

2 Methods to Batch Change Multiple Hyperlinks

Addresses in Your Outlook Email

翻譯:Bruce/BV2KI

本篇文章係以應用於 Outlook 為主，你也可以應用於 Word 中。

For some reasons, you've inserted multiple hyperlinks to texts in your Outlook email. And some of them are linked to the same address. If you would like to batch change these hyperlinks' addresses, you can use the methods introduced in this article.

For instance, you have composed an Outlook email, which has a lot of hyperlinks in the message body. Yet, afterwards, you discovered that an address is wrong. And many hyperlinks are using this address. Therefore, you need to batch change these hyperlinks' addresses. In response to this problem, thereafter, we'll share 2 easy and quick approaches.

由於某些原因，您在 Outlook 電子郵件中插入了多個指向文字的超連結。其中一些連結到同一位址。如果要批次更改這些超連結的位址，可以使用本文介紹的方法。例如，您已經撰寫了一封 Outlook 電子郵件(或 Word 檔案)，該電子郵件在郵件(word 文件)正文中有很多超連結。然而，事後，你發現位址是錯誤的。許多超連結都使用此位址。因此，您需要批次更改這些超連結的位址。為了解決這個問題，我們將分享 2 種簡單快捷的方法。

Method 1: Find and Replace Manually

方法 1：手動查找和替換

1. To begin with, in the opened email, press "Alt + F9" key buttons.
首先，在打開的電子郵件(或 word 文件)中，按「Alt + F9」鍵按鈕。
2. Then, all the hyperlinks' addresses will be shown directly.
然後，所有超連結的位址將直接顯示。



DataNumen [Outlook Repair](#) (formerly Advanced [Outlook Repair](#)) is the best Microsoft [Outlook](#) recovery tool. It uses advanced technologies to scan the corrupt or damaged personal folder files (.PST) and recover your mail messages and all other items as much as possible, so to minimize the loss in file corruption.

Main Features:

1. Support 32bit and 64bit [Outlook](#) 97 to 2013.

Press "Alt + F9"



DataNumen [{HYPERLINK "https://www.datanumen.com/outlook-recovery/"}](https://www.datanumen.com/outlook-recovery/) Repair (formerly Advanced [{HYPERLINK "https://www.datanumen.com/outlook-recovery/"}](https://www.datanumen.com/outlook-recovery/) Repair) is the best Microsoft [{HYPERLINK "https://www.datanumen.com/outlook-recovery/"}](https://www.datanumen.com/outlook-recovery/) recovery tool. It uses advanced technologies to scan the corrupt or damaged personal folder files ([{HYPERLINK "https://www.datanumen.com/outlook-recovery/"}](https://www.datanumen.com/outlook-recovery/)) and recover your mail messages and all other items as much as possible, so to minimize the loss in file corruption.

Main Features:

1. Support 32bit and 64bit [{HYPERLINK "https://www.datanumen.com/outlook-recovery/"}](https://www.datanumen.com/outlook-recovery/) 97 to 2013.

3. Now, press "Ctrl + H" to bring out the "Find and Replace" dialog box.

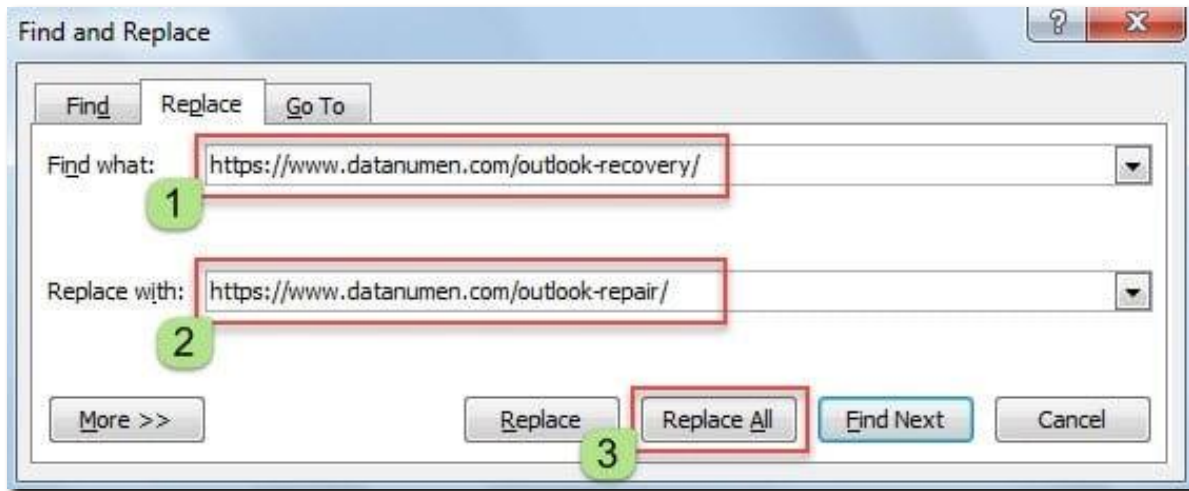
現在，按「[Ctrl + H](#)」以顯示「查找和替換」對話框。

4. In this new dialog box, input the old hyperlink address in "Find what" box and new address in "Replace with" box.

在此新對話框中，在「查找內容」框中輸入舊的超連結位址，在「替換為」框中輸入新位址。

5. After that, click "Replace All" button.

之後，按兩下「全部替換」按鈕。



6. Later, close “Find and Replace” dialog box.
稍後，關閉「查找和替換」對話框
7. After returning to message body, press “Alt + F9” keys again to hide hyperlink addresses.
返回郵件(或 word 文件)正文後，再次按「Alt + F9」鍵隱藏超鏈接位址。
8. Subsequently, press “Ctrl + A” to select all message body.
隨後，按「Ctrl + A」選擇所有消息正文
9. Finally, tap on “F9” key to update all the changed hyperlink addresses.
最後，點擊「F9」鍵以更新所有更改的超連結位址。
10. Now, check the hyperlink addresses by letting cursor hover above the texts. All the hyperlinks that are linked to the old addresses have been altered, like the following screenshot.
好了，將游標懸停在鏈接之文本上方來檢查超鏈接位址。鏈接到舊位址的所有超連結都已更改，如以下螢幕截圖所示。

Subject:



<https://www.datanumen.com/outlook-recovery/>
Click to follow link

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Method 2: Make Use of Outlook VBA

方法 2：利用 Outlook VBA

1. In the first place, press “Alt + F11” to launch VBA editor.

首先，按「Alt + F11」啟動 VBA 編輯器

2. Then, in the new window, enable “MS Word Object Library” according to the article “[How to Add an Object Library Reference in VBA](#)”.

然後，在新視窗中，根據 “[How to Add an Object Library Reference in VBA](#)” 文章啟用「MS Word 物件庫」

3. Next, put the following VBA code into a module.

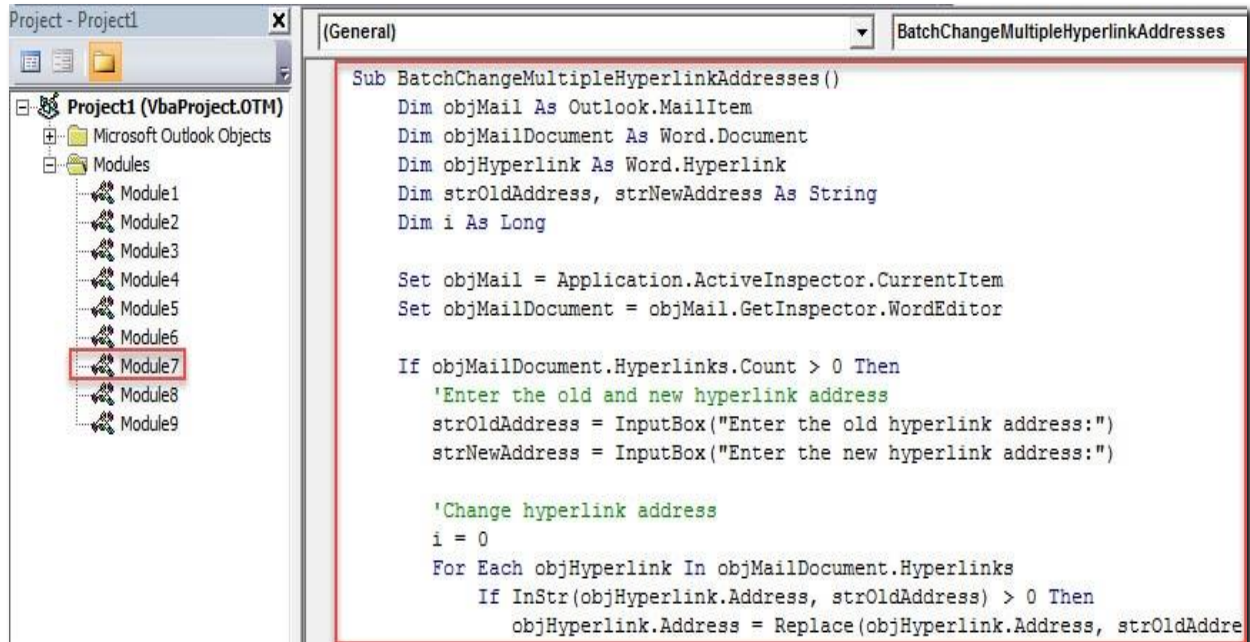
接下來，將以下 VBA 代碼放入模組中。

```
Sub BatchChangeMultipleHyperlinkAddresses()  
    Dim objMail As Outlook.MailItem  
    Dim objMailDocument As Word.Document  
    Dim objHyperlink As Word.Hyperlink  
    Dim strOldAddress, strNewAddress As String  
    Dim i As Long  
  
    Set objMail = Application.ActiveInspector.CurrentItem  
    Set objMailDocument = objMail.GetInspector.WordEditor  
  
    If objMailDocument.Hyperlinks.Count > 0 Then  
        'Enter the old and new hyperlink address  
        strOldAddress = InputBox(Enter the old hyperlink address:")  
        strNewAddress = InputBox("Enter the new hyperlink address:")  
  
        'Change hyperlink address  
        i = 0  
        For Each objHyperlink In objMailDocument.Hyperlinks  
            If InStr(objHyperlink.Address, strOldAddress) > 0 Then  
                objHyperlink.Address = Replace(objHyperlink.Address, strOldAddress,  
strNewAddress)  
                i = i + 1  
            End If  
        Next  
  
        'Prompt you
```

```

MsgBox i & " hyperlinks' addresses are changed!", vbInformation + vbOKOnly
End If
End Sub

```



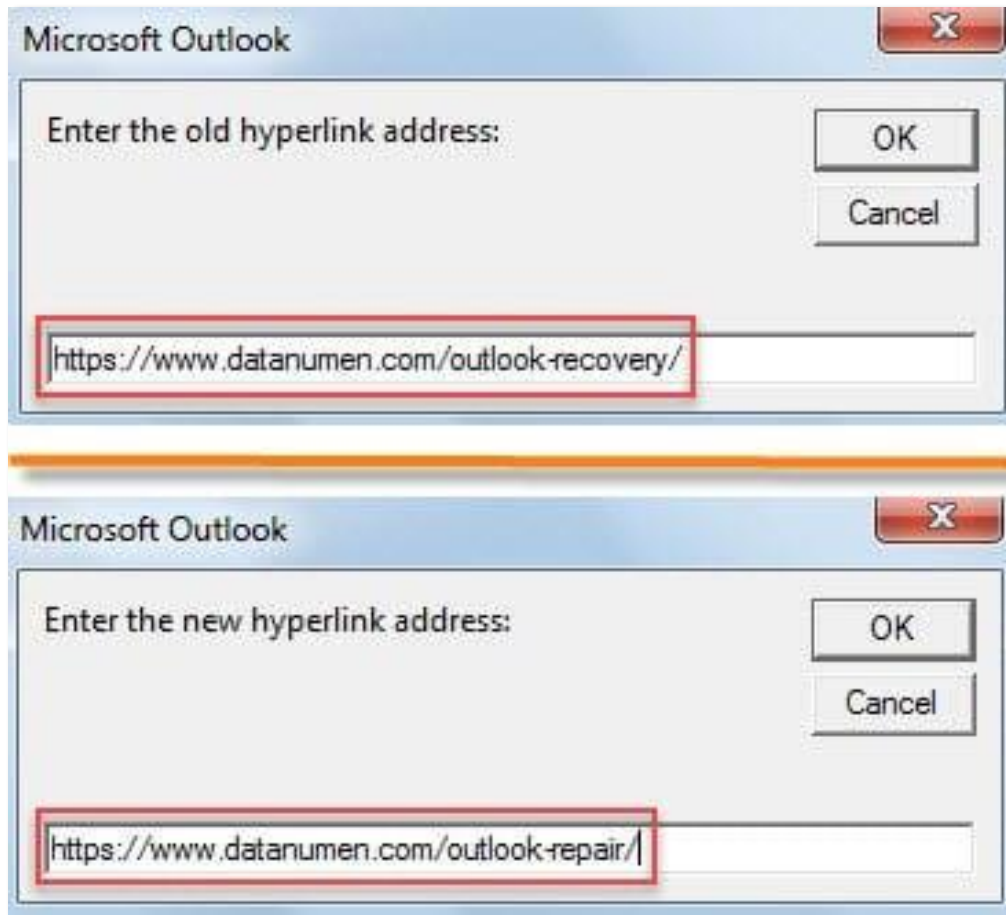
4. Afterwards, add this macro to Quick Access Toolbar of message window with reference to “How to Run VBA Code in Your Outlook”.

之後，將此宏(巨集)添加到消息視窗的快速存取工具列中，參考「[How to Run VBA Code in Your Outlook](#)」。

5. Eventually, follow the steps below to try it.

最終，請按照以下步驟嘗試。

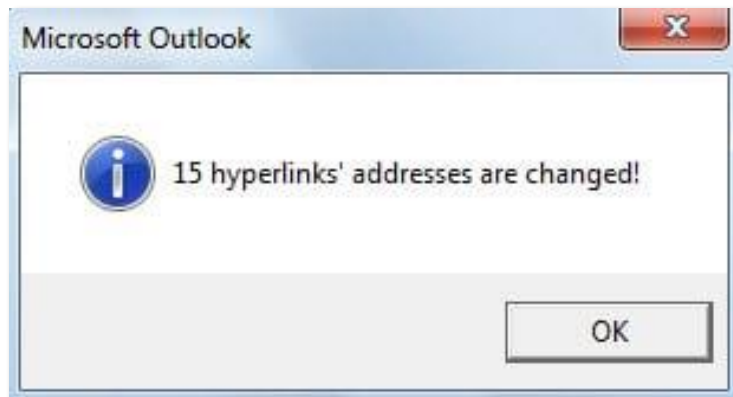
In the popup dialog boxes, enter the old and new hyperlink addresses.



在彈出的對話框中，輸入舊的和新的超連結位址。

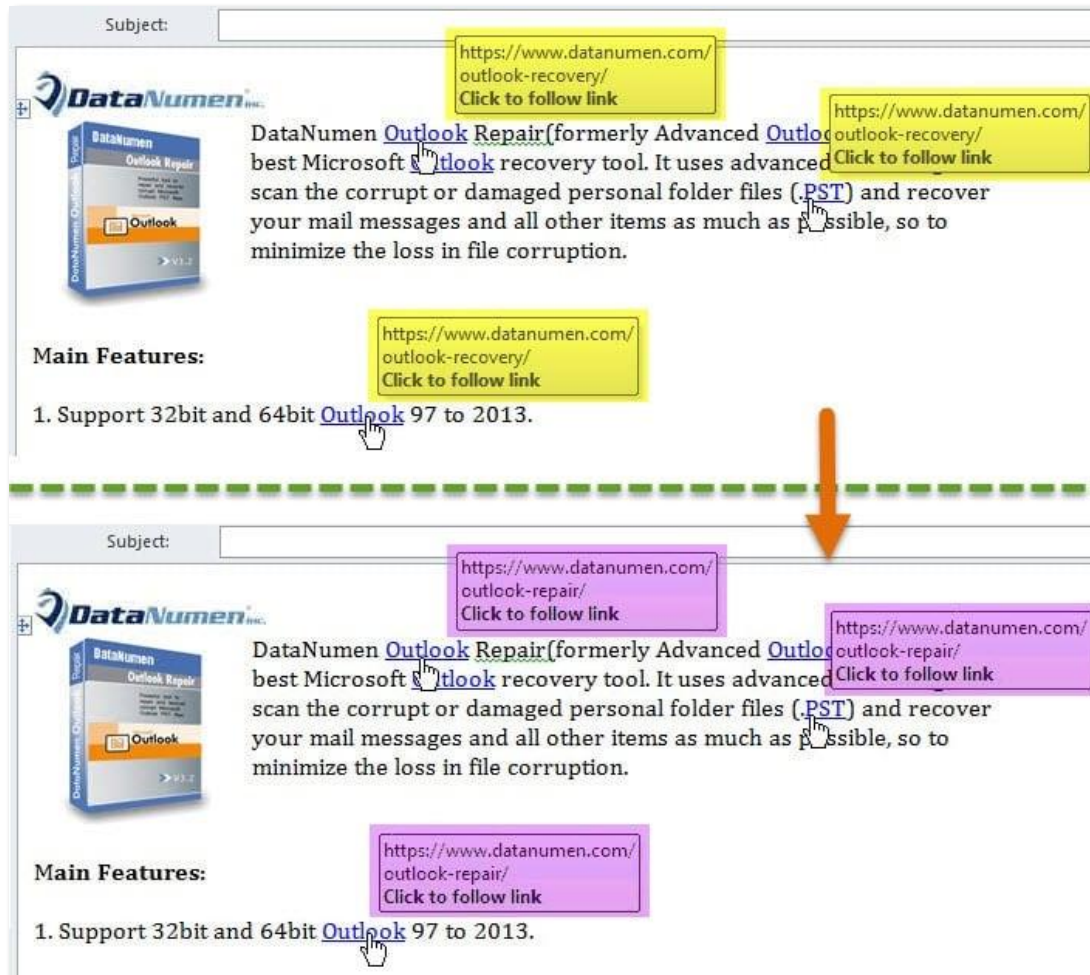
When macro finishes, you will receive a message telling you the number of hyperlinks whose addresses have been changed

宏(巨集)完成後，您將收到一條消息，告訴您位址已更改的超連結的數量



Multiple hyperlinks' addresses have been changed, like the image below.

多個超連結的位址已更改，如下圖所示。



Author Introduction: 作者簡介

Shirley Zhang is a data recovery expert in DataNumen, Inc., which is the world leader in data recovery technologies, including [SQL Server recovery](#) and outlook repair software products. For more information visit www.datanumen.com

Shirley Zhang 是 DataNumen, Inc. 的數據恢復專家，該公司是數據恢復技術的全球領導者，包括 [SQL Server recovery](#) 和 Outlook 修復軟體產品。欲瞭解更多資訊，請訪問 www.datanumen.com

譯者註:我將原作者之「巨集」修改成適用於 WORD 之版本如下:

```
Sub BatchChangeMultipleHyperlinkAddresses_word()

    Dim objDocument As Word.Document
    Dim objHyperlink As Word.Hyperlink
    Dim strOldAddress, strNewAddress As String
    Dim i As Long

    Set objDocument = Word.ActiveDocument

    If objDocument.Hyperlinks.Count > 0 Then
        'Enter the old and new hyperlink address
        strOldAddress = InputBox("Enter the old hyperlink address:")
        strNewAddress = InputBox("Enter the new hyperlink address:")

        'Change hyperlink address
        i = 0
        For Each objHyperlink In objDocument.Hyperlinks
            If InStr(objHyperlink.Address, strOldAddress) > 0 Then
                objHyperlink.Address = Replace(objHyperlink.Address,
strOldAddress, strNewAddress)
                i = i + 1
            End If
        Next

        'Prompt you
        MsgBox i & " hyperlinks' addresses are changed!", vbInformation + vbOKOnly
    End If
End Sub
```

```
C:\WSJT_MultiOp(C)\HowTo\Reference\Word\BatchChangeMultipleHyperlinkAddresses_word.txt - Notepad++
File Edit Search View Encoding Language Settings Tools Macro Run Plugins Window ?
BatchChangeMultipleHyperlinkAddresses_word.txt
1 Sub BatchChangeMultipleHyperlinkAddresses_word()
2   Dim objDocument As Word.Document
3   Dim objHyperlink As Word.Hyperlink
4   Dim strOldAddress, strNewAddress As String
5   Dim i As Long
6
7   Set objDocument = Word.ActiveDocument
8   If objDocument.Hyperlinks.Count > 0 Then
9     'Enter the old and new hyperlink address
10    strOldAddress = InputBox("Enter the old hyperlink address:")
11    strNewAddress = InputBox("Enter the new hyperlink address:")
12
13    'Change hyperlink address
14    i = 0
15    For Each objHyperlink In objDocument.Hyperlinks
16      If InStr(objHyperlink.Address, strOldAddress) > 0 Then
17        objHyperlink.Address = Replace(objHyperlink.Address,
18          strOldAddress, strNewAddress)
19        i = i + 1
20      End If
21    Next
22
23    'Prompt you
24    MsgBox i & " hyperlinks' addresses are changed!", vbInformation +
25      vbOKOnly
26  End If
27 End Sub
```