# Composing Descriptive Hyperlinks

When creating a hyperlink, use **descriptive language** that specifies the purpose of the link. This is usually a few words, or a succinct description, stating where the link leads.

## Creating Hyperlinks

If creating a hyperlink to a website, first visit the website and copy its address (URL).



### To Create a Hyperlink in Word and PowerPoint:

1. Type the descriptive hyperlink text, and **highlight** it.

2. **Right-click** the hyperlink text and select **Hyperlink** from the menu that appears.

3. A dialog box appears. In the **Address** field, paste the address (URL). Click **OK**.

4. The hyperlink is active (clickable).

5. If you think the document or presentation will likely be printed, as a courtesy you can **paste the address (URL)** near the active hyperlink. (Pasting the address is not necessary for accessibility compliance; however, it *is* useful when the content is printed, and if the URL is longer, you can shorten it using Bitly.com.)


#### **Please Make a Note!**

* If you’re creating a link to a downloadable file, indicate the type of file in the active hyperlink (e.g., DOC, PPT, PDF). This helps make students aware that they will be downloading a file.
* Hyperlinks in PowerPoint can be tricky for an assistive technology user to navigate. To help ensure the student is alerted to the presence of a hyperlink, always include: (link) as part of the active hyperlink text. For example, [Durham Tech Library (link)](https://www.durhamtech.edu/dtcclibrary/index.htm).

### To Create an Accessible Hyperlink Anywhere in Sakai:

1. In the text editor, type the descriptive hyperlink text, and highlight it.

2. From the text editor’s toolbar, click the **Link** icon.

3. A dialog box appears. In the **URL** field, paste the address (URL), and then click OK.

4. The hyperlink is active. Click **Save**.


### An Alternative Method for Creating a Hyperlink in the Lessons Tool

Within the Lessons tool in Sakai, there’s a second way to add hyperlinks.

1. Click **Add Content** (or the  icon) and select **Add Content Links**.

2. A dialog box appears. In the **Item Name** field, type the descriptive hyperlink text. In the **Or add a URL** field, paste the address (URL), and then click Save.
