
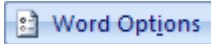


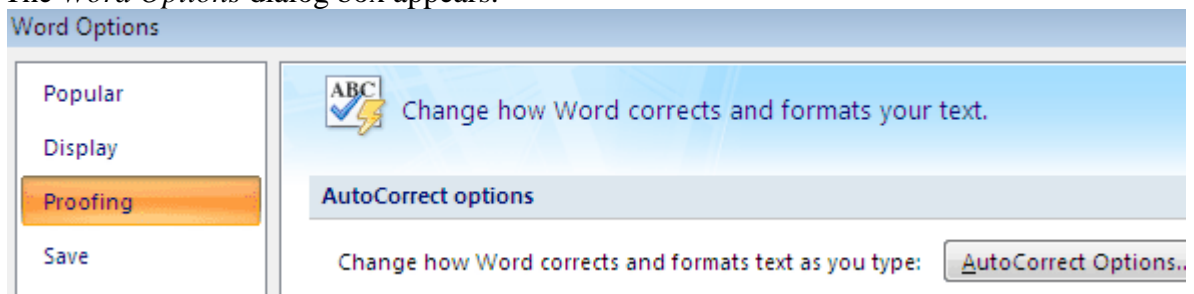
## Removing Hyperlink Formatting from URLs

When you type or paste a URL into a Word document, by default, it automatically converts into a hyperlink. If you do not want the URL to appear as a hyperlink, there are four options to remove this format style from the URL.

### AutoCorrect Option

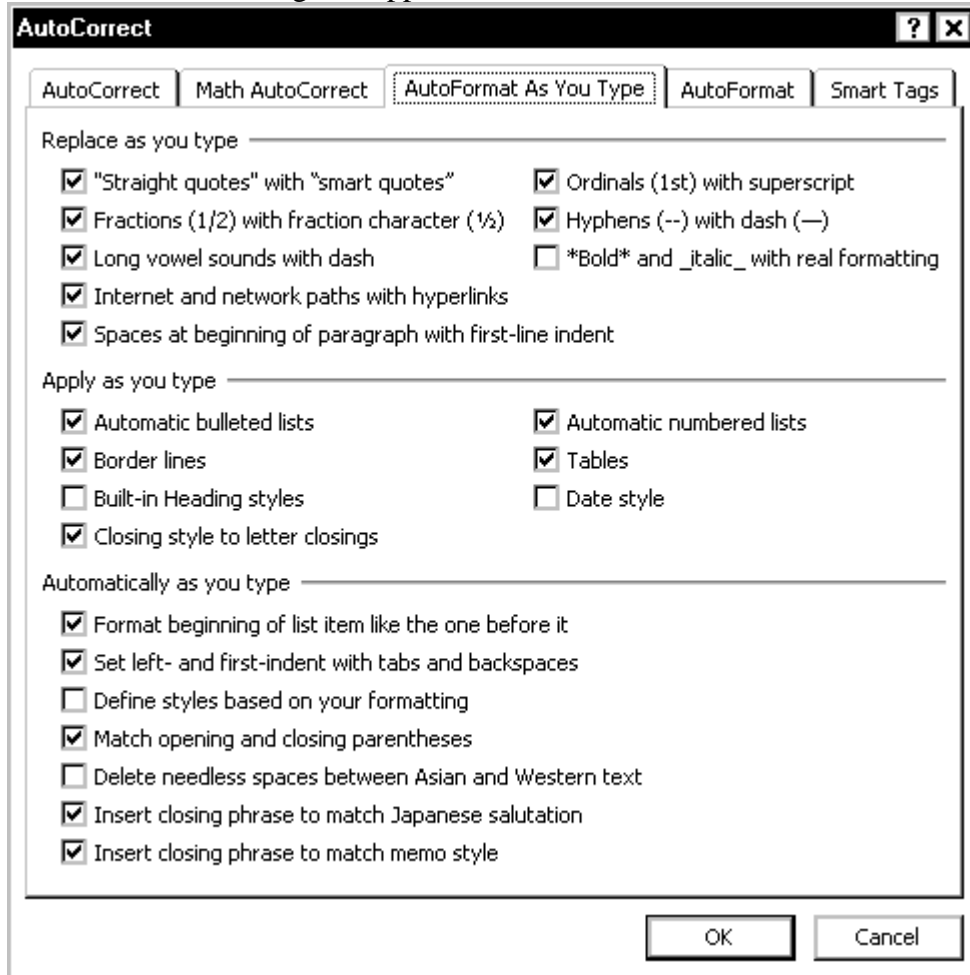
One way to remove hyperlink formatting from a URL is through the *AutoCorrect* dialog box. This option will prevent any URL from displaying as a hyperlink. If you want to remove hyperlink formatting from existing text, refer to the Quick Menu Option.

1. From the OFFICE BUTTON , click **WORD OPTIONS** . The *Word Options* dialog box appears.



2. From the *Categories* list, select **Proofing**


3. Under *AutoCorrect options*, click **AUTOCORRECT OPTIONS...**  
The *AutoCorrect* dialog box appears.



4. Select the *AutoFormat As You Type* tab
5. Under *Replace as you type*, deselect ***Internet and network paths with hyperlinks***  
HINT: An item is deselected if a checkmark does not appear in front of it.
6. Click **OK**  
Formatting changes are applied.
7. Click **OK**

## Smart Tag Option

The *Smart Tag* appears in the document immediately after *AutoFormatting* is applied. Use the *Smart Tag* option to remove hyperlink formatting quickly and easily. For more information about *Smart Tags*, refer to The Office 2007 Environment: Smart Tags.

1. Type the URL  
**OR**  
Copy and paste the URL from the browser into your document  
The *Smart Tag*  appears immediately after *AutoFormatting* is applied.

2. To reveal the *Smart Tag* options, click anywhere on the *Smart Tag* » select **Undo Hyperlink**  
The hyperlink format is removed.  
NOTE: The *Smart Tag* disappears when you begin typing text, but it remains active.

## Quick Menu Option

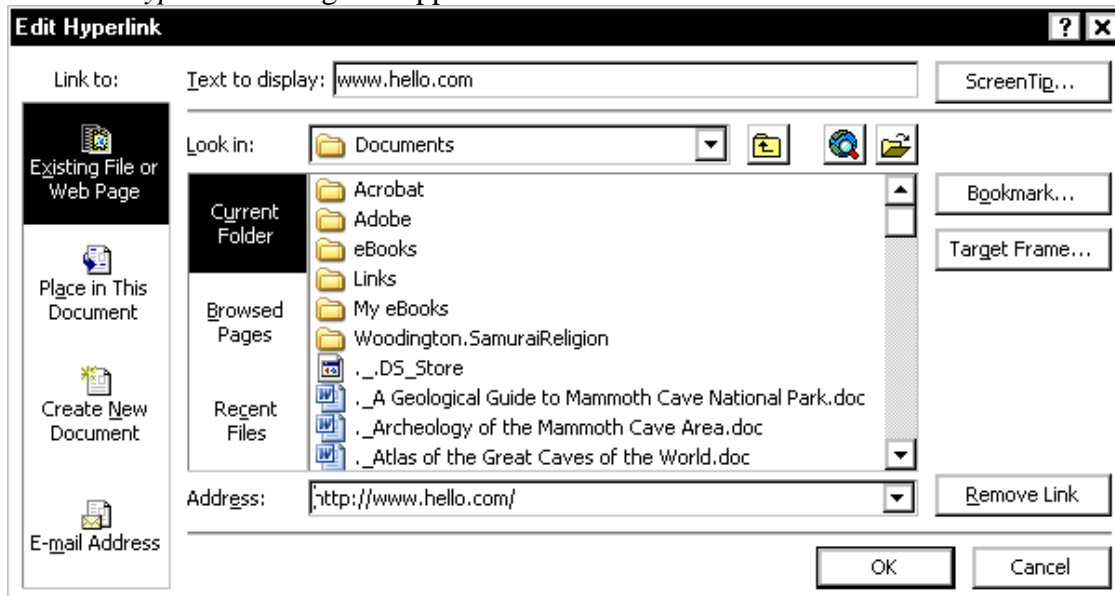
The *Quick* menu option is an efficient method for removing the hyperlink format from a URL.

1. Type the URL  
**OR**  
Copy and paste the URL from the browser into your document
2. Right click the URL » select **Remove Hyperlink**  
The hyperlink format is removed.

## Insert Menu Option

Hyperlink formatting can be removed using the *Edit Hyperlink* dialog box.

1. Highlight the URL  
**OR**  
Place your insertion point in the URL
2. From the *Insert* command tab, in the *Links* group, click **HYPERLINK**  
The *Edit Hyperlink* dialog box appears.



3. Click **REMOVE LINK**  
The hyperlink format is removed.