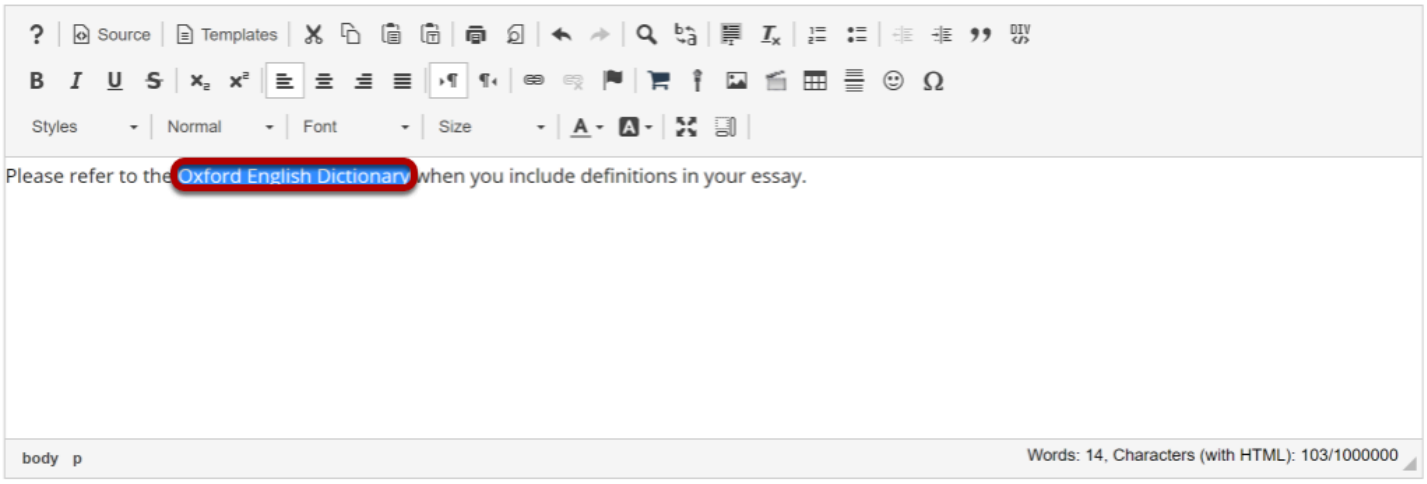
How do I create a link to a web site in a text box?

Note: To link to an HTML page you have stored in Resources, see How do I create a link to a Resources item in a text box?

Select the text.



In the text box, select the text you would like to serve as a link to a web site. For accessibility, you should use meaningful text to describe your link.

Note: If you do not select text, the text of the link will display in full, linked to the site (e.g., http://www.oed.com).

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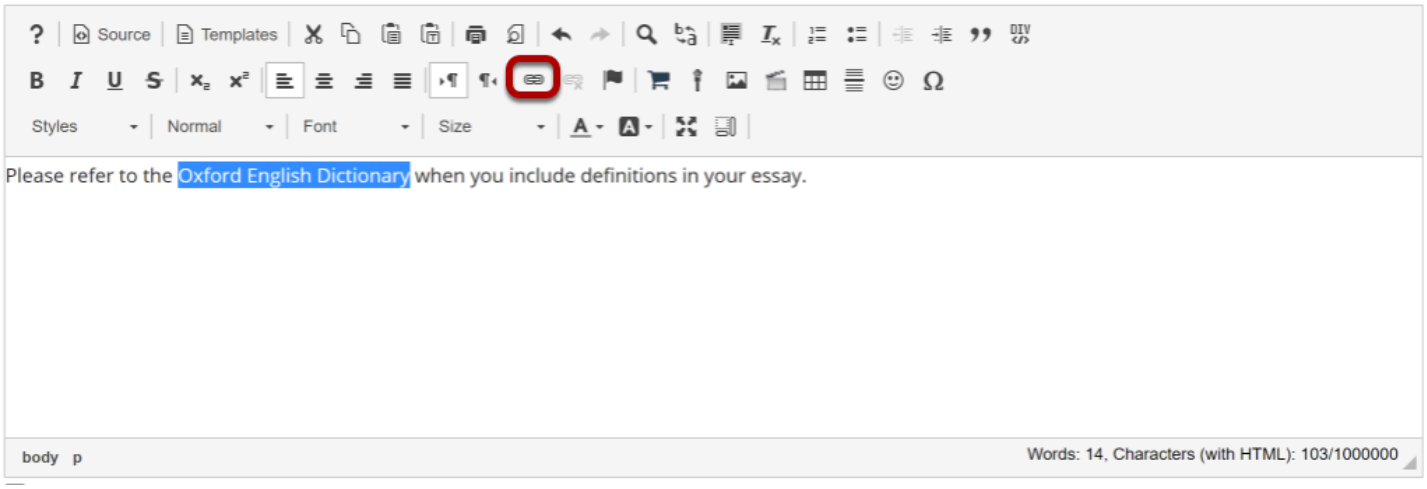
Click the Link icon.



The **Link** icon looks like a chain link.

Or use Ctrl/Command-L on the keyboard to open the Link dialog box.

Alternatively, you can open the *Link* dialog box with the keyboard command **Ctrl + L** (in Windows) or **Command + L** (on a Mac).

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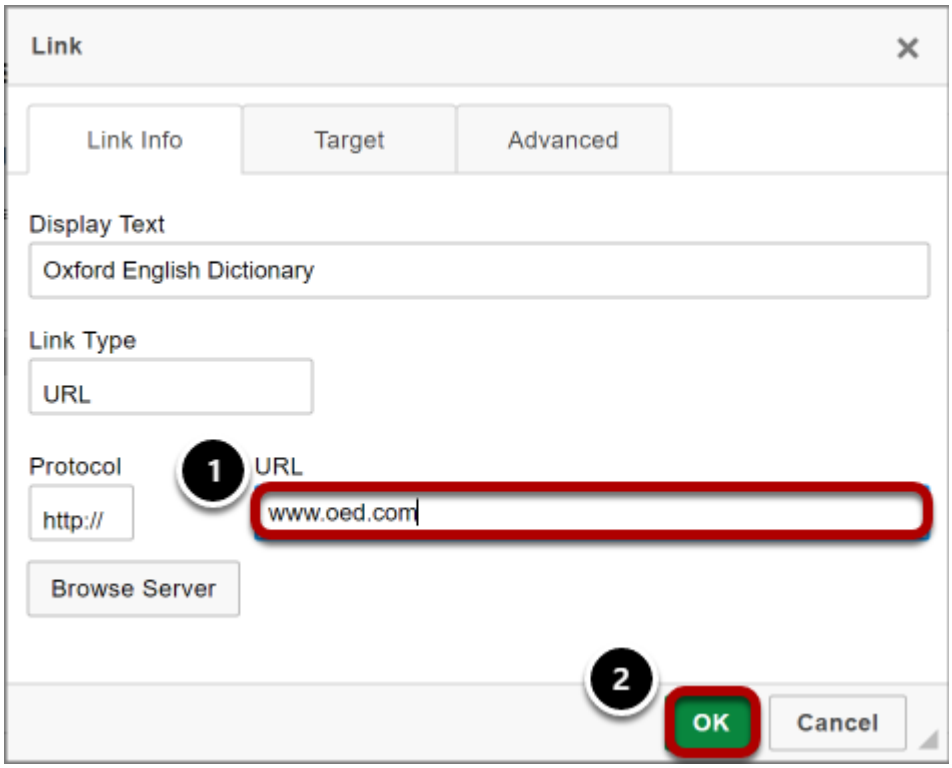
Enter the URL.



The *Link* window will pop up for you to enter the link (URL).

1. Enter or paste (**CTRL-V** on PC or **COMMAND-V** on Mac) the **URL** for the web page to which you are linking in the box marked **URL**.
2. Click **OK** to confirm the addition of the link.

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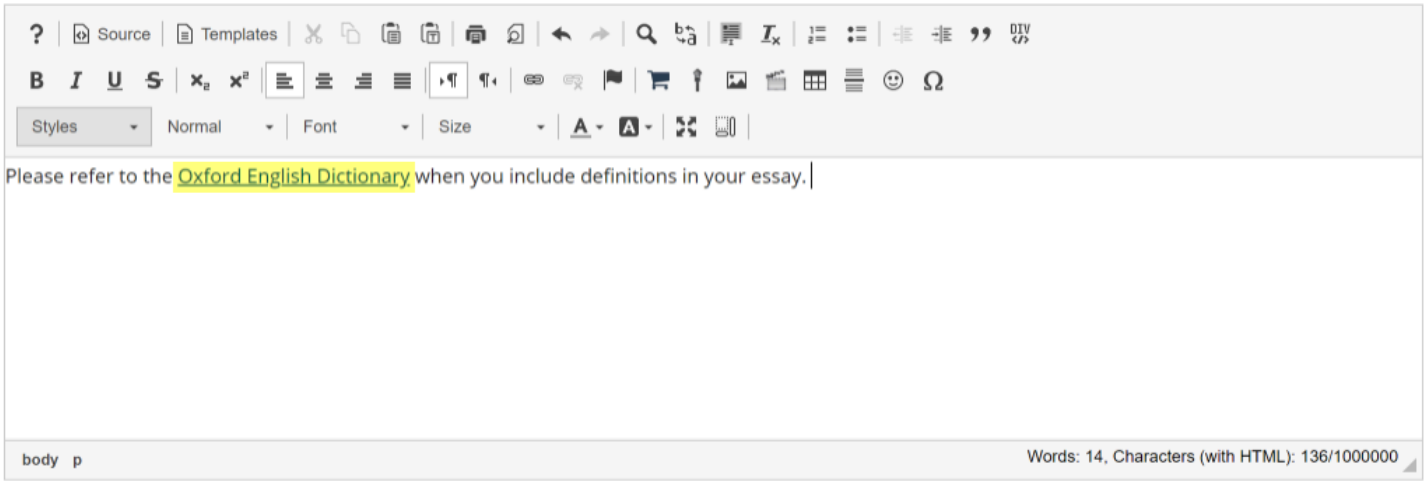
View link in editor.



The linked text will be underlined.

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