



Link Guidelines for Excel

Use Meaningful Text

Use meaningful text to specify the link destination. The link text alone should convey the function and purpose of the link. Link text should also be unique and easy to speak out loud.

Examples of Bad Links

- An unclear link name with no context: Learn More, etc.
If you are using a screen reader, you probably wouldn't know where this link was taking you.
- A typed-out URL: http://www.freedomscientific.com/training/Surfs-Up/Surfs_Up_Start_Here.htm

Examples of Good Links

A good example of the above-typed out URL is: [JAWS \(screen reader\) training](#)

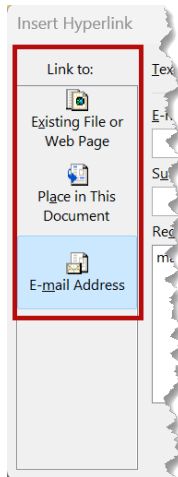
How to Make a Hyperlink

It is important to note that links make the entire cell clickable.

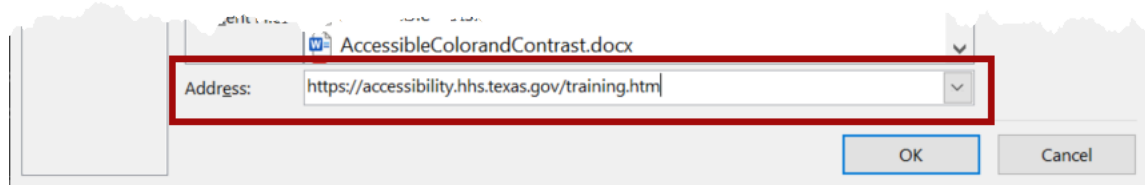
To make a hyperlink:

1. Select a **CELL** (and not the text) of some meaningful text.
2. Right-click the selected text.
3. A menu pops-up. Click on the **Link** button.

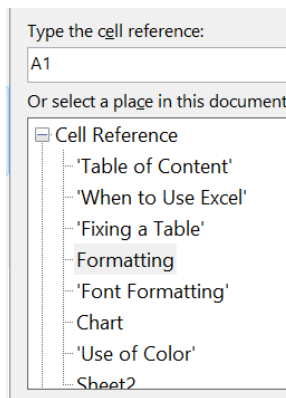
4. In the **Insert Hyperlink** dialog box that appears, select a **Link to** option.



- A. If you are linking to an existing file or webpage: **add the complete URL in the Address text field.**



- B. If you are linking to a place in this document: either type in the cell location or selection a worksheet name to link to.



- C. If you are linking to an e-mail address: add full email address in the corresponding text field.



5. Click the **OK button**.

People who are colorblind may not be able to perceive color cues. Typically, links are a different color than their surrounding text. Adding underlines or other non-color indicators helps people who may not see color and is required by accessibility success criteria.

Check Links

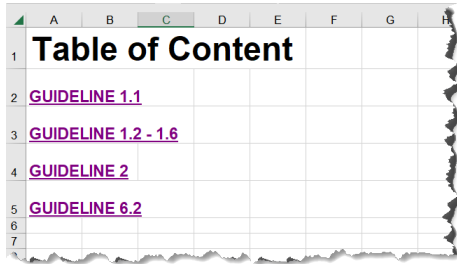
Be sure to test all links in your workbook to ensure that they take you to your intended destination.

Create Table of Content (TOC)

You can improve the navigation of workbooks that contain many worksheets by creating a Table of Contents or Index Sheet. This is especially true if the workbook is very large and has tens or hundreds of sheets.

In cell A1 of the Table of Contents sheet, be sure to include helpful information on navigating the workbook, including how many sheets it contains. Adding links to each worksheet on this index makes it very easy for anyone to get to the information they need in the workbook.

1. On the first worksheet in column A, type text that matches the name of each of the other worksheet in the workbook.
2. Right-click on the first text and select **Link** from the menu.
3. In the Insert Hyperlink dialog box that appears, in the Link to: side panel, select the **Place in This Document** option.
4. In the select a place in this document tree, select the worksheet name that matches the text.
5. Repeat steps 2 to 4 for each link.
6. Click on links to see if they take you to the correct worksheet.



	A	B	C	D	E	F	G	H
1	Table of Content							
2	GUIDELINE 1.1							
3	GUIDELINE 1.2 - 1.6							
4	GUIDELINE 2							
5	GUIDELINE 6.2							
6								
7								