**Hyperlinks from Headings to the TOC**

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Peter writes manuals and can autogenerate a chapter's Table of Contents in the normal way. This allows readers to click on a TOC entry and jump to the heading, but there is no way to click on the heading and get back to the TOC. So readers can do this Peter has to individually apply a hyperlink to the heading and then get rid of the underlining, which he finds unsightly. A manual's chapter can contain hundreds of headings, so the task of applying the hyperlinks individually can be painful. Peter wonders if there is a way to automate the adding of hyperlinks to headings as he needs.

Peter's approach, while well intentioned, is completely unnecessary. Word does provide a way to click a heading in the TOC (which Peter knows) and then return to that heading in the TOC (which Peter apparently doesn't know). The specifc shortcut for accomplishing this task is **Alt+Left Arrow**. The shortcut jums back to where you were before clicking on the hyperlink in the TOC, which makes it great for long tables of contents—you are returned to exactly where you were rather than to the beginning of the TOC.

The shortcut key is the best solution for readers; it works by default on a standard Word installation. If wanted, however, you could add a Back button to your [Quick Access Toolbar](http://wordribbon.tips.net/T005987_Adding_Tools_to_the_Quick_Access_Toolbar.html) that could be clicked to return to the TOC's point of departure. Follow these steps:

1. Display the Word Options dialog box. (In Word 2007 click the Office button and then click Word Options. In Word 2010 and Word 2013 display the File tab of the ribbon and then click Options.)
2. At the left side of the dialog box click Customize (Word 2007) or Quick Access Toolbar (later versions of Word). (See Figure 1.)



**Figure 1.** The Quick Access Toolbar area of the Word Options dialog box.

1. Using the Choose Commands From drop-down list, choose All Commands.
2. In the list of commands, locate and select the Back command.
3. Click the Add button. The Back command now appears at the right side of the dialog box, in the list of Quick Access Toolbar commands.
4. Use the Up and Down arrow buttons to situate the Back command within the Quick Access Toolbar commands.
5. Click OK.

The Back command, which now appears on the Quick Access Toolbar, performs the exact same function as the **Alt+Left Arrow** shortcut.

If you still want to add hyperlinks to headings, the only way to automate the process is to use a macro. The following macro steps through each entry in the first TOC in the document, finds the referenced heading in the main body of the text, and then adds a hyperlink back to the TOC.

Sub HyperlinkHeadings2()
Dim hyp As Hyperlink
'Dim h As Hyperlink
Dim toc As TableOfContents
Dim bkmk As String
Dim bkmkR As String
Dim sCode As String
  If ActiveDocument.TablesOfContents.Count = 0 Then
    MsgBox "There are no Tables of Contents in document"
    Exit Sub
  End If
  Options.CtrlClickHyperlinkToOpen = True
  Set toc = ActiveDocument.TablesOfContents(1)
  For Each hyp In toc.Range.Hyperlinks
    bkmk = hyp.SubAddress
    bkmkR = bkmk & "R"
    hyp.Range.Select
    If Selection.Bookmarks.Count = 0 Then
      ActiveDocument.Bookmarks.Add Range:=Selection.Range, Name:=bkmkR
    Else
      bkmkR = Selection.Bookmarks(1).Name
    End If
    If ActiveDocument.Bookmarks.Exists(bkmk) Then
      ActiveDocument.Bookmarks(bkmk).Range.Select
      If Selection.Hyperlinks.Count = 0 Then
        With ActiveDocument.Hyperlinks.Add(Anchor:=Selection.Range, \_
           Address:="", SubAddress:=bkmkR, TextToDisplay:=Selection.Text)
          .Range.Select
          Selection.ClearCharacterAllFormatting
        End With
      Else
        Selection.Range.Hyperlinks(1).Range.Select
       Selection.Fields.Unlink
        sCode = Selection.Text
        With ActiveDocument.Hyperlinks.Add(Anchor:=Selection.Range, \_
           Address:="", SubAddress:=bkmkR, TextToDisplay:=sCode)
          .Range.Select
          Selection.ClearCharacterAllFormatting
        End With
        ActiveDocument.Bookmarks.Add Range:=Selection.Range, Name:=bkmk
      End If
    End If
  Next hyp
  Options.CtrlClickHyperlinkToOpen = False
End Sub