

# Microsoft Word - Master Documents



## Master Documents.

When creating a document that requires input from multiple people it is possible to create a master document and create separate subdocument linked to the master document.

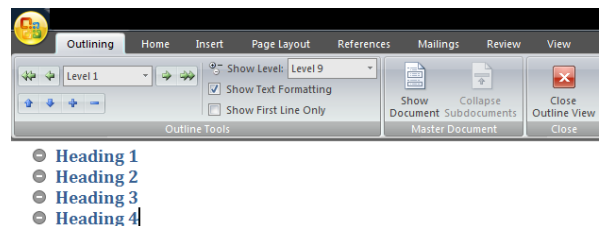
Individuals are able to work on the saved subdocument(s), when completed can be combined back into the master document so that all the information is contained in a single file.

The process of creating a master document begins with a outline, once the outline is completed individual headings or sections can have subdocuments assigned to them.

1. **Create a New** document, **Select** the **Outline View** button.



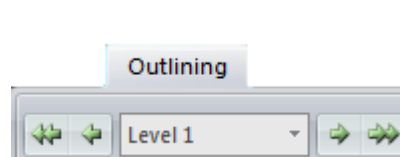
2. **Enter** headings for the *master document* pressing **Enter** after each entry.



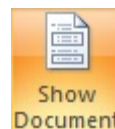
3. Select the required heading, assign a heading style 1 through to 9.

Click **Promote** / **Demote** to increase or decrease the heading level of the headlines and body text.

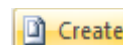
4. **Select** the heading that you wish to make into a subdocument.



5. **Click** the **Show Document** button.



6. Click **Create** Subdocument button.



7. **Click** the **Office** button → **Save As** → select **Word Document**.

**Specify** document **name** and **location** to save the document.

8. Click **Save**.

9. Click the **Close Outline View** to complete.

