

Editing URL Links & Hyperlinks

Instructions for editing URL links in Microsoft Word for both Windows (PC) and Mac

1. Change the Display Text of a Link

PC (Windows)	Mac
1. Right-click the hyperlink.	1. Control-click (or right-click) the hyperlink.
2. Select Edit Hyperlink...	2. Select Edit Hyperlink...
3. In the Text to display field, type the new text.	3. In the Text to display field, type the new text.
4. Click OK .	4. Click OK .

2. Change the URL of a Link

PC (Windows)	Mac
1. Right-click the hyperlink.	1. Control-click (or right-click) the hyperlink.
2. Select Edit Hyperlink...	2. Select Edit Hyperlink...
3. In the Address field, type or paste the new URL.	3. In the Address field, type or paste the new URL.
4. Click OK .	4. Click OK .

3. Remove a Hyperlink

PC (Windows)	Mac
1. Right-click the hyperlink.	1. Control-click (or right-click) the hyperlink.
2. Select Remove Hyperlink .	2. Select Remove Hyperlink .

4. Keyboard Shortcuts

Action	PC	Mac
Open Edit Hyperlink dialog	Ctrl + K	Cmd + K
Undo automatic hyperlink after pasting	Ctrl + Z	Cmd + Z

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

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