

# Hyperlinks

## Adding a Hyperlink

1. Click on the Insert tab
2. Click on Hyperlink
3. In the Text to Display box, write full link URL or very descriptive title
  - a. Full link URL (e.g. [Google www.google.com](http://www.google.com))
  - b. Descriptive title ([Google search link](#))
4. Click OK

## Hyperlink Suggestions

- Make the link title describe the purpose or target of the link
- **Avoid** using “Click here” or “More” as a link title