Creating accessible Hyperlinks

Microsoft Word 2016

Link text should be meaningful 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.