



Links

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.

Example of Bad Links

An unclear link name with no context: [click here](#).

A typed out URL: <http://www.freedomscientific.com/training/Surfs-Up/Surfs Up Start Here.htm>

If you are using a screen reader, you probably wouldn't know where this link was taking you. It would take a very long time to read and quickly browsing the hyperlinks would be impossible.

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

Don't Repeat Text

Don't repeat department names or other titles when adding meaningful text to links. Otherwise, when a person using a screen reader presents the list of links, they will all start with the same text.

For example:

Look for the sales department below. We want to press "S" for Sales Department, but everything begins with "A".

ABC Human Resource Department

ABC Engineering Department

ABC Finance Department

ABC Sales Department

When the links are as they are below. Choosing “S” would take you straight to the Sales Department link.

Human Resource Department
Engineering Department
Finance Department
Sales Department

Examples of Good Links

This descriptive text has a clear destination: [Texas Health and Human Services Commission](#)

A combination of:

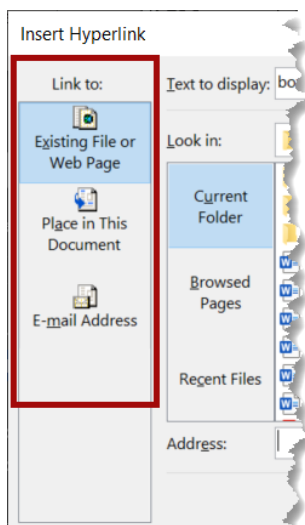
- Meaningful text as the link, and
- a spelled-out URL next to the meaningful text link.

[Texas HHSC](http://www.hhsc.state.tx.us/index.shtml) (<http://www.hhsc.state.tx.us/index.shtml>)

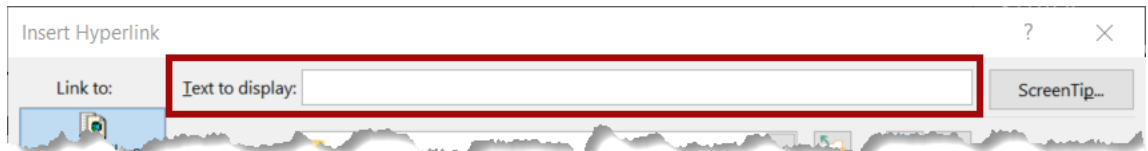
How to Make a Hyperlink

To make a hyperlink:

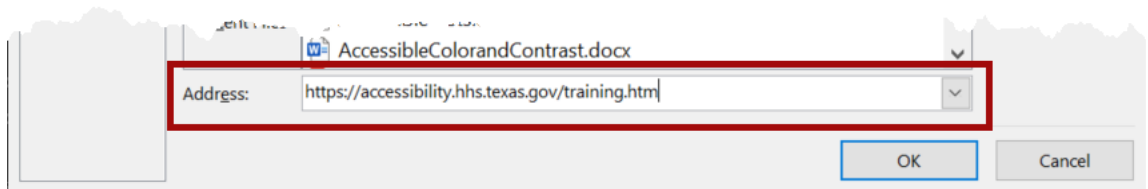
1. Select the meaningful text for the link.
2. Right-click the selected text.
3. A menu pops up. Select the **Hyperlink** button.
4. The Insert Hyperlink dialog box opens. Pick a **Link to** option on the left side.



5. Check the Text to display at the top of the dialog box.



6. Add the complete URL in the Address field at the bottom,



or the full email address



7. Click **OK**.

Use Underline and Contrasting Colors

Underline is for links only. When you need to emphasize text, apply Bold or Italics.

People who are colorblind may not be able to perceive color cues. Typically, links are a different color than their surrounding text. Use the color that the template provides when creating links. Adding underlines or other non-color indicators helps people who may not see color.

Check Links

Be sure to click on each link in your document to:

1. Check if the link is broken.
2. It takes people to the right place.