

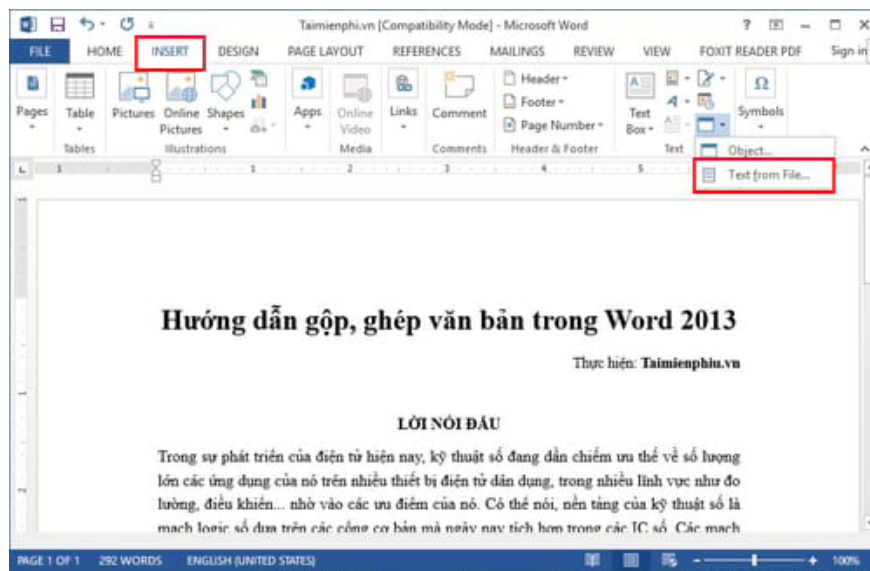
# How to merge and combine text in Word 2013 quickly

Do you have multiple separate Word files and want to combine them into one complete document? Instead of copying each paragraph, Word 2013 supports automatic text merging to save time.

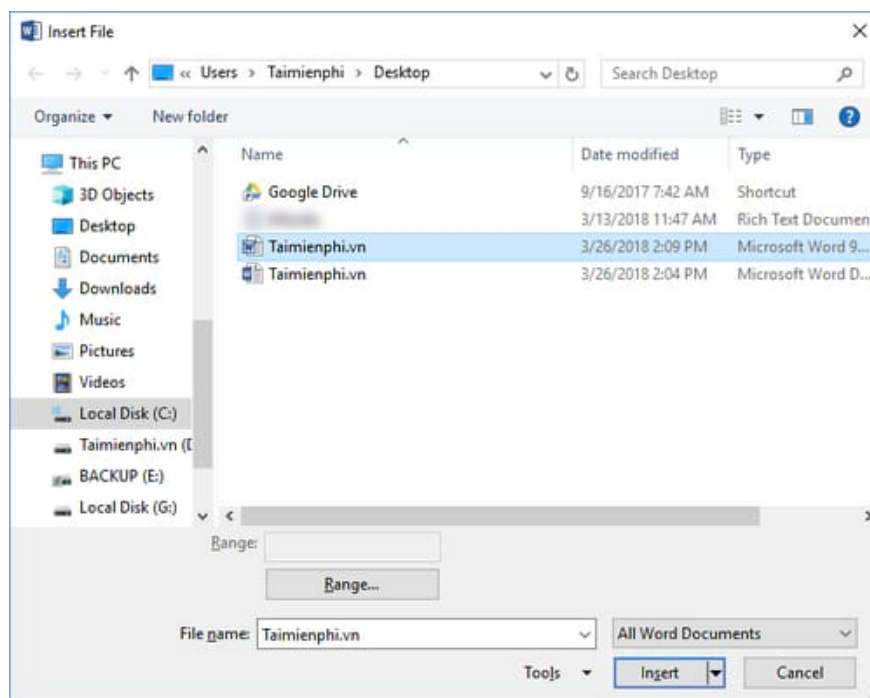
The trick to merge text in Word 2013 helps you join multiple documents without having to manually edit them. Let's discover how to do it simply and quickly with TipsMake.

## Instructions for merging and concatenating text in Word 2013

Step 1: Open the text file you want to set as the main content and place the mouse cursor at the position where you want to insert other text. Then select the **Insert** tab > **Object** > **Text from file**.



Step 2: The Insert File dialog box opens, point to the text file you want to merge and click **Insert** .



Immediately, the content from the selected Word files will appear at the position where you placed the mouse cursor. If you want to insert multiple files at once, just hold down the Ctrl key and select all the files to merge before pressing Insert.

**Note:** To have a consistent document, you should use the same font and font size for all files.

In addition, if you want to protect your documents from unauthorized copying, you can refer to how to stamp copyright for Word. This is an effective method to help protect personal content or important documents.

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