Link to Previous

- In this tutorial, you will learn how to use the Link to Previous feature in Microsoft Word 2010.
- The Link to Previous feature may be used to link a header or footer in one section to the header or footer in another section. Linking sections will ensure that both sections contain the same content. The link may also be removed if the content needs to be different in each section.
- The **LINK TO PREVIOUS** button is automatically activated after a page break or section break has been inserted on a page.

Example of a document with an active Link to Previous button:

Example of a document without an active Link to Previous button:

Locating the Link to Previous Button

To locate the **LINK TO PREVIOUS** button GO TO THE HEADER OR GO TO THE FOOTER on a page to open the Header & Footer Tools **DESIGN** Tab. Then click the Header & Footer Tools **DESIGN** Tab on the ribbon. The **LINK TO PREVIOUS** button is found on the **NAVIGATION** group.
Using the Link to Previous Button to Link Two Sections

Step 1: Open your Microsoft Word document and scroll to the top of the page in which you would like to modify. In this example, we will assume you would like to remove the link between sections on pages one and two to ensure that the header on page one is different while the header on pages two and three contain the same title.

Step 2: Click the PAGE LAYOUT Tab and locate the BREAKS button. The BREAKS button will be used to insert a section break.
Step 3: Click the **BREAKS** button in the **PAGE SETUP** group to open the **BREAKS** menu.
Step 4: Click the **NEXT PAGE** option under the **SECTION BREAKS** category to insert a section break on the next page.

Step 5: Go to the Header on page two by clicking the **INSERT** tab to display the groups and buttons on the tab. Then locate the **HEADER** button.
Step 6: Click the HEADER Button on the HEADER & FOOTER group to open the HEADER Menu.
Step 7: Click **EDIT HEADER** on the **HEADER** menu to activate or **GO TO** the **HEADER** section. Once the **HEADER** is activated a dashed line will separate the **HEADER** section from the body of the page. Any existing text and objects in the body will become dimmed and cannot be edited until the **HEADER** section is closed.

**Shortcut Tip:** Instead of using the **HEADER** button to go to the **HEADER**, you may double click your mouse arrow along the top margin of the page to activate the **HEADER**.
Step 8: In this example we have previously inserted a Running Head in APA style into the document. In order to create identical titles on pages two and three while the title on page one remains the same, we will modify the running head after the section break on page two. Position the cursor in front of the text in the header on page two.
Step 9: Locate the **LINK TO PREVIOUS** button in the **NAVIGATION** group of the **DESIGN** tab. This button is highlighted because it is automatically activated when a break is inserted. Click the **LINK TO PREVIOUS** button to remove the link between page two and the previous page.

![Image of the LINK TO PREVIOUS button](image)

Step 10: Modify the header as desired. In this case, delete the text “Running head:”

![Image of the modified header](image)
Step 11: Click the **CLOSE HEADER AND FOOTER** button to close the header and observe the changes.

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**Running head: A SHORT TITLE**

| Introduction |

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**A SHORT TITLE**

that accommodate different cultural pedagogy" and "appreciate cultural differences" (p.

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**A SHORT TITLE**

References

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Finish: By following the steps above, you can use the Link to Previous feature in your document.