

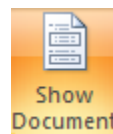
Microsoft Word - Master Inserting a Subdocuments



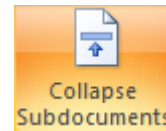
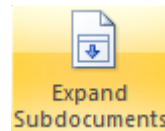
Master Inserting a Subdocuments.

1. **Open** the **Master** document that you wish to insert a Subdocument into.

2. **Click** the **Show Document** button.



3. If the subdocuments are collapsed **Click** the **Expand Subdocuments** button.



4. **Select** the **location** where you wish to insert the subdocument.

5. **Click** the **Insert** subdocument button. 

6. **Locate** and select the subdocument that you require to insert into the master document.

7. Click **Open**.

8. **Double click** on the subdocument to open.

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

