

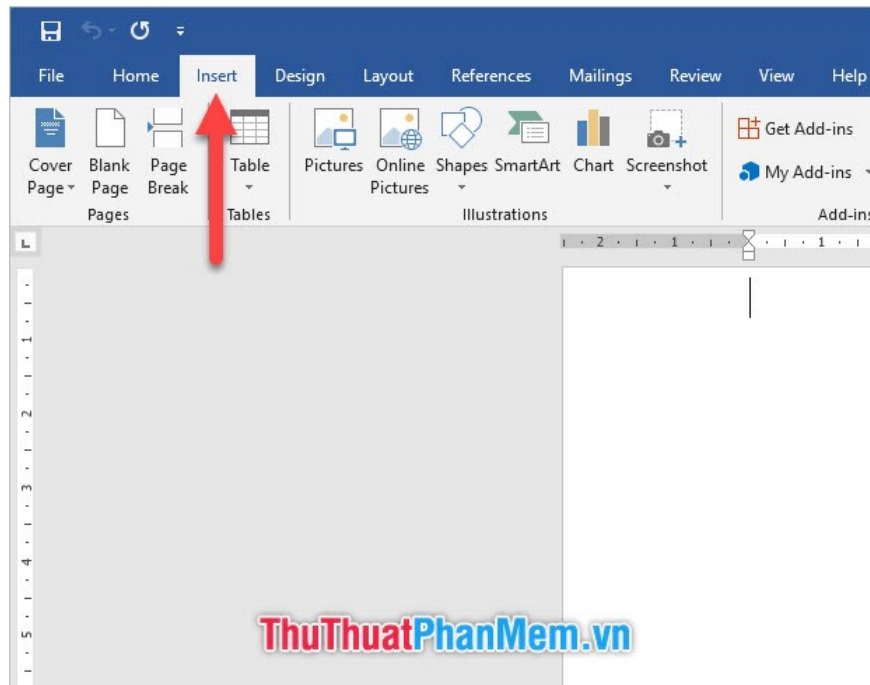
# How to merge multiple Word files into 1 file, merge multiple Word documents into one

Sometimes you need to merge several Word files or multiple Word documents into one to synthesize or create a common document. But if there are too many files and using the Copy Paste function continuously, it will be inefficient and take time. TipsMake.com would like to show you how to merge Word files into a handy quick.

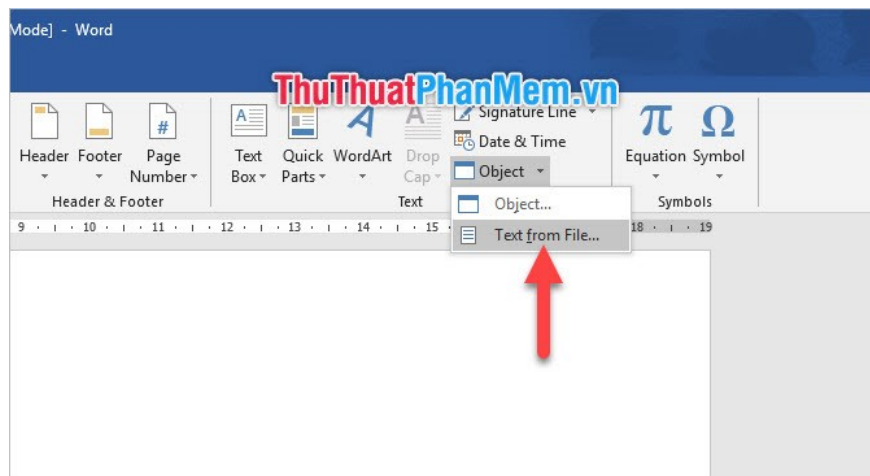


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To merge multiple files into one, you must first open a new word file. This will be the merge file you need, so you can temporarily store it with a suitable name. Then you go to the **Insert** ribbon on the toolbar.



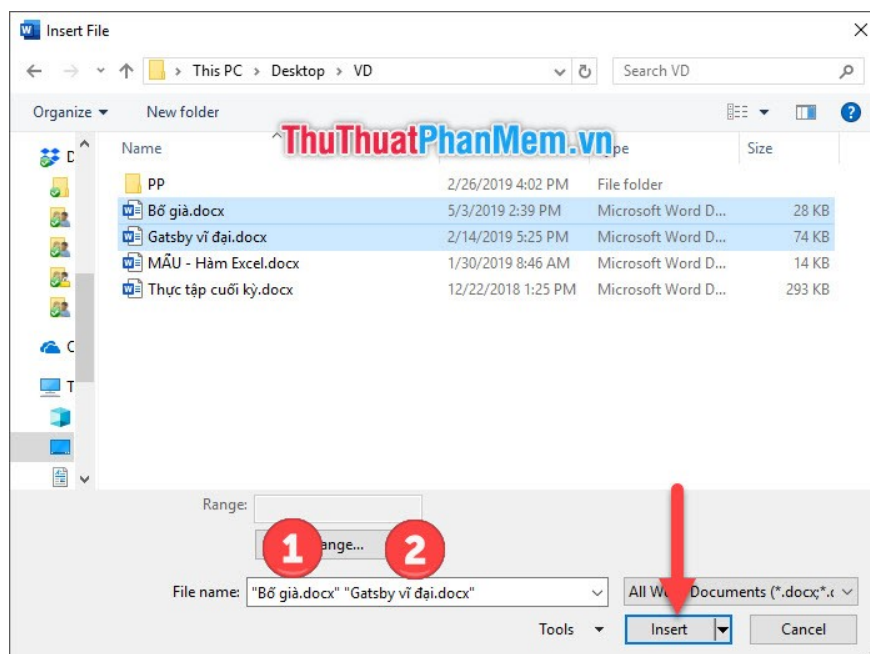
Finally in the right corner of the Word interface, you'll find **Object** in the **Text** section . Click on **Object** and select **Text from File** .



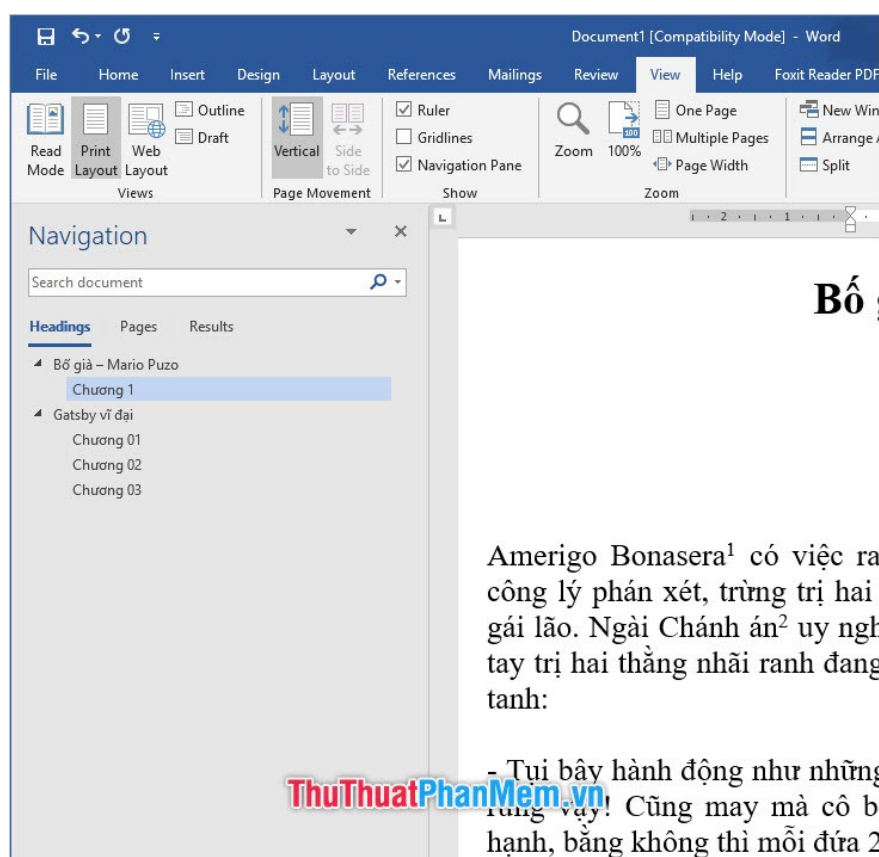
Select the Word files you need to merge into one. Note that the order of the file names in the **File name** section also determines the order of the text of the file to be inserted when inserting into the master file. Select multiple files by holding down the mouse button and highlighting them in order. If the files are separated, you can hold Ctrl and click to select the order.

For example, below, Word will insert the Godfather text first and then insert the great Gatsby text.

Click **Insert** to perform file insertion.

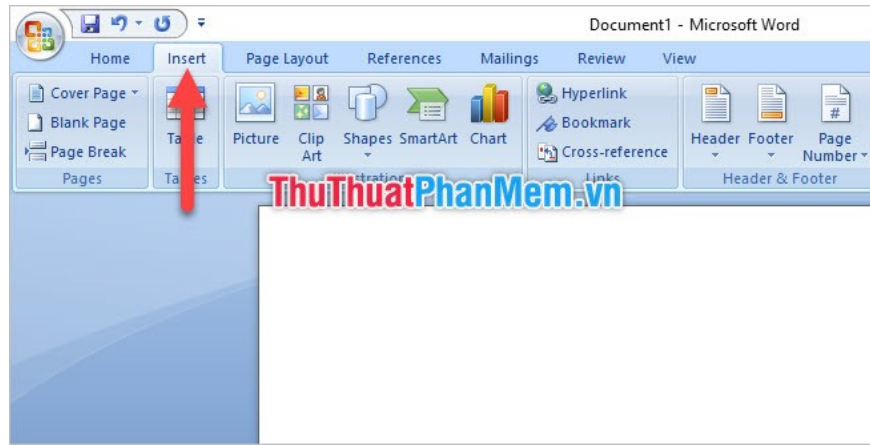


You will receive an aggregated file in the correct file order you selected.

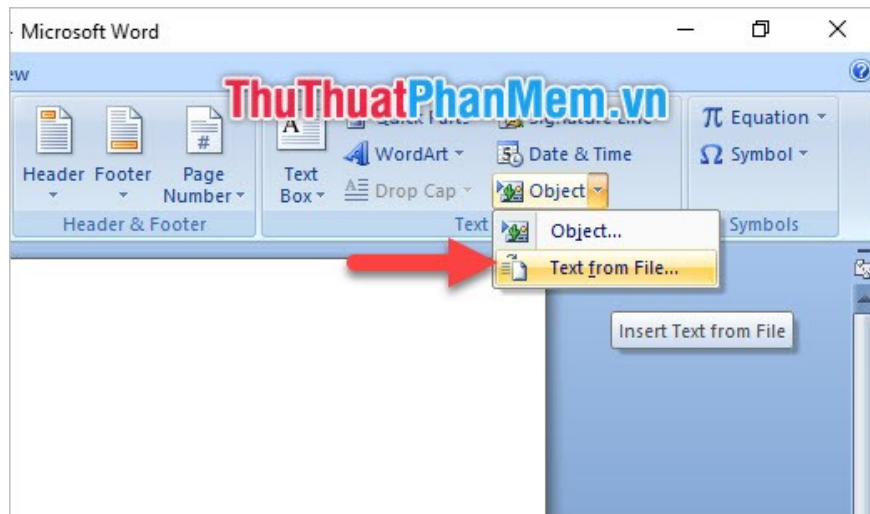


Similarly, you can combine several Word files into one file in different versions. The location of the **Object** file aggregation function is almost unchanged.

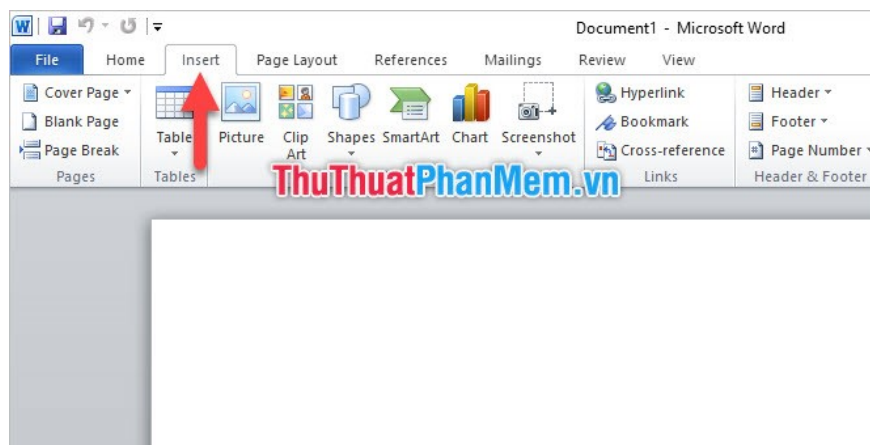
You still have to open the **Insert** ribbon .



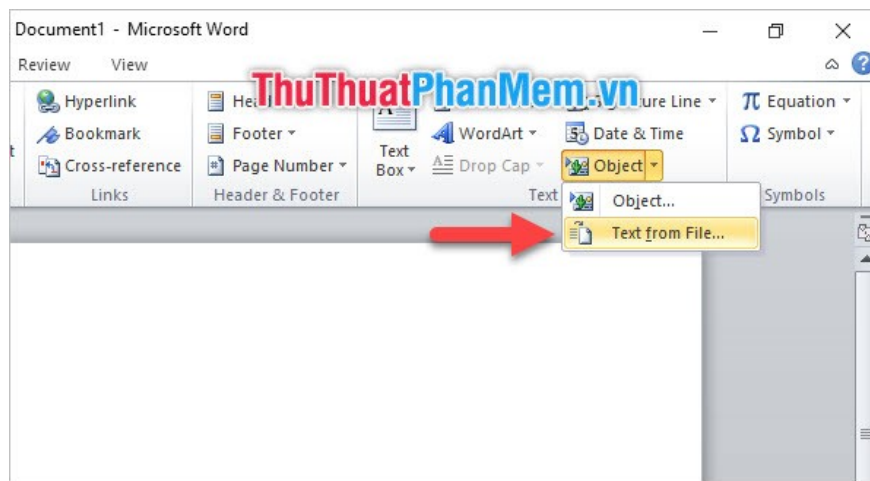
Then go to **Object** under Text and select **Text from File** . Then select the Word files in order and click **Insert** to insert.



In the same way as in Word 2010, open the **Insert** ribbon .



At **Text** , click **Object** and select **Text from File** .



Finally, select the files to merge in order and click on **Insert** to insert files.

Thank you for reading the article of TipsMake.com on how to combine multiple Word files into one file, wish you can successfully implement this function easily. Stay tuned for more of our other articles to add useful knowledge offline.

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