

Microsoft Word

How do I Disable Smart Tags?

Word 2003 introduced the concept of “Smart Tags”. When Word recognizes a date, time, or other piece of information, it will underline the text in red. Hovering your cursor over the text brings up an “I” button. Clicking the button brings up a menu where you can perform tasks such as looking at a particular date in an Outlook Calendar or looking up a stock quote on a website.

While some may find Smart Tags useful, others may find them annoying, plus it takes extra CPU time for Word to analyze a document for text to link up with Smart Tags. You can disable this feature, if you’d like, by following these steps:

1. Select “Tools”, then “AutoCorrect Options”.
2. When the “AutoCorrect” dialog box displays, select the “Smart Tags” tab.
3. Uncheck “Label text with smart tags”.
4. Uncheck “Show Smart Tag Action Buttons”.
5. Click “OK” to close the dialog box.
6. Select “Tools”, then “Options”.
7. When the “Options” dialog box displays, click the “View” tab.
8. Uncheck “Smart tags”.
9. Press “OK” to close the dialog box.