
3 Hyperlinks with Context

Accessible links use meaningful text in the hyperlink's readable text is a best practice to create meaningful text for hyperlinks. Users with a screen reader can even request a list of links on a page, and a page full of anonymous "click here"s is a great way to keep someone from clicking on anything.

To add a hyperlink:

- Highlight the hyperlink text.
- Click on the **Insert** tab and select **Hyperlink** in the **Links** group.
- Enter your hyperlink URL.
- Click **OK**.

Document properties & metadata

Accurate document properties make it easier to identify and locate information.

To ensure the accuracy of document properties:

Select the **File** tab, click on the **Properties** button at the right of the **Info** screen, and select **Advanced Properties** from the drop-down menu.

Select the **Summary** tab. Complete the **Title**, **Author**, and any additional fields if desired.

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