Editing/ Removing a Hyperlink

- 1. **Right-click** on the desired hyperlink (whether it is a regular link, image, or document) to open the properties menu.
- 2. Click **Remove Link** or the button to deactivate the link while leaving the text.
- Click Properties to Edit the existing link. Alternatively, you may click the Hyperlink Manager button again while the link is selected. The "Hyperlink Manager" dialog will appear.

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For more information click <u>he</u>	re. Properties Remove Link
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Note:

- You will notice that all formatting related to links (blue color, <u>underline</u>, etc.) will be removed from the text.
- 4. Modify the hyperlink attributes (URL, tooltip, etc.) as desired.

Hyperlink Manager		X
Hyperlink	Anchor E-mail	
URL	cp.axisportal.com	
Link Text	Control Panel Link	
Target	New Window	
Existing Anchor	None	
Tooltip	Homepage	
CSS Class	Apply Class 🔹	
	OK	cel

5. Click **OK**.