

# Table of Contents

<b>Links</b> .....	1
in Word .....	1
in LibreOffice .....	1



# Links

Hyperlinks must be removed, or unlinked, for conversion to DAISY. The URL text without the links can be retained.



Even after following the instructions below, links can sometimes be oddly persistent. Be sure to hover over each URL you see to make sure that it is not still a hyperlink - even if the text is "Normal" Style and not blue, the link may still be hiding.

## in Word

1. Ctrl+A to select all text
2. Ctrl+shift+F9 to remove all hyperlinks

## in Word for Mac

1. Cmd+A to select all text
2. Cmd+6 to remove hyperlinks (may need to adjust text colour if it stays blue)

## in LibreOffice

1. Select one of the items in the document that contains a hyperlink. Open the context menu and select "Remove Hyperlink."
2. Press CTRL+A to select the entire document.
3. Press CTRL+SHIFT+Y to "Repeat: Reset attributes"

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