

# Instructions for merging text in Word 2016 easily

When working with multiple separate Word files, combining them into a single document makes it easier to manage the content. Compared to manually copying, Word 2016 provides an automated tool that helps you do it quickly and accurately.

Do you have multiple separate documents that you want to combine in Word 2016? Follow these instructions to save time and keep your documents organized.

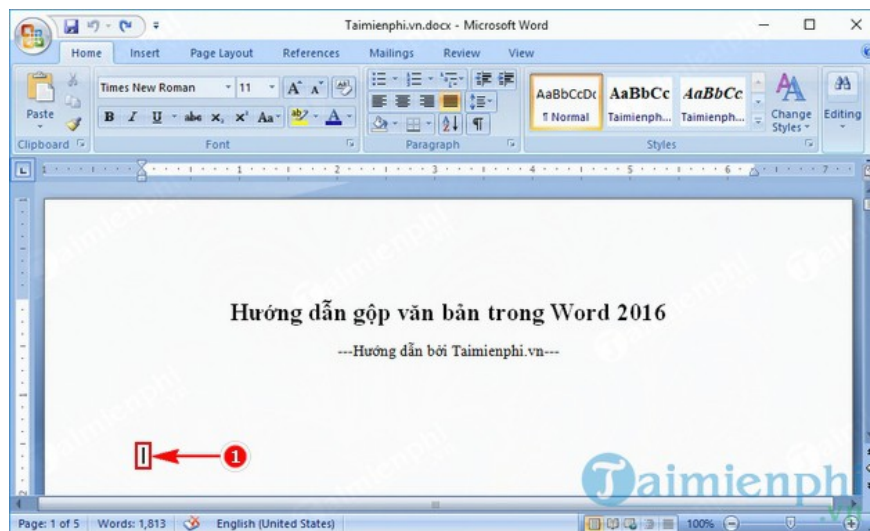
## Why do we need to merge text in Word?

- Makes document management easier.
- Reduces loss of important content.
- Saves time compared to manual copying.

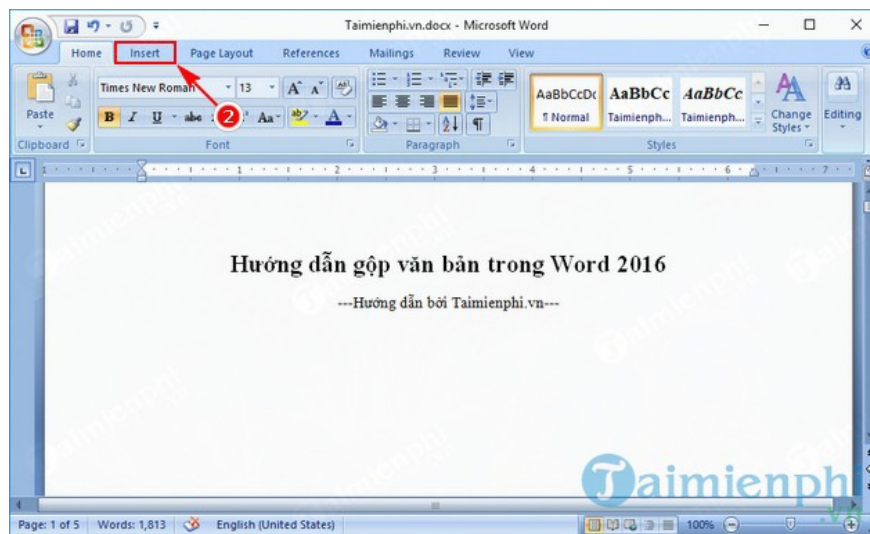
## How to merge text in Word 2016

To combine multiple documents into a single document, do the following:

**Step 1:** Place the cursor in the position you want, the text to be merged will be inserted at the cursor position. As in the picture, I placed the cursor right below the title.



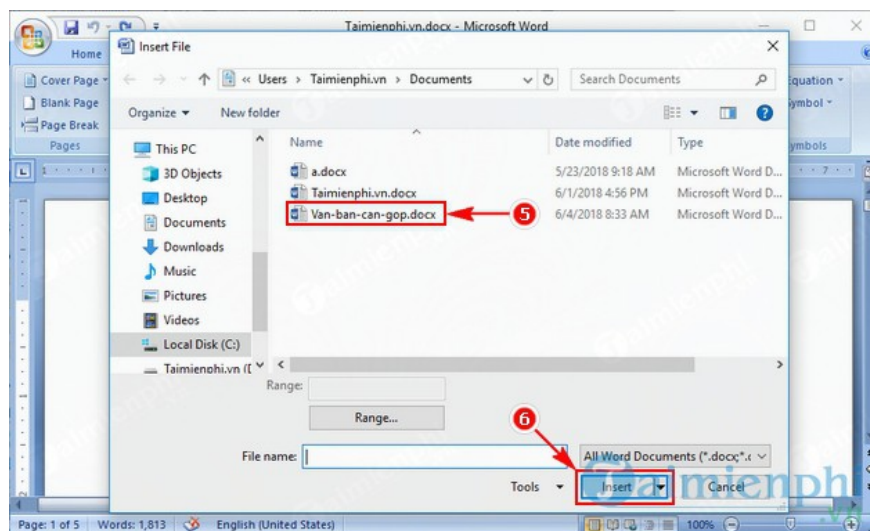
**Step 2:** On the toolbar, open the **Insert** tab .



**Step 3:** On the **Insert** tab , open **Object** and select **Text From File** .

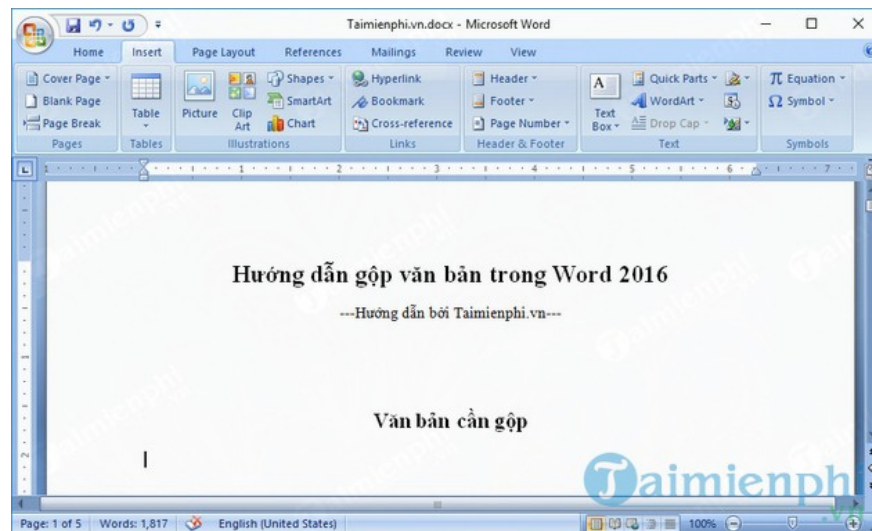


**Step 4:** In the new Insert File window, select the text you want to join, then press **Insert** .



You can also choose to merge multiple documents at once by holding down the **Ctrl** key and selecting multiple documents. However, to avoid unnecessary confusion, you should merge each document in turn.

After completing step 4, the content of the text to be merged will be inserted into the position you selected in step 1. For more visualization, see the illustration below.



Above are instructions on how to merge text in Word 2016, helping you manage documents easily. If you often work with Word, you can refer to tips on adjusting letter spacing to make the document look neater.

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