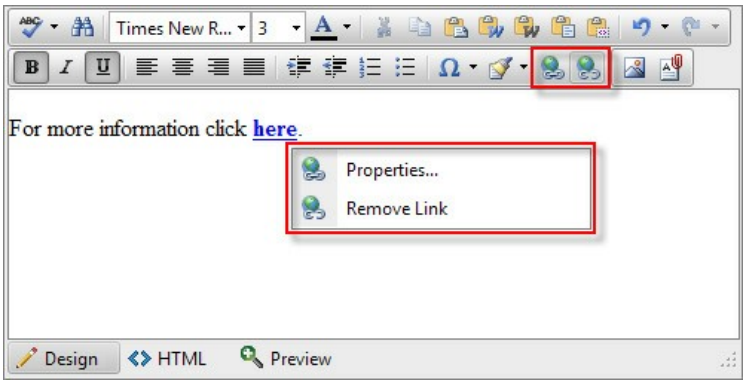
Editing/ Removing a Hyperlink

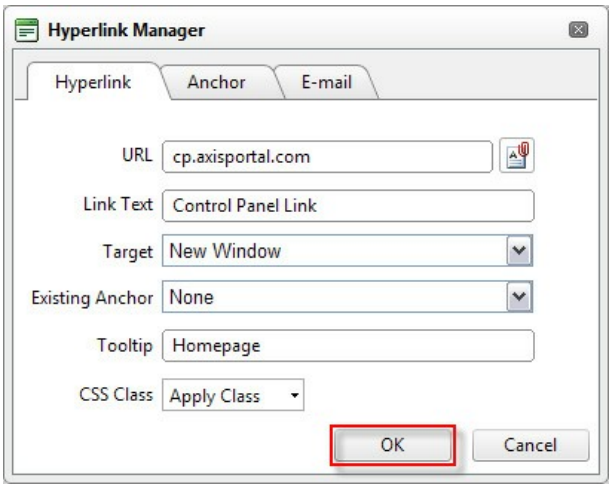
1. **Right-click** on the desired hyperlink (whether it is a regular link, image, or document) to open the properties menu.
2. Click **Remove Link** or the button to deactivate the link while leaving the text.
3. Click **Properties** to Edit the existing link. Alternatively, you may click the **Hyperlink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



Note:

- You will notice that all formatting related to links (blue color, underline, etc.) will be removed from the text.

4. Modify the hyperlink attributes (URL, tooltip, etc.) as desired.



5. Click **OK**.