



Digital Tips e-newsletter

Articles:

- Removing Hyperlinks: Excel, PowerPoint and Word
- Cost-Effective Printing: On-Demand

July,
2009



We want to hear from you!

If you like this newsletter and find the information useful, [please let us know.](#)



Removing Hyperlinks: Excel, PowerPoint and Word. If you have ever typed or cut and pasted an email address or web address into Excel, PowerPoint or Word, undoubtedly you have noticed that a hyperlink is automatically added to your text as soon as you hit Return, making the text a “live-link” (e.g., amy.potts@univgraph.com). While sometimes this is helpful, most of the time it's just annoying. So, after yelling at myself and the computer enough times, I finally figured out the tricks to cure this recurring problem.

In **Excel** there are two ways to remove the hyperlink – one at a time or multiple entries. To remove **one at a time**, move the cursor over the cell, right click and choose “Remove Hyperlink”.



To remove **multiple entries** take the following steps (they seem odd but they work):

1. In an empty cell type the number 1.
2. Copy that cell.
3. Holding down the Control button, click (or drag) on the cells that you'd like to remove the hyperlinks.
4. Right click and choose Paste Special. A box will appear, under Operation click on Multiply and OK. Voila! The links are gone! It's a very neat trick.

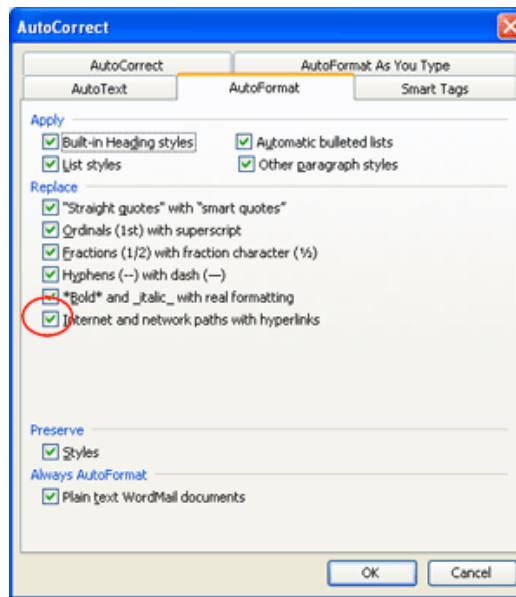
SERVICES WE OFFER:

- Bindery service
- B/W copies
- Booth panels
- Brochures
- Catalogs
- CD/DVD duplication
- Course packets
- Customization
- Data warehousing
- Digital printing
- Fulfillment
- Large-format prints
- Logo creation
- One-to-one marketing
- Package design
- PowerPoint slides
- Printing
- Regulatory services (labels, package inserts, brief summaries, and med guides)

PowerPoint & Word let you remove individual links the same as Excel – right click anywhere on the text and choose “Remove Hyperlink”.

An option in these two programs, not in Excel, is to turn off the hyperlinking in the whole Word or PowerPoint document. To do this:

1. In the Tools menu, click AutoCorrect Options
2. Click the AutoFormat and AutoFormat As You Type tabs.
3. Under Replace for each tab, check or uncheck the “Internet and network paths with hyperlinks”.



- Sales aids
- Training manuals
- Training (Excel, PowerPoint, etc.)

Cost-Effective Printing: On-Demand

Then vs Now: Traditionally, to get a price break on print runs, you would have to buy more print than you needed, creating excess pieces, wasted resources, storage costs, and the need to destroy obsolete materials.

Now, with On-Demand Printing, you can order short-runs of marketing collateral and meeting material, as well as time-sensitive or limited-use documents, without paying for more than you need! Universal Graphics uses state-of-the-art digital presses to create your finished documents in hours, not days.

On-Demand Printing also offers the ability to “get personal with your customers” by creating personalized printed collateral. Personalizing your message to each customer allows you to make a bigger impact with your marketing campaigns. We have years of experience in assisting clients with personalized campaigns.

Call us today to talk about On-Demand and personalized printing at 203-934-4275 or visit us at www.UnivGraph.com for more information.

Fun Facts for July

July/August Lore:

- If ant hills are high in July, winter will be snowy.
- If a cold August follows a hot July, it foretells a winter hard and dry.
- If it rains on July 10th, it will rain for seven weeks.
- Until the 18th century, July was pronounced as the girls' name 'Julie'.
- If the first week in August is unusually warm, the coming winter will be snowy and long.

July Observances:

Baked Beans Month, Blueberry Month, Firecracker Safety Month, Hitchhiking Month, Hot Dog Month, Ice Cream Month and Read An Almanac Month.

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