



## Accessible Links in Word

To create a link in Word:

1. Select the text you want to be the contextual link.
2. Press Ctrl + K which will open the Insert Hyperlink dialog.
3. Type or copy and paste the web address into the edit box.
  - a. When the Insert Hyperlink dialog opens, your focus is in the “Link to” edit box.
4. You can then either press Enter to Close the Insert Hyperlink dialog or Tab to the OK button and press Enter, or click the OK button with your mouse.

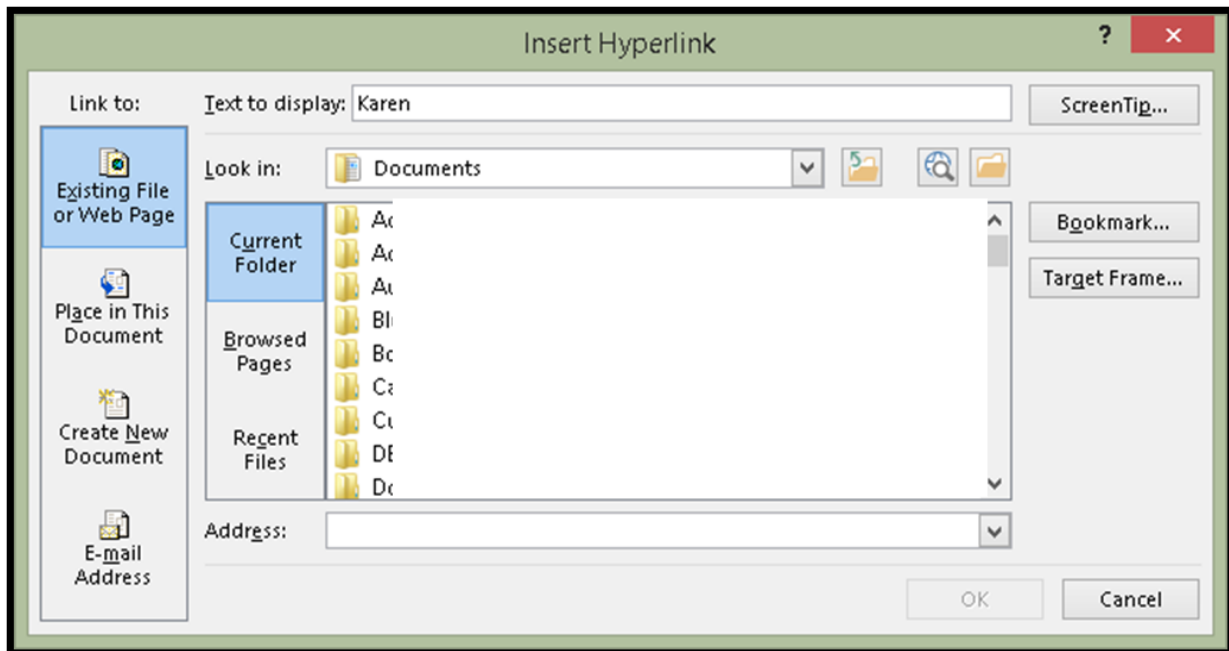


Figure 1 Insert Hyperlink dialog in Word.

The contextual link is inserted into the document.

There is an edit box at the top centre of the dialog where you can type in text to be used for the web address if you forget to do so or are remediating a document. This text WILL appear in the document so make sure it makes sense within the paragraph.

Find more how to documents on the [Karlen Communications Handouts](#) web page.