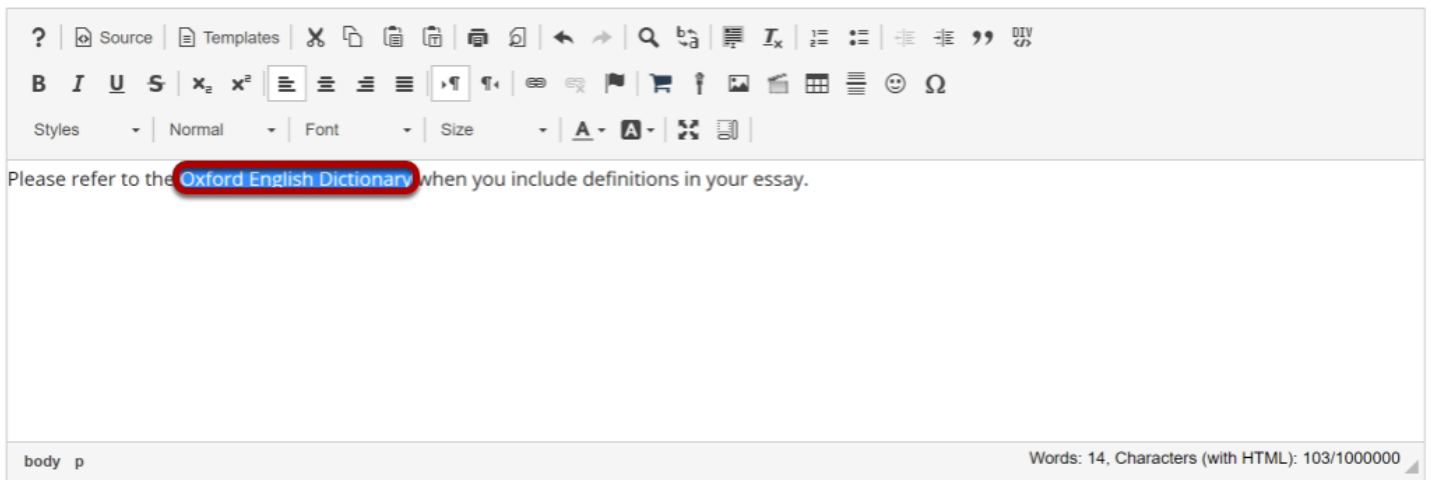


How do I create a link to a web site in a text box?

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.

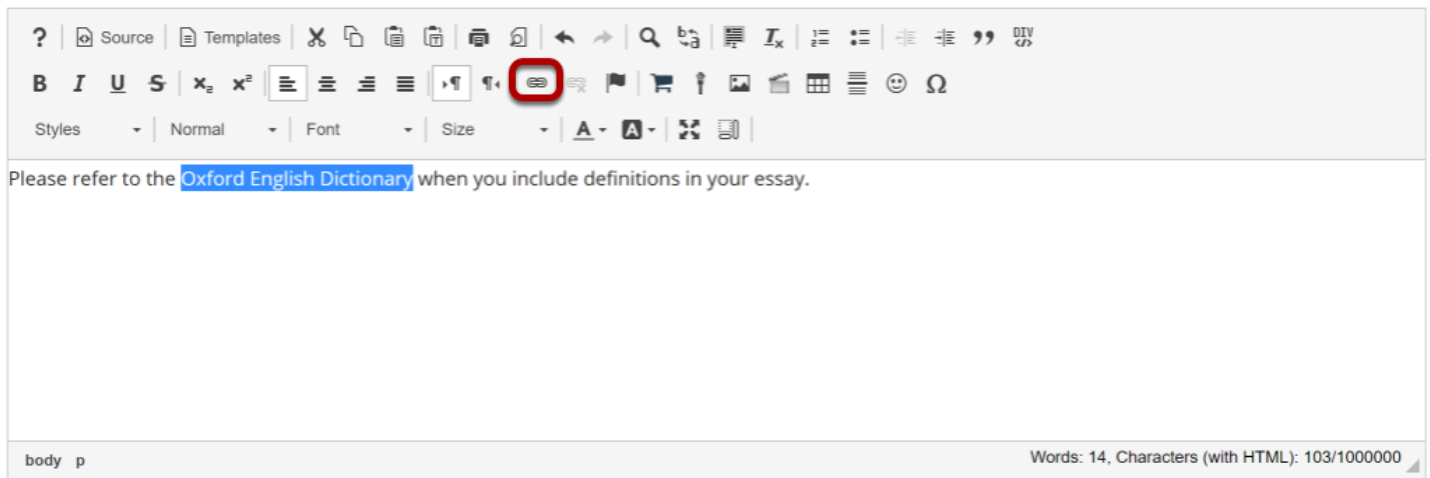


The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including bold, italic, underline, and link. Below the toolbar, the text "Please refer to the **Oxford English Dictionary** when you include definitions in your essay." is displayed. The words "Oxford English Dictionary" are highlighted with a red selection box. At the bottom of the editor, there is a status bar that reads "body p" on the left and "Words: 14, Characters (with HTML): 103/1000000" on the right.

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.



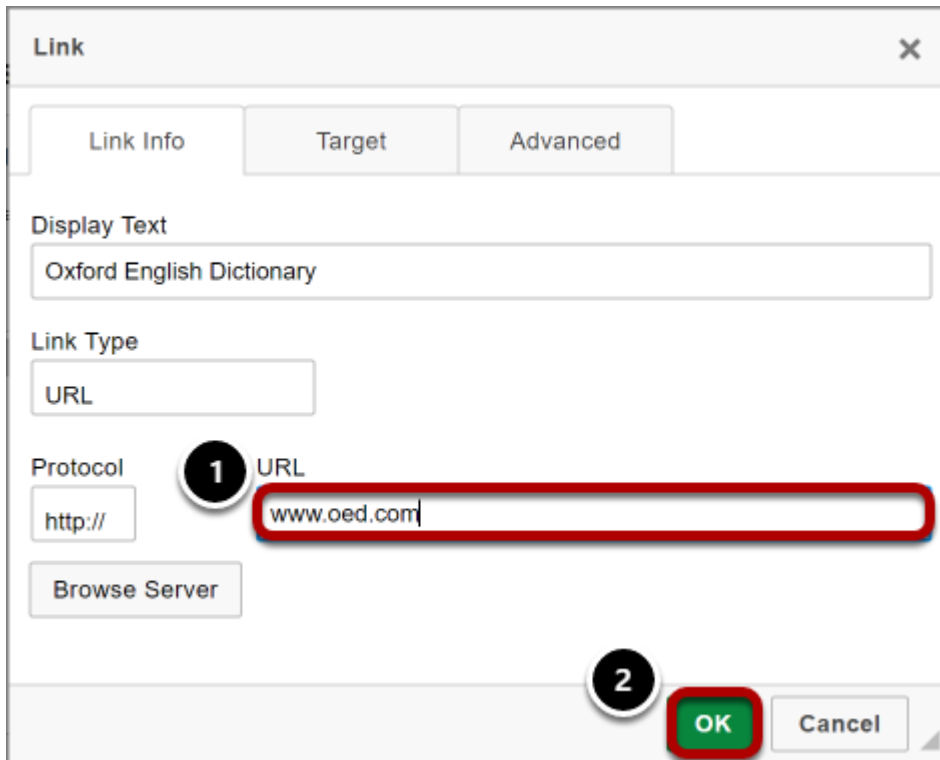
The **Link** icon looks like a chain link.

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.



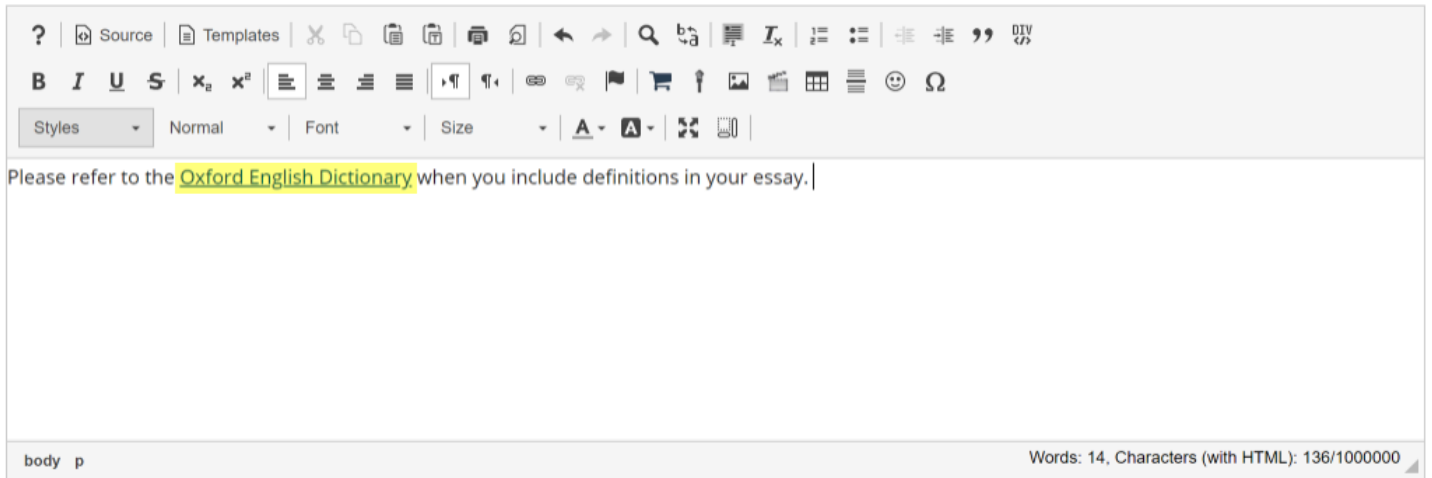
The screenshot shows a 'Link' dialog box with three tabs: 'Link Info', 'Target', and 'Advanced'. The 'Link Info' tab is active. It contains a 'Display Text' field with 'Oxford English Dictionary', a 'Link Type' dropdown set to 'URL', and a 'Protocol' dropdown set to 'http://'. A red circle with the number '1' is placed over the 'URL' label next to the protocol dropdown. Below the protocol dropdown is a text input field containing 'www.oed.com', which is highlighted with a red border. A 'Browse Server' button is located below the text input field. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons. A red circle with the number '2' is placed over the 'OK' button.

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. At the top is a toolbar with various icons for editing, including undo, redo, search, and text alignment. Below the toolbar is a text box containing the text "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. Below the text box is a status bar showing "body p" on the left and "Words: 14, Characters (with HTML): 136/1000000" on the right.

The linked text will be underlined.