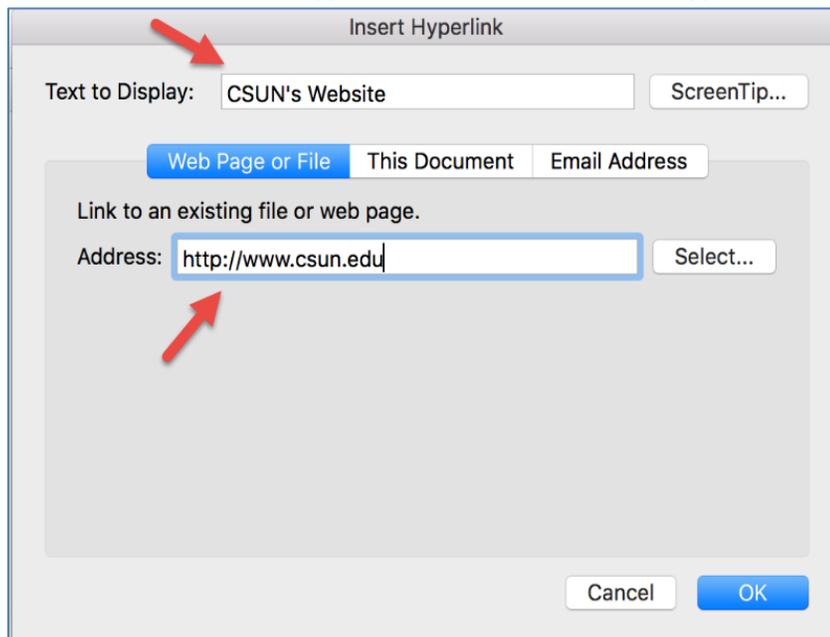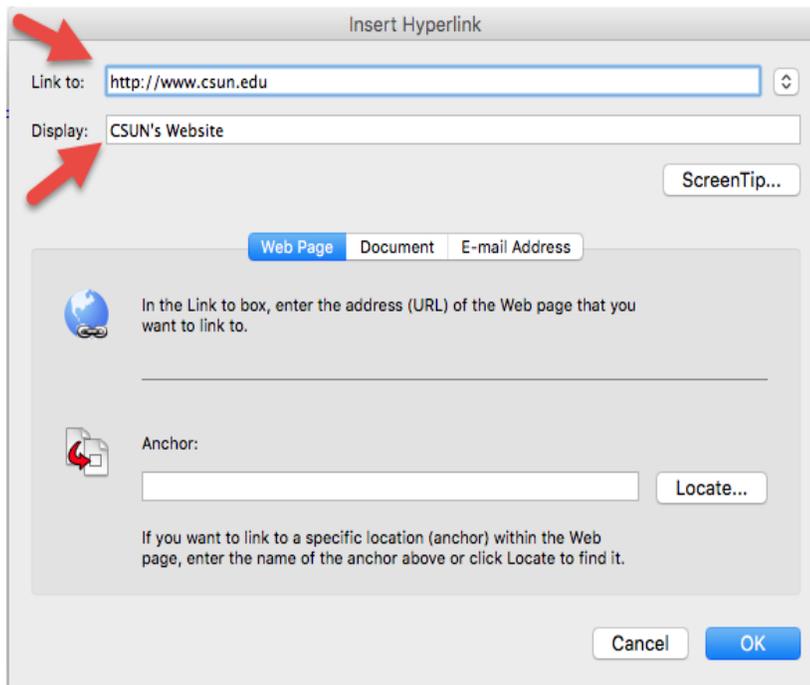

6. Click "**OK**" to create the link.

Microsoft Word 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**" option at the bottom of the drop-down menu.

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

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