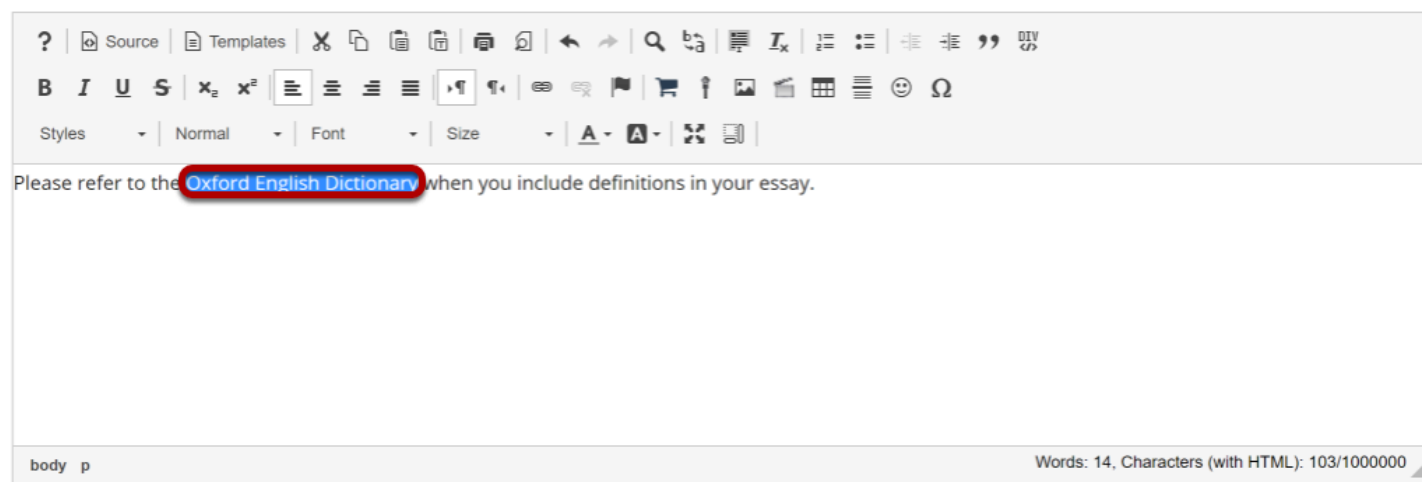


How do I create a link to a web site in a text box?

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?](#)

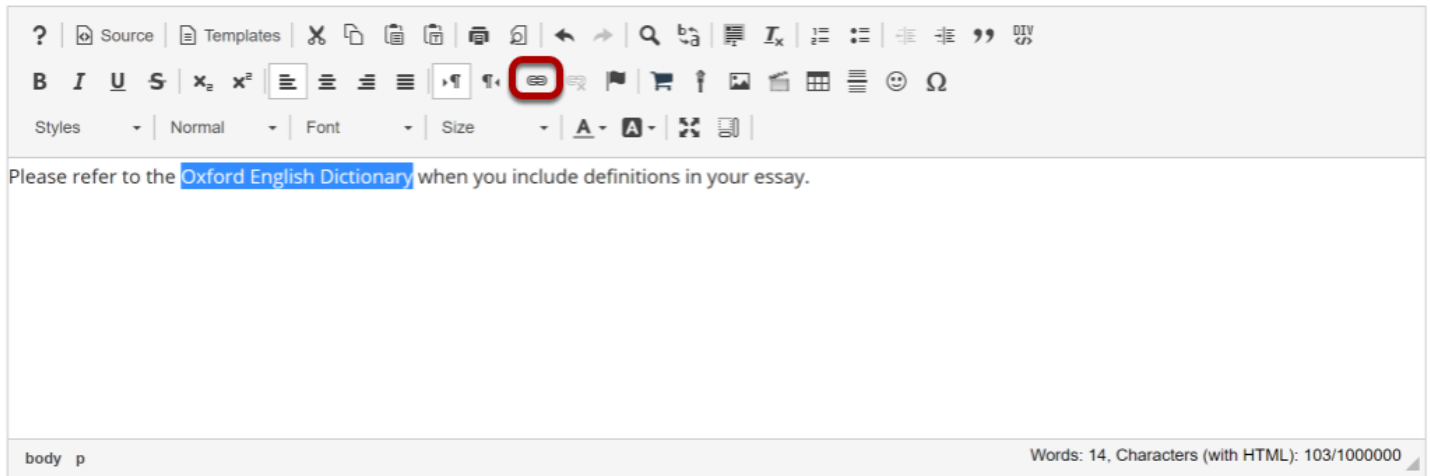
Select the text.



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>).

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).

Enter the URL.

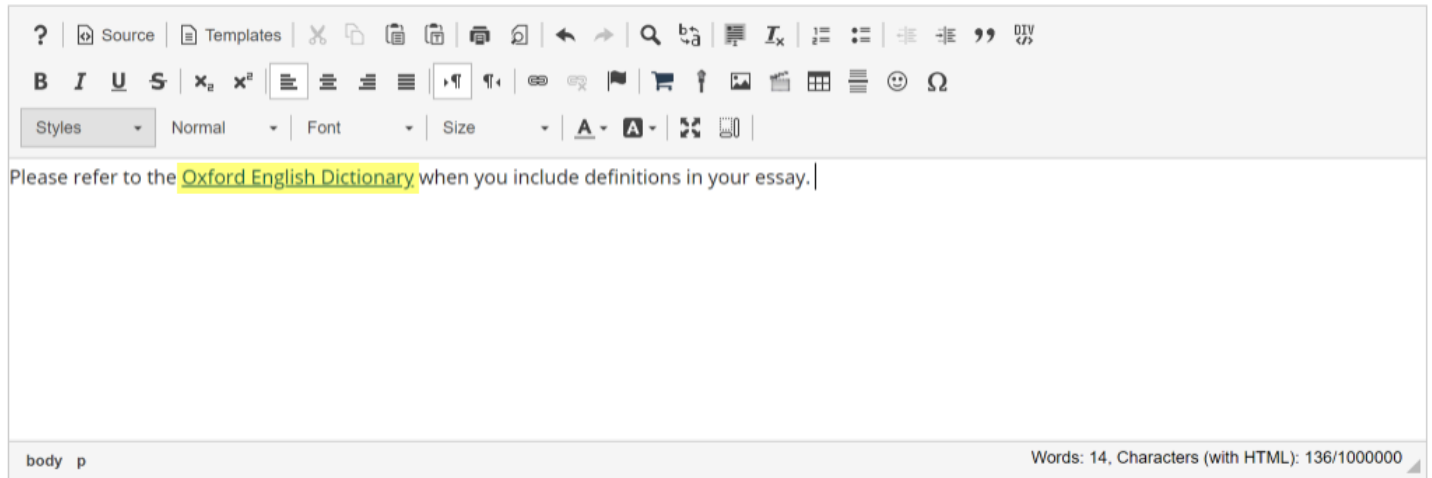
The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Display Text' field with the text 'Oxford English Dictionary'. Below this is a 'Link Type' dropdown menu set to 'URL'. Underneath is a 'Protocol' dropdown menu set to 'http://'. To the right of the 'Protocol' dropdown is a 'URL' field containing the text 'www.oed.com'. A red box highlights the 'URL' field, and a circled '1' points to it. Below the 'URL' field is a 'Browse Server' button. At the bottom right of the dialog box, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box, and a circled '2' points to it.

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.

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?](#)

View link in editor.



The screenshot shows a rich text editor interface. The top toolbar includes various icons for editing, such as bold, italic, underline, and link. The text area contains the sentence "Please refer to the [Oxford English Dictionary](#) when you include definitions in your essay." The text "Oxford English Dictionary" is highlighted in yellow, indicating it is the selected text for the link. The bottom status bar shows "body p" and "Words: 14, Characters (with HTML): 136/1000000".

The linked text will be underlined.