

The standard (default) behavior for activating hyperlinks within LibreOffice is to use *Ctrl+click*. This behavior can be changed in **Tools > Options > LibreOffice > Security > Options** by deselecting the option **Ctrl-click required to open hyperlinks**. If clicking in your links activates them, check that page to see if the option has been deselected.

Editing hyperlinks

To edit a hyperlink, click anywhere in the link text and then open the Hyperlink dialog by clicking the **Hyperlink** icon on the Standard Toolbar or choosing **Edit > Hyperlink** from the Menu bar. Make your changes and click **Apply**. If you need to edit several hyperlinks, you can leave the Hyperlink dialog open until you have edited all of them. Be sure to click **Apply** after each one. When you are finished, click **Close**.

To change the color of hyperlinks, go to **Tools > Options > LibreOffice > Application Colors**, scroll to **Unvisited links** and/or **Visited links**, select those options, pick the new colors and click **OK**. This will change the color for *all* hyperlinks in *all* components of LibreOffice, which may not be what you want.

Rearranging headings and text using the Navigator

You can use the Navigator (Figure 55) to move headings and their associated text to another location in a document by doing the following:

- 1) If necessary, click the expansion symbol (+ sign or arrow) to the left of a heading to expand the list of subheadings.
- 2) (Optional) If you have several subheading levels, you can more easily find the headings you want by changing the Heading Levels Shown selection to show only 1 or 2 levels of headings.
- 3) Click the heading of the block of text that you want to move and drag the heading to a new location on the Navigator. Or, click the heading in the Navigator list, and then click either the **Promote Chapter** or **Demote Chapter** icon. All of the text and subsections under the selected heading will move up or down in the document.

To move only the selected heading and not the text associated with the heading, hold down *Ctrl*, and then click the **Promote Chapter** or **Demote Chapter** icon.

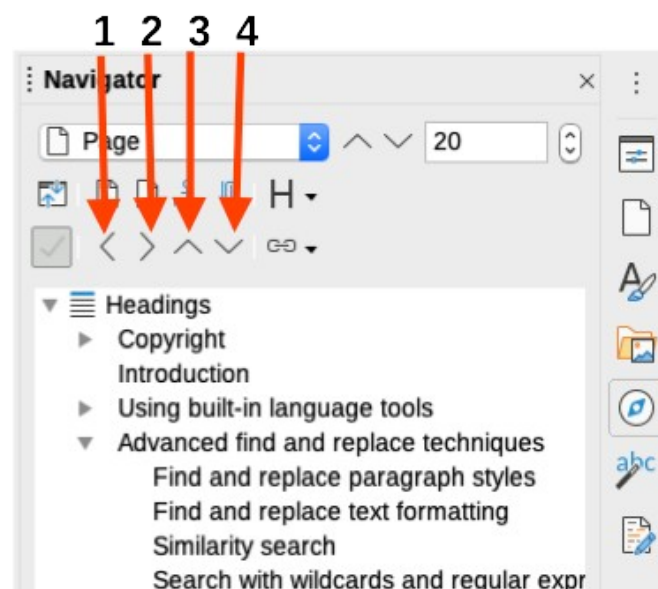


Figure 55: Promote/Demote in Navigator

- | | |
|-----------------|-------------------|
| 1 Promote Level | 3 Promote Chapter |
| 2 Demote Level | 4 Demote Chapter |