

## Links: 2 easy steps to success! (scroll down for screenshots)

**Step one:** Give the link a meaningful name.

**A meaningful link name is a name you make up, that appears in place of the website URL in your text. This should be a descriptive name that lets your students know what the webpage is BEFORE they go there, so they don't waste MONEY or TIME.**

**How to change your URL into a meaningful link name (scroll down for screenshots).**

- 1) Highlight your link
- 2) Use the Hyperlink/Quicklink tool.
  - **In MS Office**, use the Hyperlink/Quicklinks tool from the "Insert" Ribbon, or right click your highlighted text and select "Edit Hyperlink" from the context menu.
  - **In D2L**, the "Insert Quicklinks" tool is the 3<sup>rd</sup> tool from the left in the top toolbar in the "Edit HTML" window. You can also use the "Upload/Create" button and select "Create Link" in the content builder.
- 3) Change "Text to Display" from a URL to a meaningful name.
- 4) If your link will be viewed in print form (like a flyer or handout), include the URL **after** the link name.

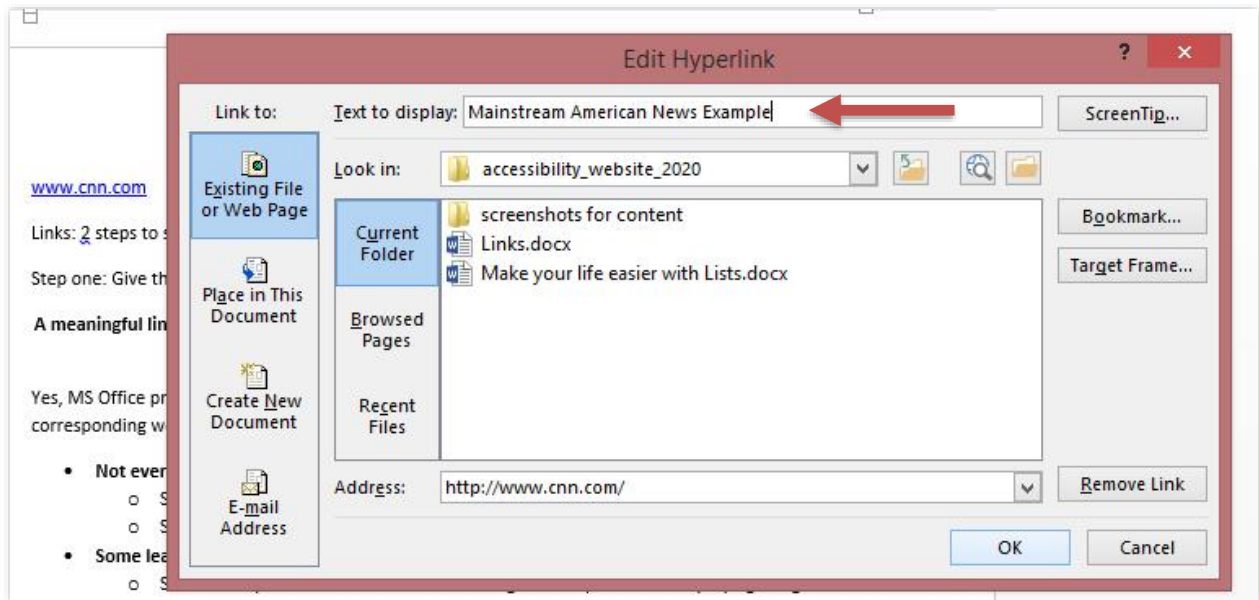
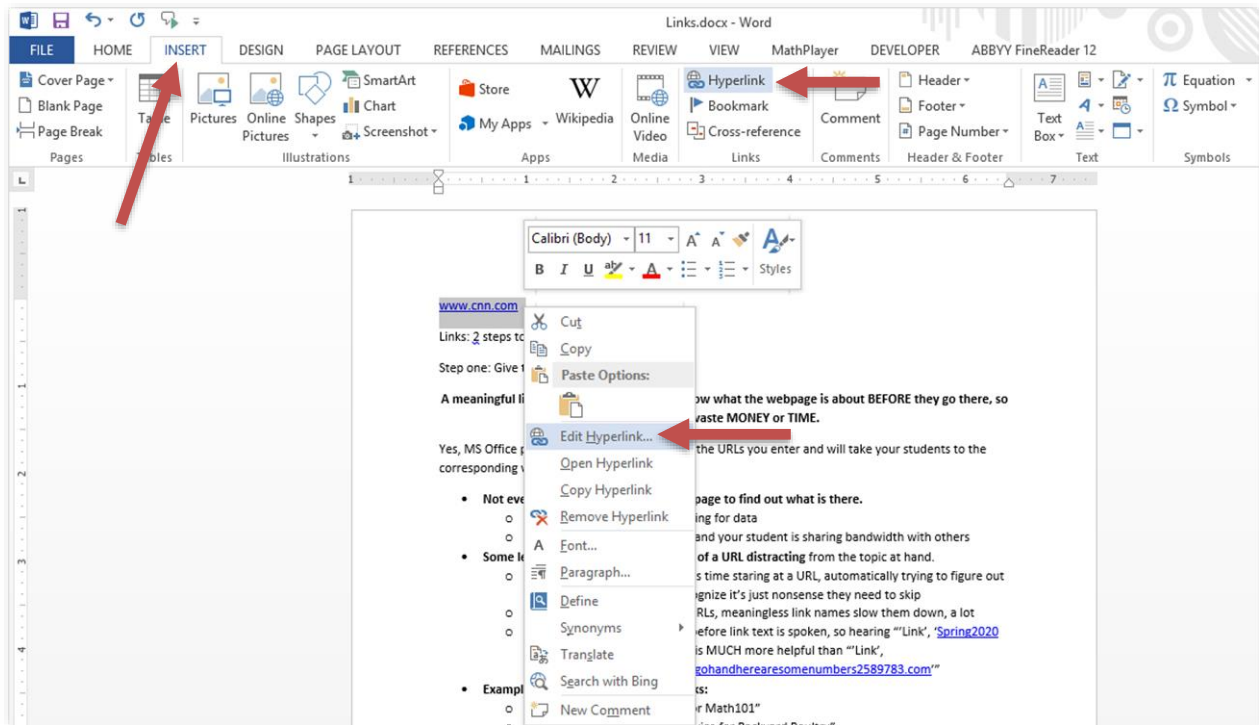
Yes, MS Office products and D2L will recognize the URLs you enter and will take your students to the corresponding websites. However:

- **Not everyone wants to jump to a webpage to find out what is there.**
  - Sometimes your student is paying for data
  - Sometimes connectivity is low and your student is sharing bandwidth with others
- **Some learners find the gobbledy gook of a URL distracting** from the topic at hand.
  - Sometimes your student wastes time staring at a long URL, automatically trying to figure out what it means, until they recognize it's nonsense they need to skip
- **For learners who navigate by URLs, meaningless link names slow them down, a lot**
- **Listening students hear "link" before link text is spoken**, so hearing "'Link', [Spring2020 Student Presentations](#)'" is MUCH more helpful than "'Link', [www.randomlettersandnumbers25897.com](#)'"
- **Examples of meaningful names for links:**
  - ["Lab and Tutoring Resources for Math101"](#)
  - ["Center for Disease Control Advice for Backyard Poultry"](#)
  - ["Illinois Fishing License information"](#)

**Step two:** Enjoy a refreshing break!

Scroll down for screenshots and resource links.

In MS Office, use the “Hyperlink” button in the “Insert” Ribbon or use the Context menu (right click your highlighted link). In the “Edit Hyperlink” window, change “Text to display” to a descriptive name:

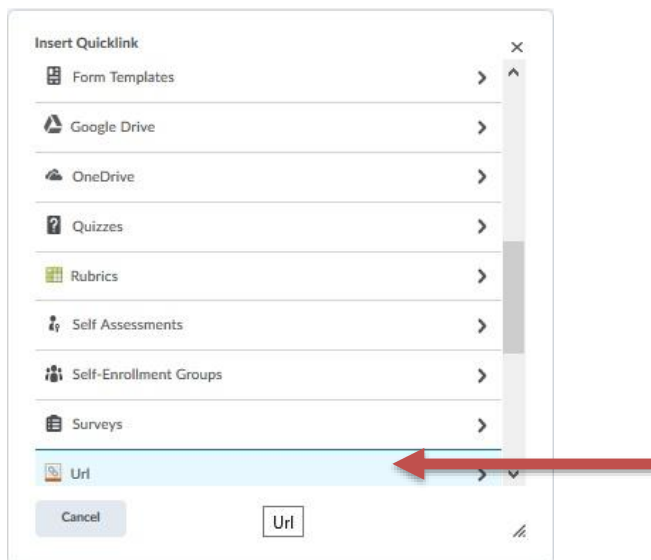
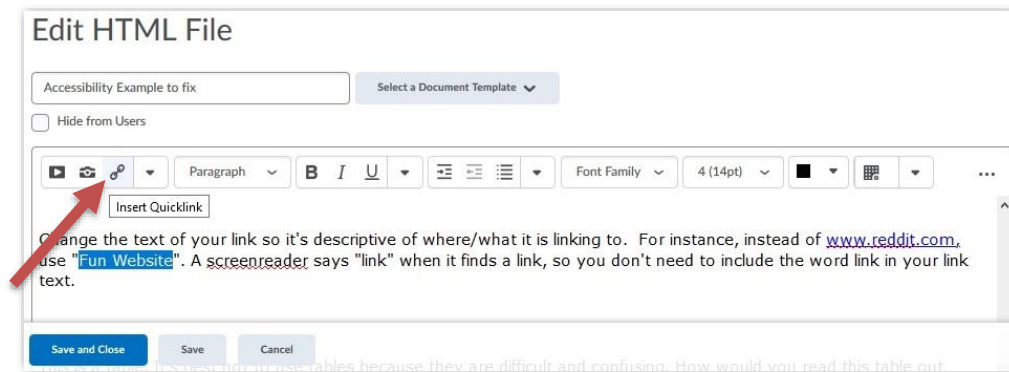


## MS Office Links:

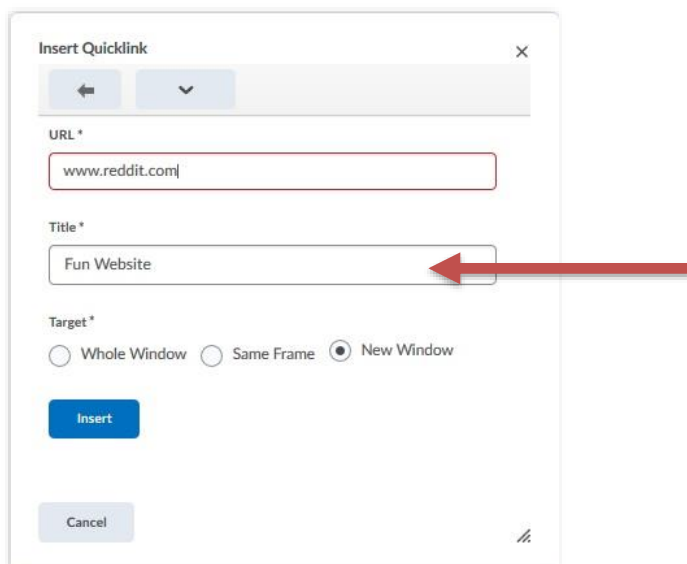
[Video: Create Accessible Links in Word \(2min 09s\)](#)

[Video: Improve your MS Documents with the Accessibility Checker \(1min 4s\)](#)

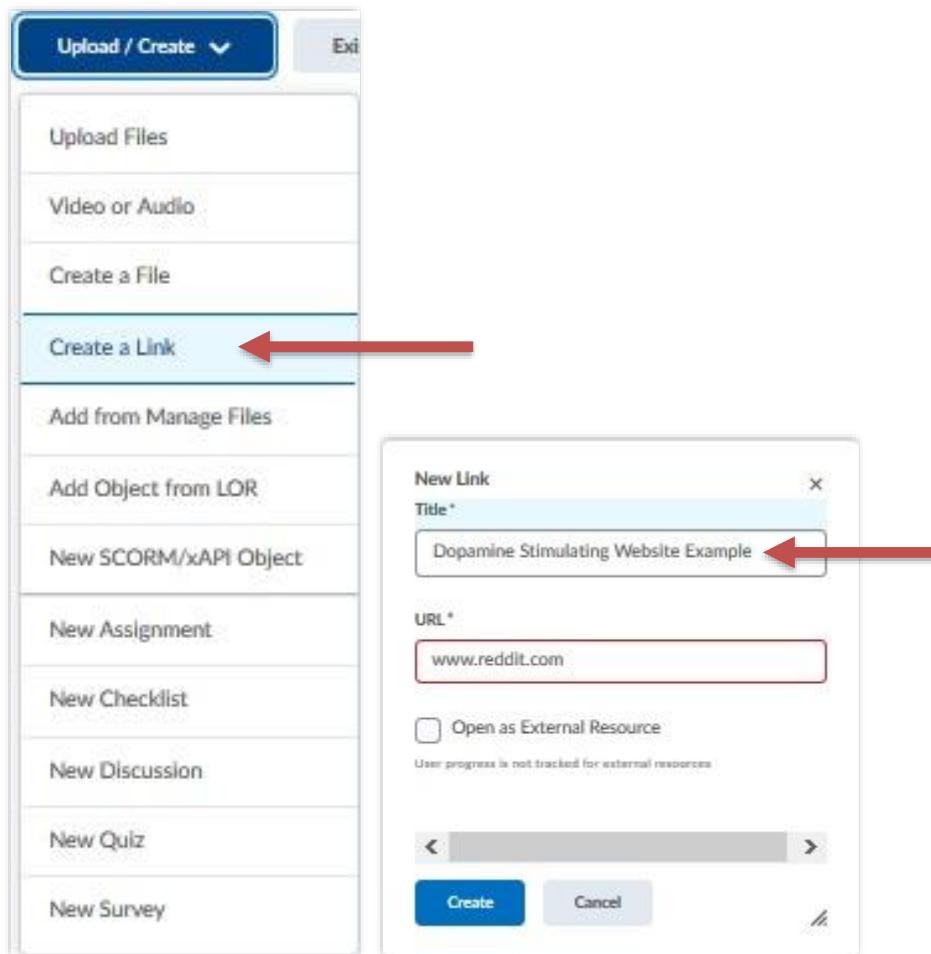
In D2L, in the Edit HTML File window click the “Insert Quicklink” button and select “URL”:



In the “Title” box, enter a descriptive, meaningful name for your link:



**Another option in D2L** is to use the “Upload/Create” button, choose “Create a Link”, and change the text in the “Title” box to something descriptive and meaningful to your learners.



### **D2L links:**

[Video: How to Add Descriptive Links in D2L \(PCC, 1min 19s\)](#)

[Video: Using the D2L Edit Window \(3min 39s\)](#)

[Article: Improve your course with the D2L Accessibility Checker](#)