

# Accessibility in Word

## Make Hyperlinks Accessible

Hyperlink text needs to be descriptive. “Click here” by itself is not good link text as it doesn’t describe or present a summary of the destination of the link. Additionally, screen readers generating a list of links will only display the text “Click here”. In the case that the document contains multiple links that use the text “Click here”, multiple entries of “Click here” will display in a screen reader. This lack of descriptive text about the links will be confusing and unhelpful for navigation.

### Method 1

1. Select the existing text for the hyperlink, and then right-click.
2. From the dropdown select **Link**. The selected text will appear in the **Text to display** box. This text will be used as the text of the hyperlink.
3. In the **Address** box, type or paste in the address of the hyperlink.
4. Click **OK**.

### Method 2

1. Position your cursor where you want the hyperlink to be in the text.
2. Type the URL of the hyperlink destination page and then hit the spacebar. The typed text will become a hyperlink within the document. You can also paste in the address URL that you copied from the browser.
3. Place your cursor somewhere inside the hyperlink text and right-click.
4. From the dropdown select **Edit Hyperlink**. Notice that the **Text to display** box shows the actual URL address.
5. Change this **Text to Display** to descriptive text. For example, <http://www.tfallsc.edu> might become [Timberwolf Falls Community College Website](http://www.tfallsc.edu).
6. Click **OK**.

Note: For shorter URLs or when you believe that users may print out the document you may want to include the text of the URL in parenthesis after the descriptive link. For example:

Please visit the [Timberwolf Falls Community College Website](http://www.tfallsc.edu) (<http://www.tfallsc.edu>)

### ***Method 3 – Image Hyperlinks***

1. Right-click on image.
2. From the dropdown select **Link**. Notice that the Text to Display box shows <<**Selection in Document**>> and this text cannot be edited.
3. In the **Address** box, type or paste in the address of the hyperlink.
4. Click **OK**.
5. Descriptive text for an image link will be added in the **Format Picture > Layout & Properties > Alt Text > Description** box of the image.