

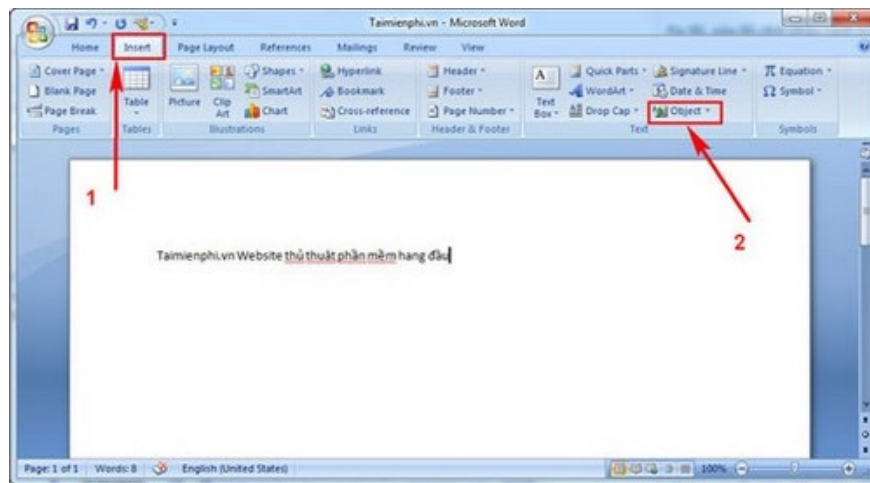
Merge and merge multiple documents in Word 2007

In the process of using Word 2007, users will certainly encounter situations where they need to merge multiple documents in Word 2007. In the following article, we will introduce to you the fastest way to merge and join documents in Word 2007.

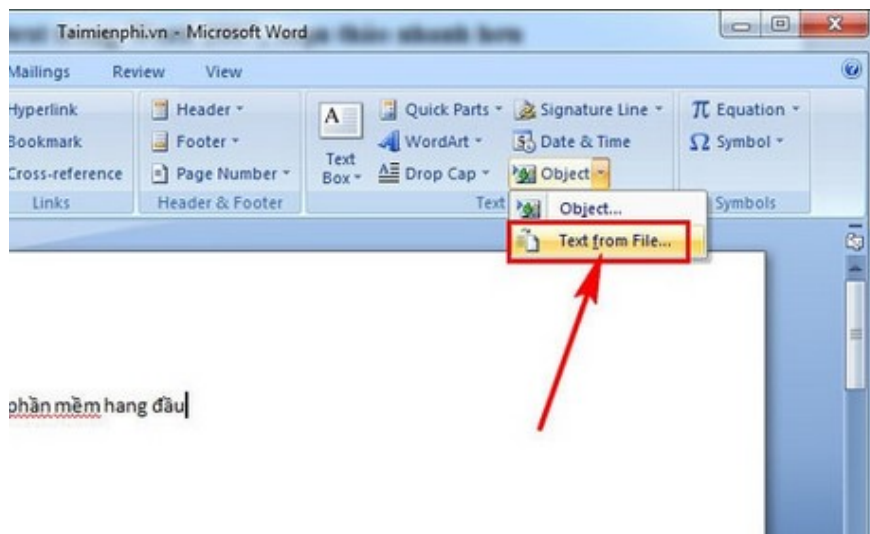
Word users, in addition to having to learn how to present beautiful documents, must also know tricks such as **merging text in Word** . For example, when you do group exercises, then many people send their texts to you. At that time, you will have to combine documents in Word 2007 to have a complete file. Then **present beautiful text in Word** to complete assignments and group work files. If you are using Word 2007, we will introduce to you tips for **combining text in Word 2007** .

Merge and merge text in Word 2007

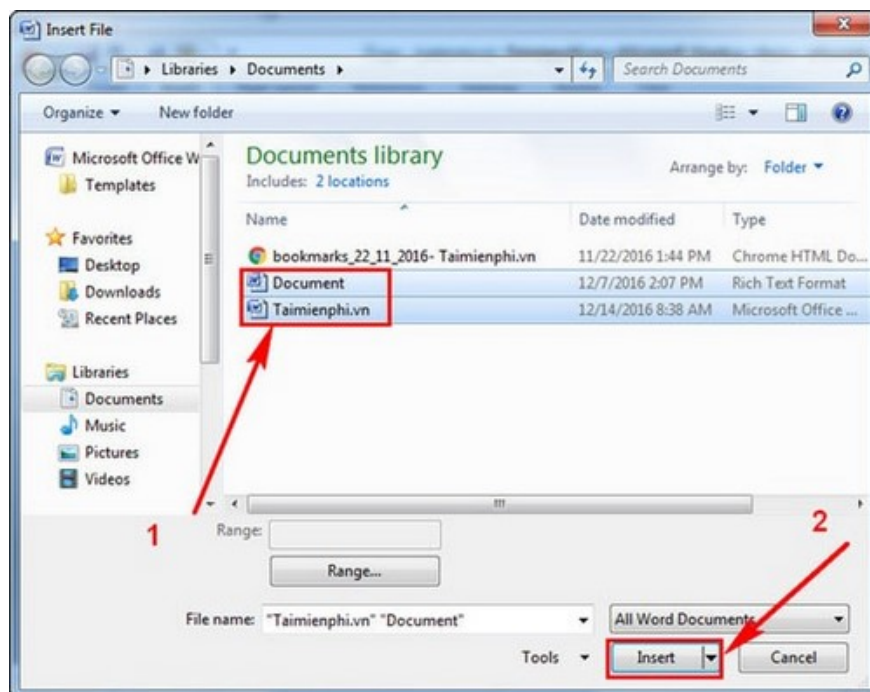
Step 1: Select **Insert > Object** in Word 2007 document.



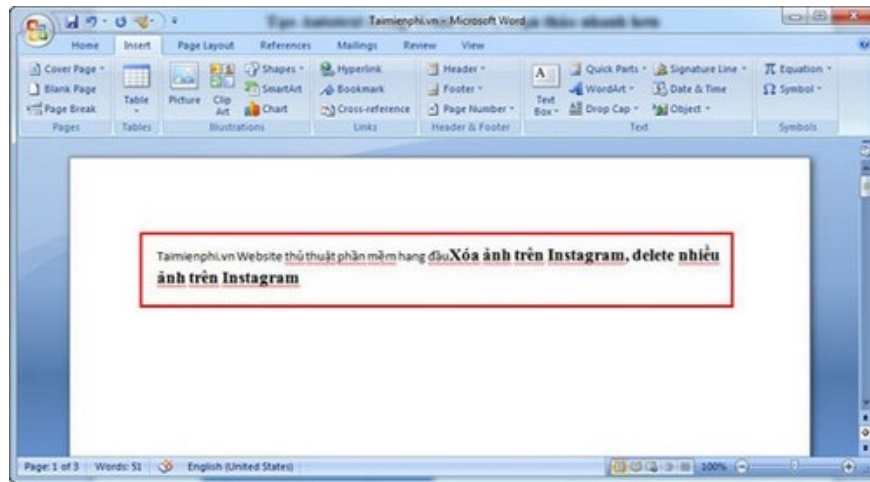
Step 2: In the Object tab, select **Text from File**.



Step 3: The **Insert File** dialog box will allow you to **select multiple Word files** on your computer. After selecting, click **Insert** to merge and combine text in Word 2007.



Step 4: The two documents will be joined together, you just need to adjust a little so that the new Word document merges beautifully.



That's it, you have quickly merged Word document files together.

A problem that is rarely encountered but cannot be ignored is missing fonts when combining Word files. If the text you want to combine uses fonts such as calligraphy or capitalization, you cannot display the text. Now you need to add fonts to Word to read the newly merged text files in Word 2007.

Sometimes due to version conflicts, the Word file you just merged text in Word 2007 has an error and cannot be opened. Now you need to fix that corrupted Word file first. The trick **to fixing error Word files** is not difficult, you just need to use the Repair feature available in Word. Let's try how to fix Word file errors if you can't open the document.

In addition, when writing an essay or project on Word, you often have to number the pages to create a table of contents for your document. If you do not know how to write page numbers, you can refer to how to number pages in Word for the most accurate way to do it.

You finished reading the article "**Merge and merge multiple documents in Word 2007**" 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.