# Practice Descriptive Hyperlinks

Follow these steps to add descriptive text to your hyperlinks:

1. Choose a website that you use in your curriculum. Copy the URL.
2. Prepare a typical sentence that you would include in a digital document, referring students to the website you chose in step 1. **Enter the sentence here**:
3. In the sentence you prepared, select the descriptive text for your hyperlink (highlight it). Go to the **Insert** tab. In the **Links** group, choose the **Link** button. The **Insert Hyperlink** window opens. (Shortcut: Right-click on the selected text and choose Link.)
4. In the **Insert Hyperlink** window:
	1. On the left side, make sure “Existing File or Webpage” is selected under “Link to:”
	2. Along the top, make sure the text that appears in the “Text to display” field is accurate (i.e., what you selected in step 3).
	3. At the bottom, paste the URL for the hyperlink in the “Address:” field.
	4. Click the **OK** button.

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