



Court Services and Information Technology's

E-Tip of the Week

Instantly deactivate hyperlinks in a Word doc (Word 2000/2002/2003/2004)

Whether you want to remove a hyperlink that Word auto-created, or you want to strip out hyperlinks from an existing document, you can do so with a few simple keyboard shortcuts.

1. Click anywhere within the hyperlinked text you want to "unlink" or press [Ctrl]A to select the entire document([command]A in Word 2004).
2. Press [Ctrl][Shift][F9] or [Ctrl]6 ([command][shift][F9] or [command]6 in Word 2004).

Word removes the hyperlinks without disturbing the text. If you used display text to represent a hyperlink -- for instance, "Click Here" instead of the URL -- only "Click Here" remains.

Caution: This technique also removes any existing field codes, so use it with care.

If you have any questions, comments, and/or suggestions, please email us or give us a call.

Thank you,

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