

# Changing Many Link Locations

1. Open the document in which you want to change the links.
2. Change to Draft view. (If you are in Print Layout view, Word tries to repaginate quite often as you try to do the changes, and that makes this whole process much longer.)
3. Press **Alt+F9** so that field codes are showing. (Links are nothing but field codes, so the full field codes for each of your links should be visible.)
4. Press **Ctrl+H**. Word displays the Replace tab of the Find and Replace dialog box. (See Figure 1.)
5. In the Find box, enter the portion of the link you want to change. In the Replace box, enter the new portion of the link.
6. Click Replace All. Word replaces all the text within the exposed links.
7. Close the Find and Replace dialog box.
8. Press **Alt+F9** so that field results are showing. (Your results still won't show properly until you do the next two steps.)
9. Select the entire document by pressing **Ctrl+A**.
10. Press **F9**. Word updates all the fields in the document, including those links you just changed.