

Hyperlink me to where I need to go

Use hyperlink text that is meaningful

Hyperlink text should provide a clear description of the link destination, rather than only providing the URL or "more", "click here".

Windows -

To add a hyperlink to your document, do the following:

1. Place your cursor where you want the hyperlink.
2. On the Insert tab, in the Links group, select Hyperlink to open the hyperlink dialog box.
3. In the Text to display box, type in the name or phrase that will briefly describe the link destination.
4. In the Address box, type the link URL.
5. Select OK.

Mac 2011 -

1. From Word for Mac's insert menu select hyperlink or command + k.
2. Insert the hyperlink in the "link to" field.
3. Change the text in the "Display" field to a more meaningful description.

The screenshot shows the 'Insert Hyperlink' dialog box. The 'Link to:' field contains the URL 'https://www.apple.com/accessibility/osx/'. The 'Display:' field contains the text 'Apple OS X. Accessibility Web'. The 'Web Page' tab is selected, and the 'Anchor:' field is empty. The 'Locate...' button is visible next to the 'Anchor:' field. The 'Cancel' and 'OK' buttons are at the bottom.