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ProductivI.T.y – For Internal Use Only

WHAT's New?



Instantly deactivate all Hyperlinks in your document

Hyperlinks usually remain active when copying text from the internet into a Word document. To deactivate hyperlinks without removing the associated text, Word offers handy shortcut keys that you can easily access and use.

NOTE: ProductivI.T.y is a regular email publication of Information Security and IT Governance under ICT. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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<Back Next>

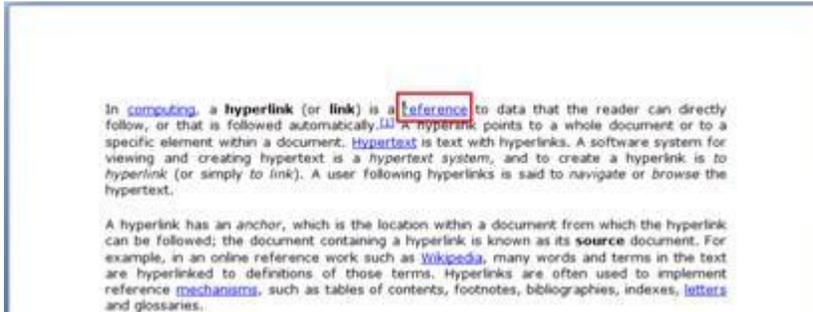
OK Cancel

Deactivate Hyperlinks in your Document (MS Word 2003/2007)

If a Single Hyperlink will be deactivated:

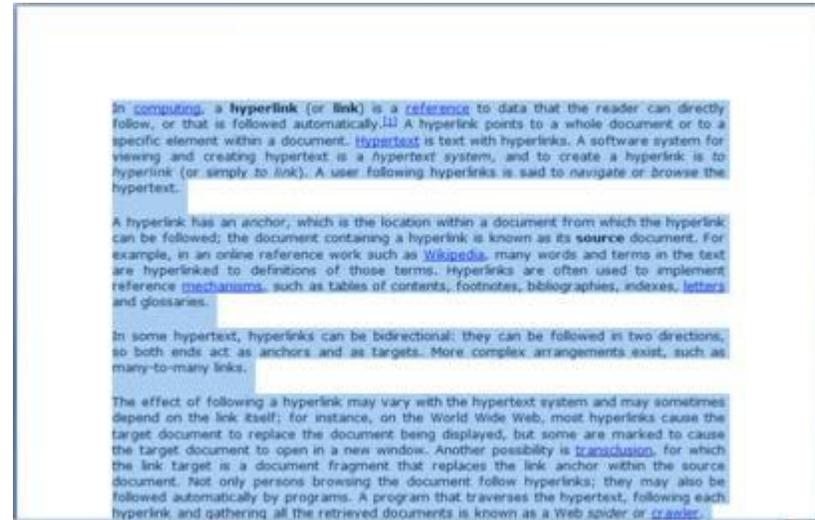
1. Place the insertion point anywhere within the hyperlinked text you want to deactivate.

Note: Be careful not to launch it.



If All Hyperlinks will be deactivated:

1. Press [Ctrl] [A] to select the entire document.



2. Press [Ctrl][Shift][F9] or [Ctrl]6.

Notice that Word removes any selected hyperlink without disturbing/removing their original display text.

In [computing](#), a **hyperlink** (or **link**) is a **reference** to data that the reader can directly follow, or that is followed automatically.^[1] A hyperlink points to a whole document or to a specific element within a document. [Hypertext](#) is text with hyperlinks. A software system for viewing and creating hypertext is a [hypertext system](#), and to create a hyperlink is to [hyperlink](#) (or simply to [link](#)). A user following hyperlinks is said to [navigate](#) or [browse](#) the hypertext.

A hyperlink has an [anchor](#), which is the location within a document from which the hyperlink can be followed; the document containing a hyperlink is known as its **source** document. For example, in an online reference work such as [Wikipedia](#), many words and terms in the text are hyperlinked to definitions of those terms. Hyperlinks are often used to implement reference [mechanisms](#), such as tables of contents, footnotes, bibliographies, indexes, [letters](#) and glossaries.

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In some hypertext, hyperlinks can be bidirectional; they can be followed in two directions, so both ends act as anchors and as targets. More complex arrangements exist, such as many-to-many links.

The effect of following a hyperlink may vary with the hypertext system and may sometimes depend on the link itself; for instance, on the World Wide Web, most hyperlinks cause the target document to replace the document being displayed, but some are marked to cause the target document to open in a new window. Another possibility is [transclusion](#), for which the link target is a document fragment that replaces the link anchor within the source document. Not only persons browsing the document follow hyperlinks; they may also be followed automatically by programs. A program that traverses the hypertext, following each hyperlink and gathering all the retrieved documents is known as a [Web spider](#) or [crawler](#).