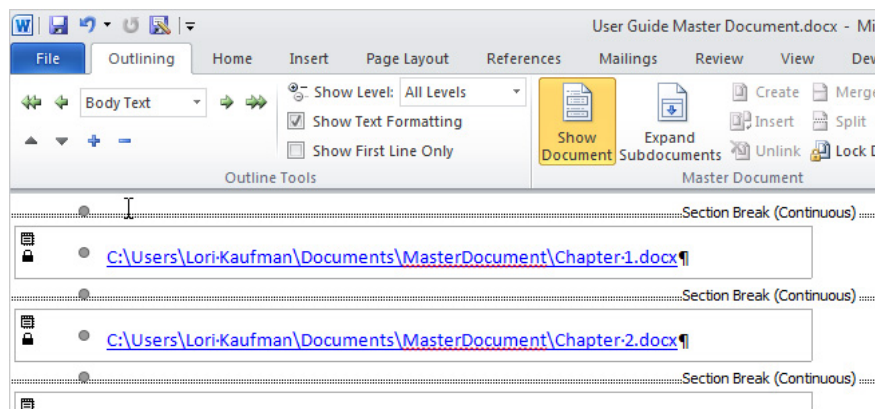


# Create Master Document in Word 2010 from many Word files

Have you ever edited a Word document that included many pages? If so, everyone would easily realize that Word manages such types of documents not really effective

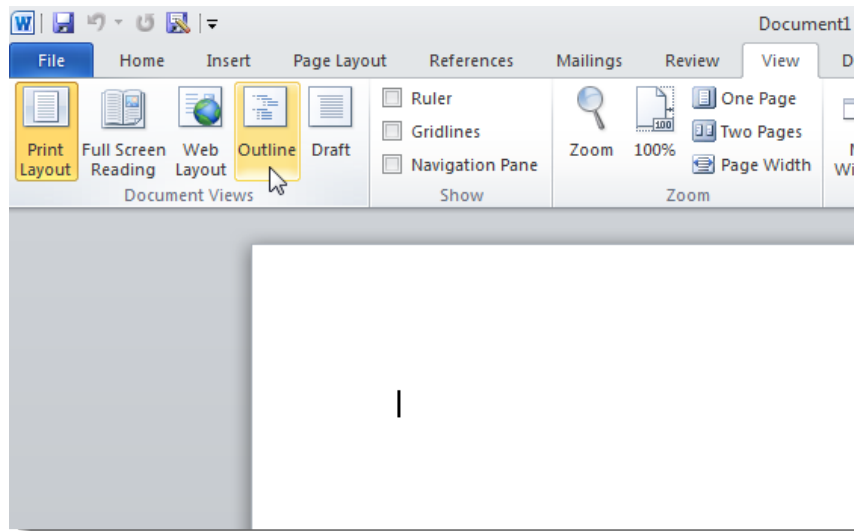
**TipsMake.com - Have you ever edited a Word document that included many pages? If so, everyone probably recognizes that Word manages such types of documents not really effective, so the usual way to overcome this situation is to split large text files into small files. different. But if so, how can we ensure that they are numbered correctly, the contents of the table and index entries are not 'broken'? In the following article, we will introduce you to a nice feature of Word to apply in such cases, Master Document - able to combine many small Word text files into 1 file. only.**

The **Master Document** concept here can be understood simply as a Word file containing links to other Word components and files - also known as **subdocument** . The entire contents of the subdocument will not be inserted inside the Master Document file, so that we can easily perform other operations such as editing, deleting, adding or removing information on separate **subdocument** files. And any changes will immediately be updated to the **Master Document** file automatically. In the case of many people working on a single text file, the **Master Document** will allow users to separate different parts of the document individually.

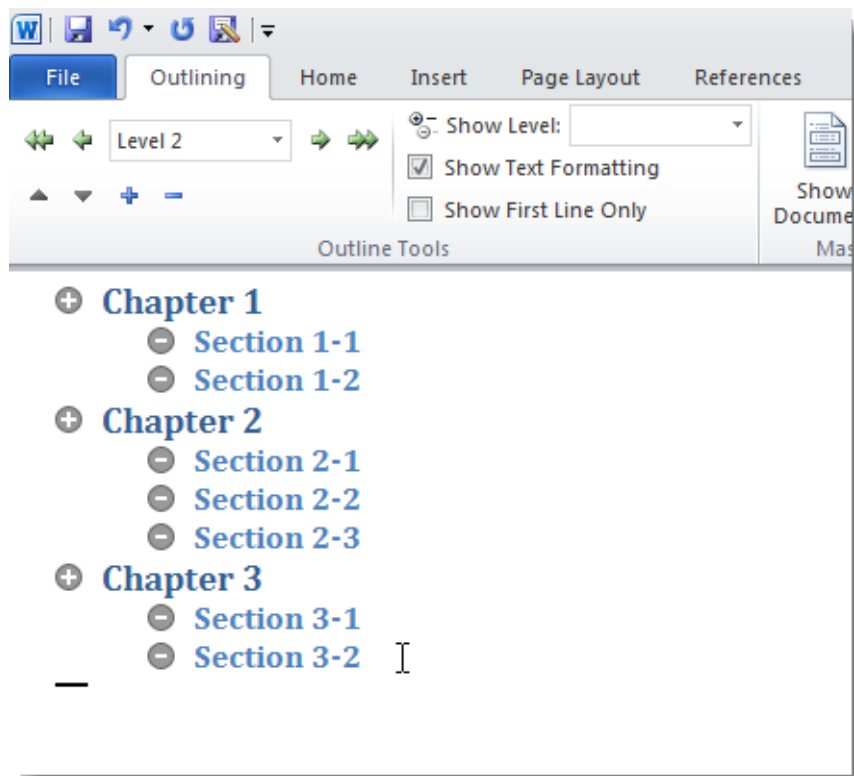


## Create Master Document from Scratch:

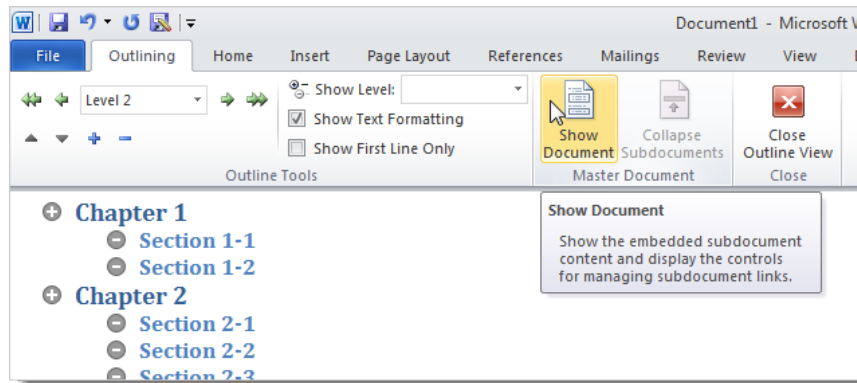
If you start creating a completely new **Master Document** file, you can create it from **Scratch** first. To start, create a new **Word** file, save it with an arbitrary name. Then, select the **View** tab and click **Outline** in the **Document Views** section :



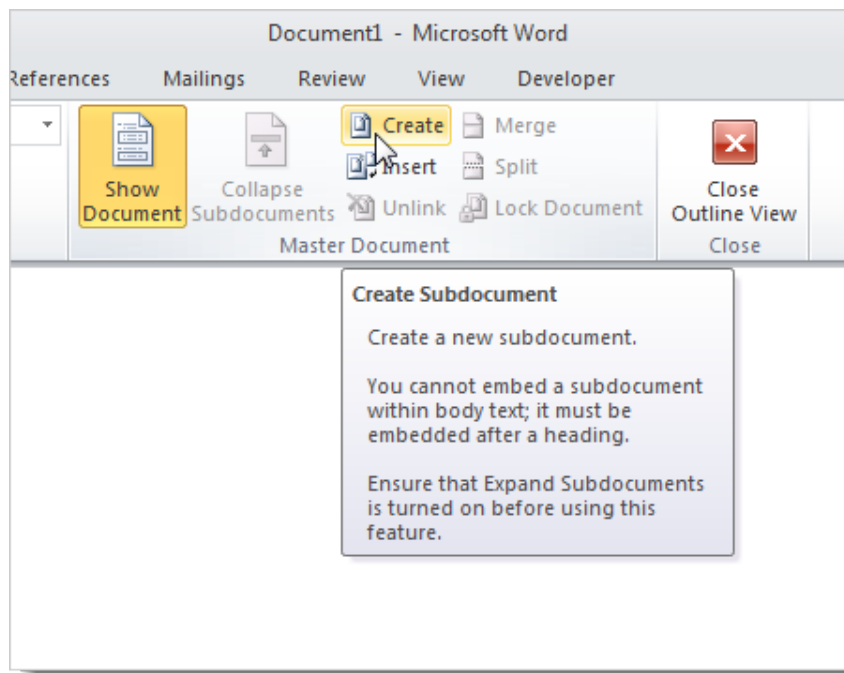
Start typing the content for the heading in the outline form, using the **Level** drop-down list, pouring green for bulleted items in the **Outline Tools** section of the **Outlining** tag:



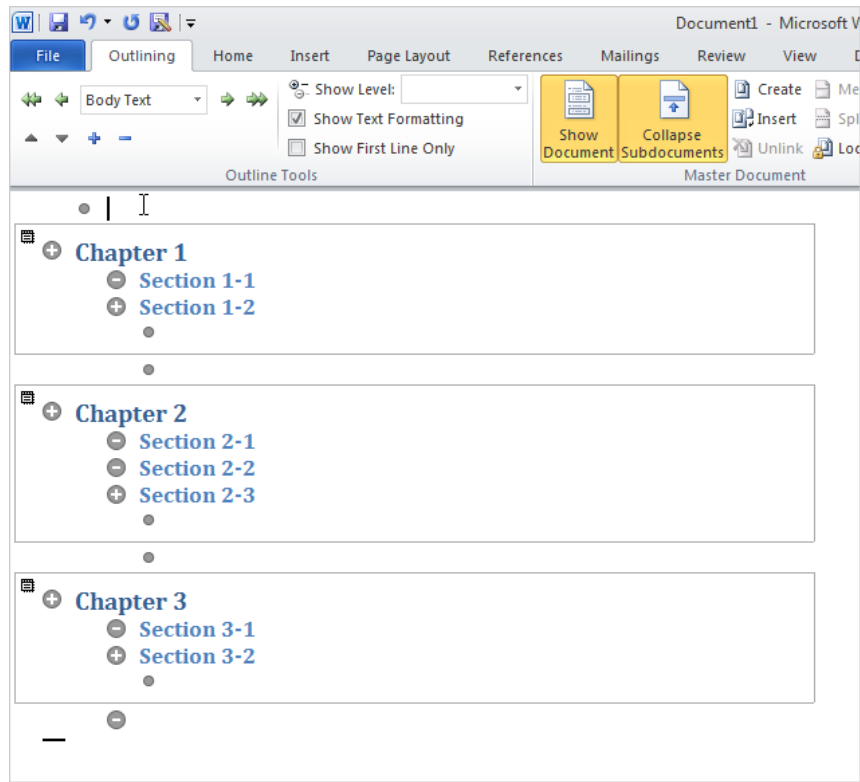
After completing this heading, click **Show Document** in the **Master Document** section of **Outlining** :



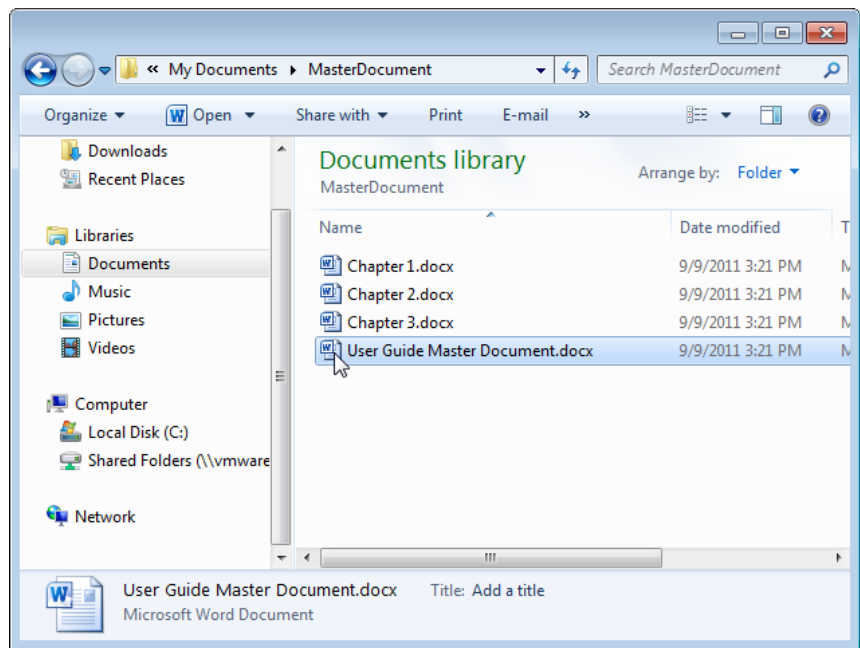
At this point, the program will display more options in the **Master Document** section of the **Outlining** tab, select the entire outline in the text and click **Create** :



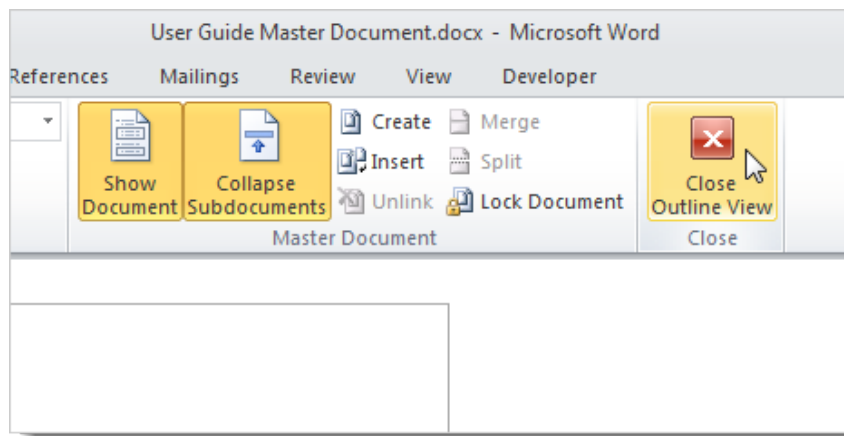
Click **Create** around each individual text section, then save the **Master Document** file one more time at this time:



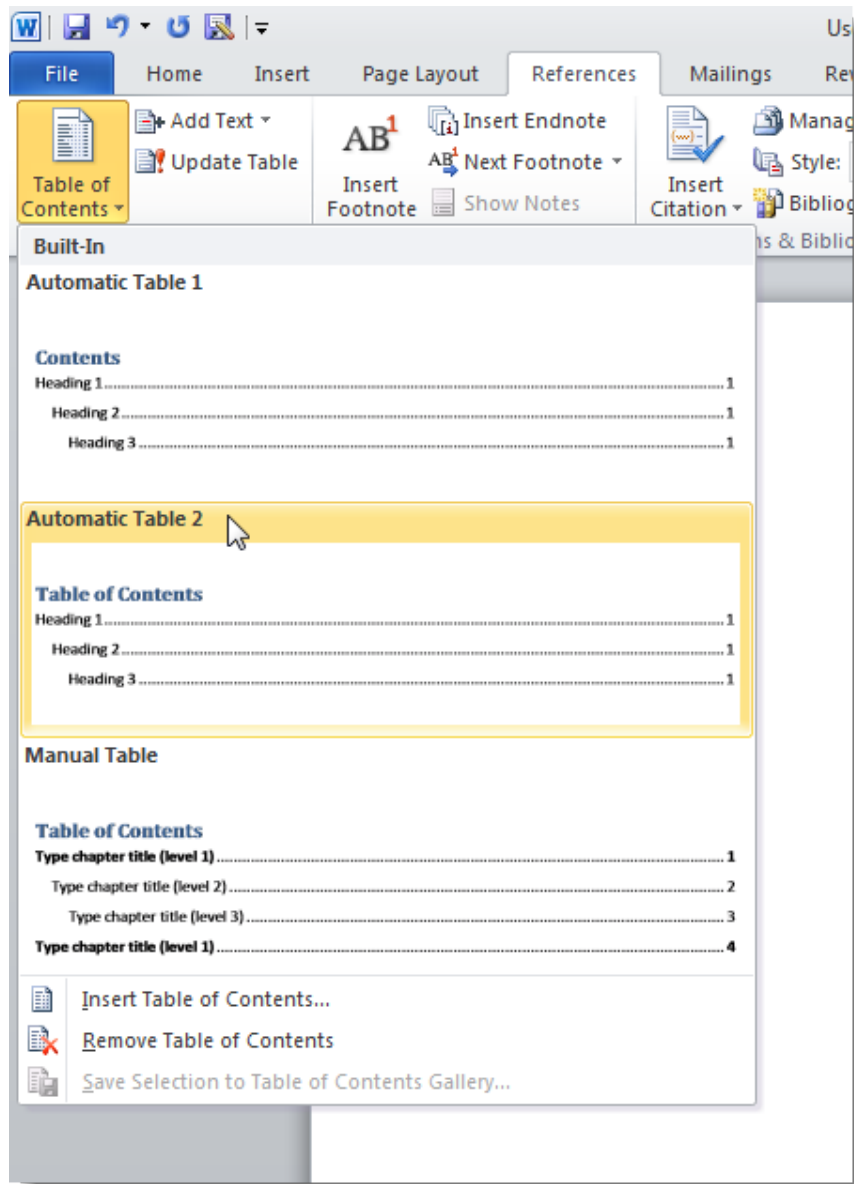
Then, each part of that particular text will be made into the corresponding files (as shown below). The name in the heading heading of those sections will be placed for each file subdocument:



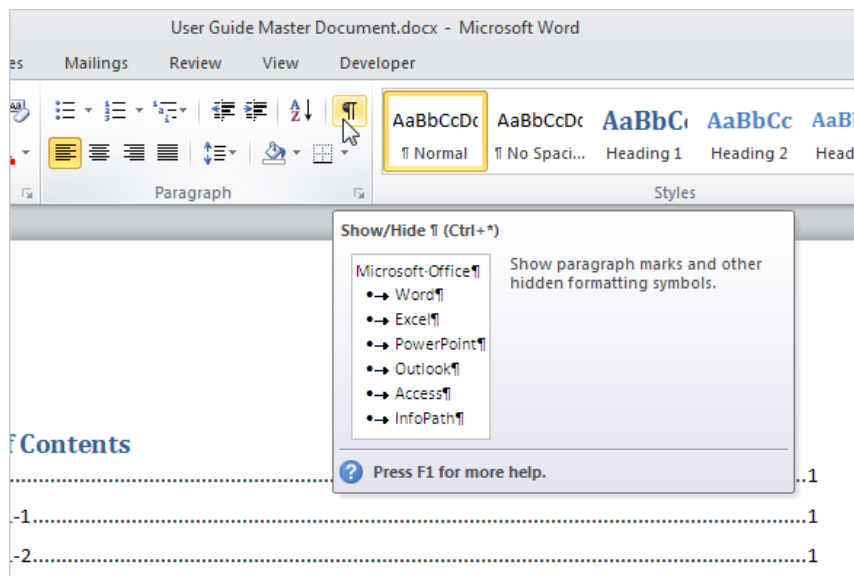
To switch to the previous **View** mode, such as the **Print Layout**, click the **Close Outline View** button in the **Close** section of the **Outlining** tab:



If you want to create a table of contents in **Master Document**, place the cursor at the beginning of the text and open the **References> Table of Contents** tab, then select 1 of the **Automatic Table** options to insert any table format into the position of the cursor:

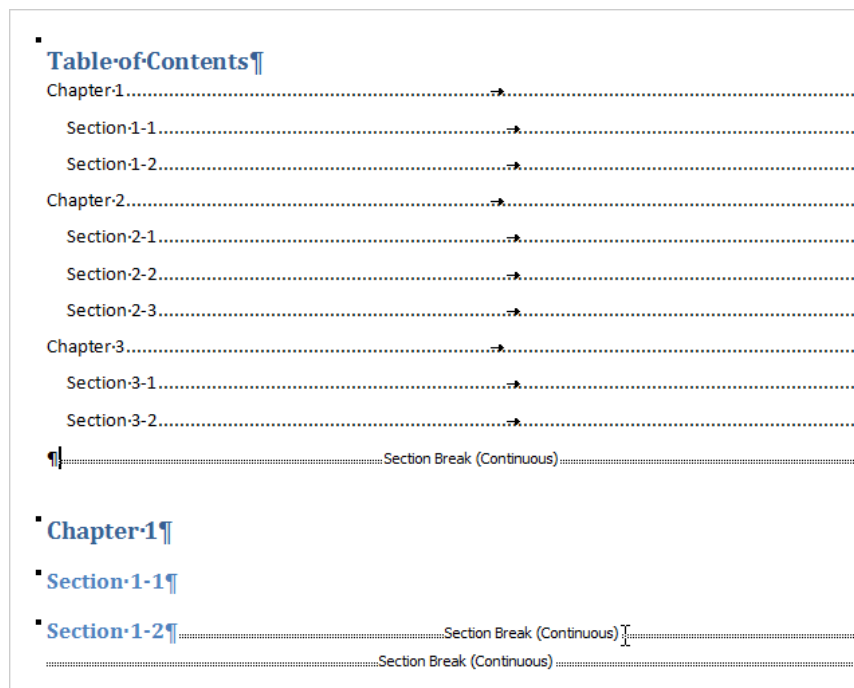


To see the Section Break section inserted by Word when creating the subdocument, open the **Home** tab and press the button with the icon shown below:

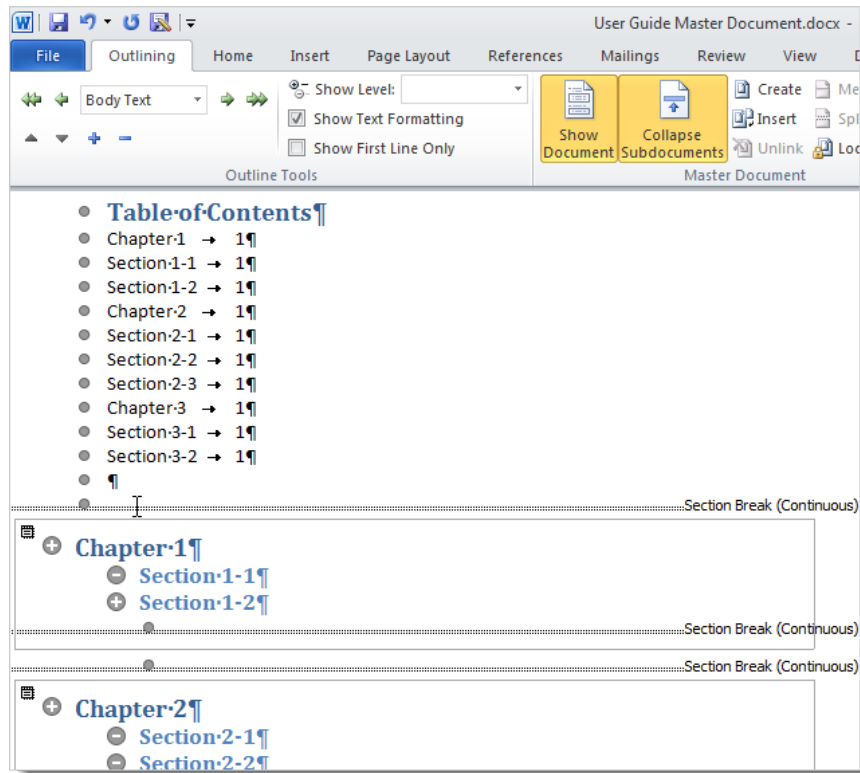


Word displays exactly the Section Break segments and formats

Note that when you create the **Master Document** in this way, **Word** automatically inserts **Section Break** before and after each subdocument is created. This also means that there will be no paging in the entire document, but you can easily change and edit the Section Break:



The image below is an overview of the main text in outline mode with the subdocument sections expanded:

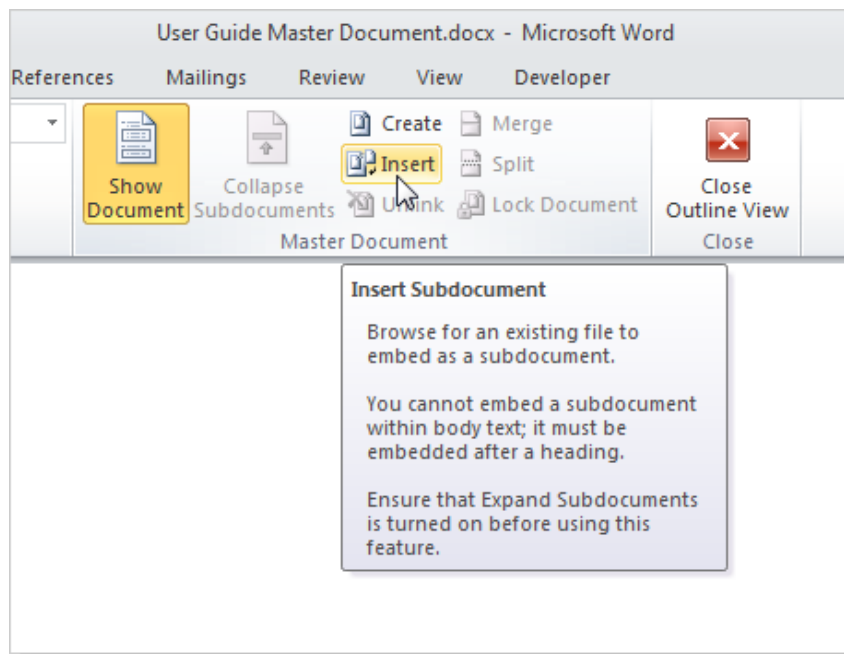


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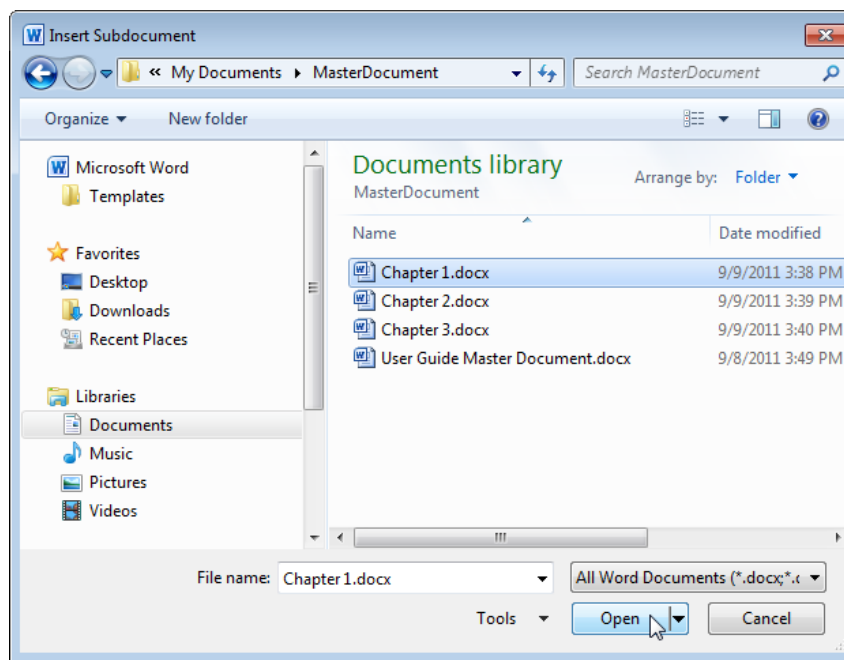
## Create Master Document from existing Word files:

In the next part of the article, we will create a **Master Document** file in a basic way, create a new **Master** file, then insert existing text files into a subdocument.

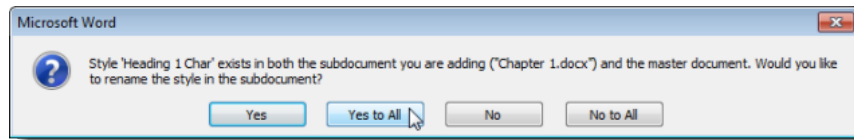
To do this, create a new file and save it as you did above. Then, open the **View** tab and click **Outline** in **Document Views** . The **Outlining** tag will be usable at this step, click **Show Document** in **Master Document** to activate additional options. To insert a subdocument, click **Insert** :



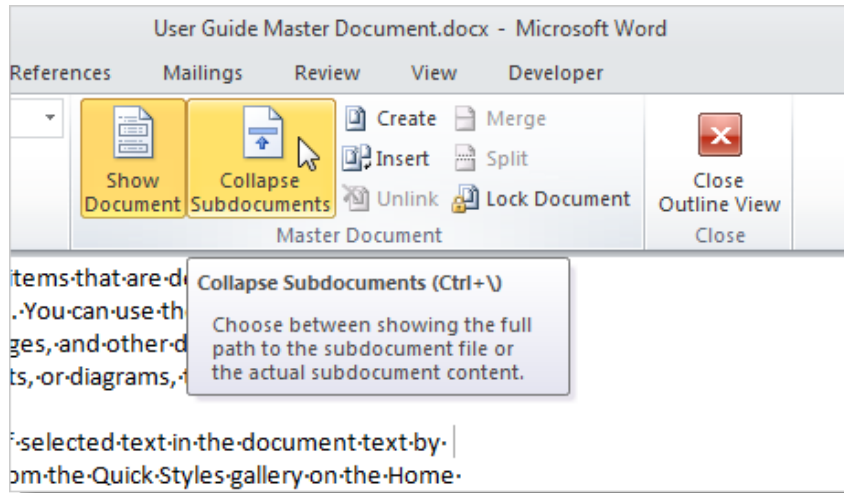
The main control panel of **Insert Subdocument** displays, you point the path to the folder containing the text file to insert, select the first file and click **Open** (should place these subdocument files with 1 folder and name arranged in order for ease of use):



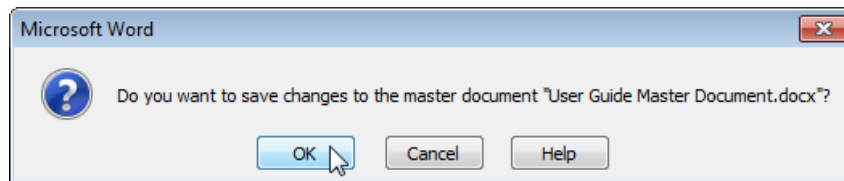
In case the system displays a notice that **Style** is available in both **Master Document** and **subdocument** , select **Yes to All** . This will retain the entire **Style** in the subdocument to match Master Document:



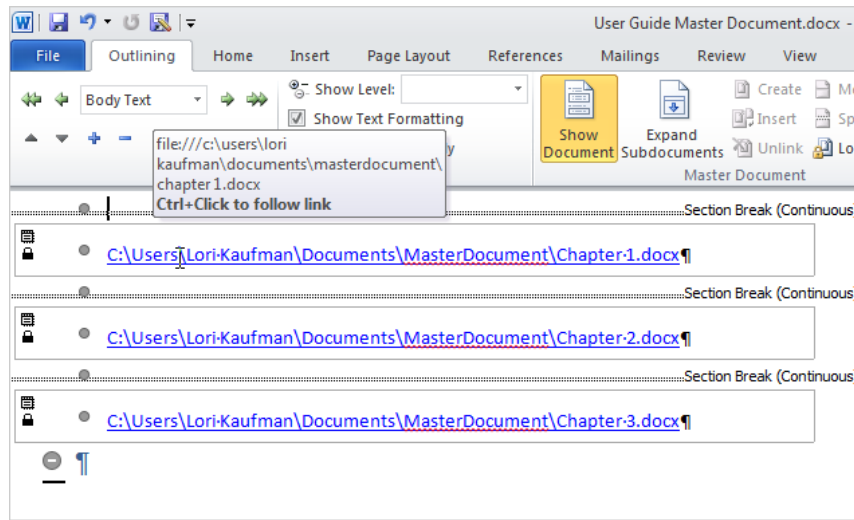
Then, repeat this step for each file subdocument you want to insert into the main text. When done, we can collapse the subdocument sections if desired, by pressing the **Collapse Subdocuments** button in the **Master Document** section of the **Outlining** tab:



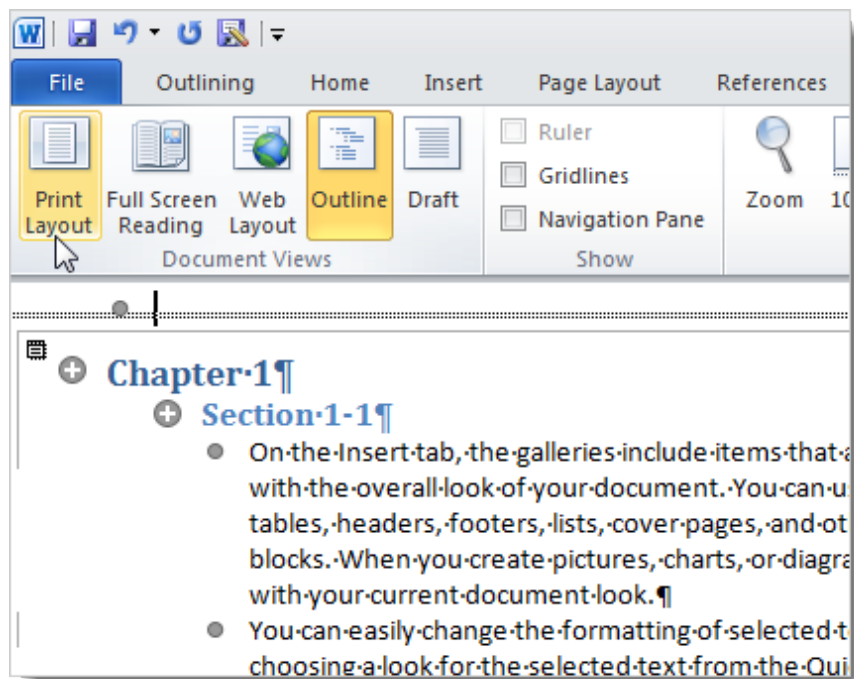
However, we must save the changes in the previous subdocument files, when **Word** displays the bulletin board as shown below, please press the **OK** button:



One point to note here is that the path of each file subdocument will be fully displayed. To open the subdocument for editing, we can double-click the text icon above the left corner of the subdocument, or **Ctrl + click** the corresponding direct link of the file. When you import the existing Word file into the **Master Document** file, **Word** automatically inserts Section Break before and after each subdocument:



To view all non-outline documents, click **View > Print Layout** or select other view types here:



Besides, you can create more tables similar to the ones mentioned above:

**Table of Contents**

Chapter 1.....	2
Section 1-1.....	2
Section 1-2.....	2
Chapter 2.....	3
Section 2-1.....	3
Section 2-2.....	3
Section 2-3.....	3
Chapter 3.....	5
Section 3-1.....	5
Section 3-2.....	5
.....	Section Break (Next Page)

And the last thing to do is edit, format, add or remove information in the Header and Footer sections .

>>> **Video reference:**

Hopefully, with the above information, you will have some tips in the process of using, formatting and managing documents effectively. Good luck!

You finished reading the article "**Create Master Document in Word 2010 from many Word files**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.