

Task 4.3 Breaking links

If you send a document containing linked objects to others, the links will break since the file locations have changed. Recipients will receive an error message when the file is opened, although they will still be able to read and edit the document. To avoid the error message, you can break the links manually through the **Links** dialog box.



If there are several links, they will be listed in the order they appear in the document.

Try this...

1. With your Word document open, click on the **File** tab.
2. On the **Info** tab, click on **Edit Links to Files** at the bottom right to display the **Links** dialog box.

*The **Edit Links to Files** option only appears if there are linked objects in the document.*

3. Click on the entry to select it, then click on **[Break Link]** and on **[Yes]** to confirm.

With the link broken, any changes you make to the Excel file will not be reflected in the Word document, but you can send the document without recipients receiving error messages.

4. Click on the **Home** tab.
5. Click in the last table, and then click on the **Table Tools Layout** tab.
6. In the **Rows & Columns** group, click on **Delete** and select **Delete Table**.



Note: To delete a linked object from your Word document, you must first break the link. Deleting the object itself does not remove the link. Word will display an update prompt whenever you open the file, even though the object is no longer there.