

Taste of Tech

How to Remove Hyperlinks in Word

To remove a single hyperlink:

1. Right-click the hyperlink text or image, point to **H**yperlink on the shortcut menu, and then select **E**dit **H**yperlink.
2. In the Edit Hyperlink dialog box, click **R**emove **L**ink.

To remove all hyperlinks in a document:

1. On the **E**dit menu, click **S**elect **A**ll.
2. Press **CTRL+SHIFT+F9** on your keyboard.

To turn off hyperlinks automatically:

1. On the **T**ools menu, click **A**utoCorrect.
2. Select the **A**utoFormat **A**s **Y**ou **T**ype tab; deselect the **I**nternet and network paths with **h**yperlinks check box.
3. Click **OK**.

