**Hyperlinks from Headings to the TOC**

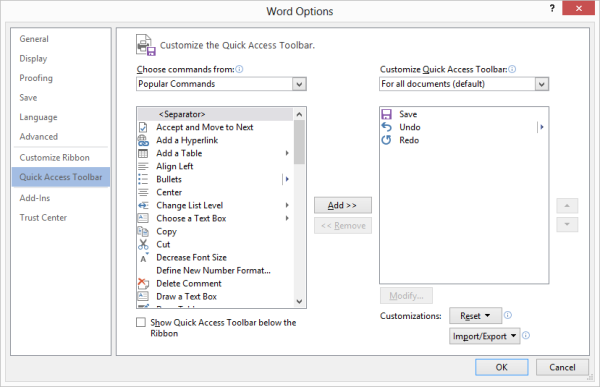
*by* [*Allen Wyatt*](http://www.tips.net/A0001_Allen_Wyatt.html) (last updated April 12, 2014)

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