

How to Create Table of Contents Links For Smashwords

Table of Contents

[Step One: Create Bookmarks](#)

[Step Two: Add Links](#)

[Step Three: Add link back to table of contents \(optional\)](#)

Step One

[Return to Table of Contents](#)

The first step when creating a linked Table of Contents for Smashwords is to create bookmarks everywhere you want a link to reside. In this case, we're going to want a link to the words 'Step One' to the 'Step One: Create Bookmarks' bit in the Table of Contents, so we're creating our first bookmark there.

Highlight the text where you want to create a bookmark.

Step One: Create Bookmarks

Step Two: Add Links

Step Three: Add link back to table of contents (optional)



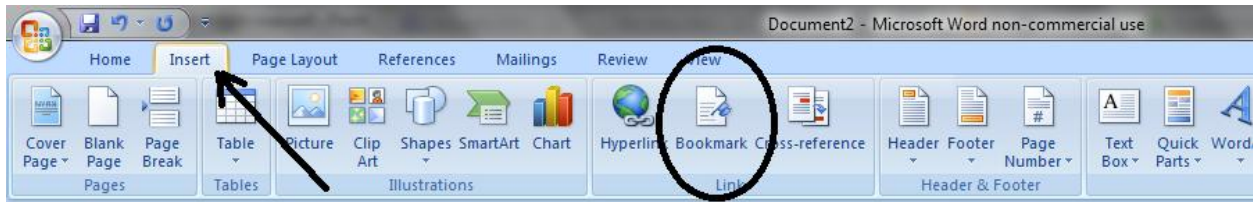
Step One

The first step when creating a linked Table of Contents for Smashwords is to create bookmarks everywhere you want a link to reside. In this case, we're going to want a link to the words 'Step One' to the 'Step One: Create Bookmarks' bit in the Table of Contents, so we're creating our first bookmark there.

Highlight the text where you want to create a bookmark.

Click 'Insert' in the Word menu.

Click 'Insert' in the Word menu and select 'Bookmark'



Type the name of the bookmark with no spaces (make it easy to remember) and click 'Add'

ating a linked Table of Contents for Smashwords is to create bookmarks

link to reside.

bookmarks' bit

e you want to

ite Bookmarks

Links

ld link back to table

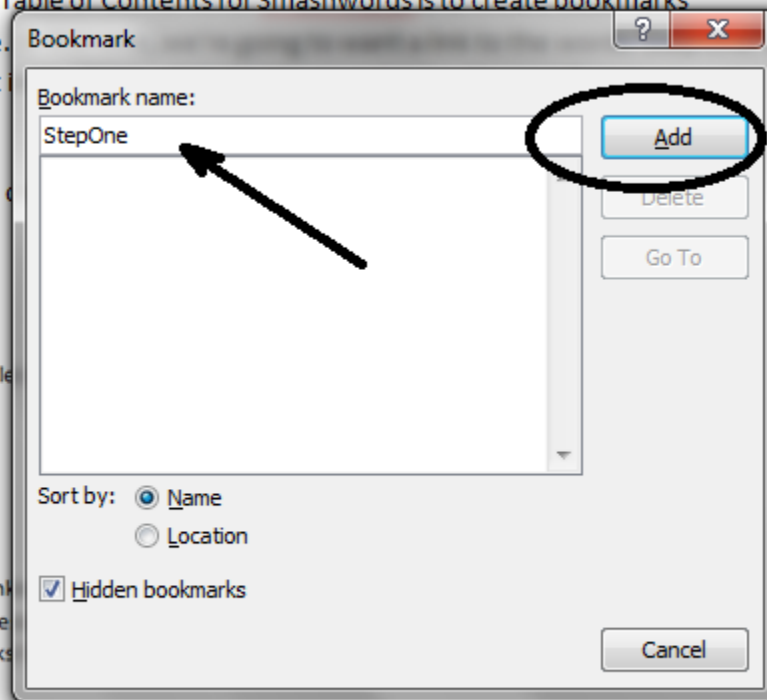
hen creating a link

u want a link to re

Create Bookmarks

ext where you want to create a bookmark.

the Word menu



Repeat this process for each Chapter Heading, or other hyperlink in your document.

Step Two : Adding Links

[Return to Table of Contents](#)

Now you're ready to link your Table of Contents to the bookmarks you just created.

Go back to your table of contents, and select the first item.

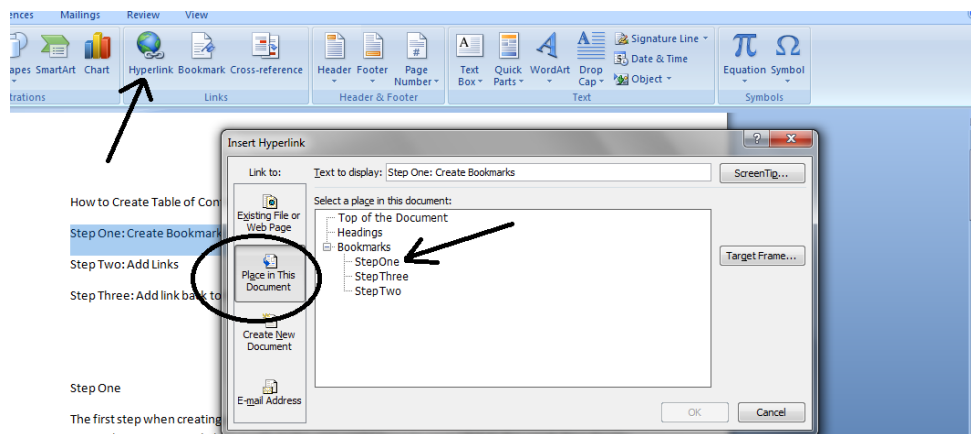
How to Create Table of Contents Links For Smashwords

Step One: Create Bookmarks

Step Two: Add Links

Step Three: Add link back to table of contents (optional)

Click Hyperlink, and select 'Place in This Document'

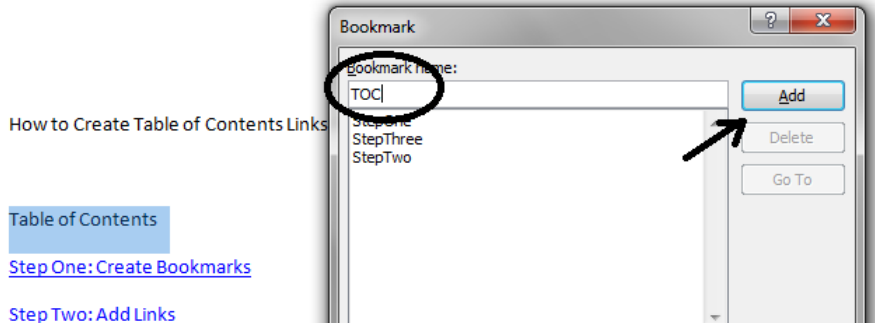
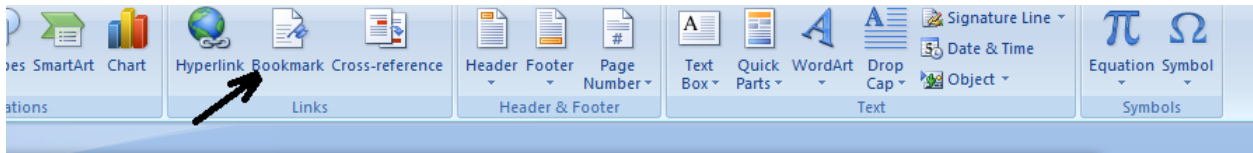


You should see all the bookmarks you created in Step One. Choose the one you want to link, and click on OK.

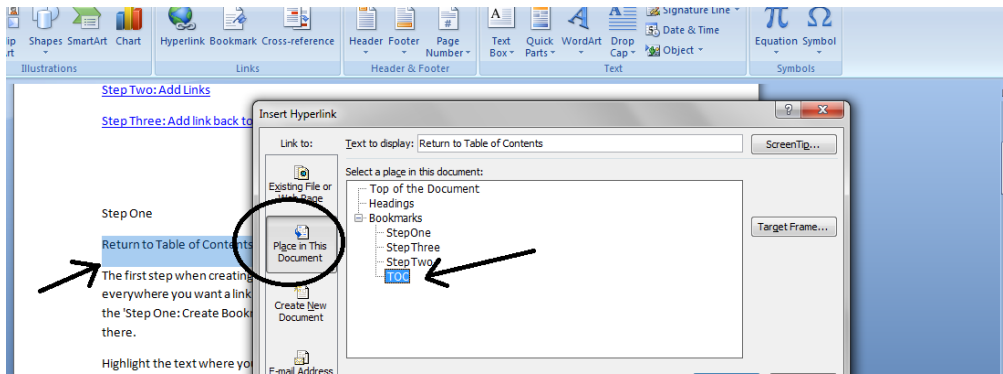
Step Three

[Return to Table of Contents](#)

If you'd like to make things even easier for your readers, add a 'Return to Table of Contents' link to each section. To do this, just bookmark the Table of Contents.



Then, add text that says 'Return to Table of Contents' under each heading - and link it to the TOC bookmark.



There! You're done!