

Creating a Long Document by Inserting Separate Files

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Always begin with the template you intend to use for the formatting of your long document. This will enable you to keep consistent formatting regardless of the formatting used in each separate document.

1. Open MS Word (use New Chapter Template)
2. Go to the View menu and choose Normal
3. Go to the Insert menu and choose File
4. Browse your computer and select the first file to be included in the document (Front Pages doc)
5. Click Insert

The file will be included in the document.

6. Insert a **Section Break** to start on the next page
- Go to the Insert menu and choose Section Break > Next Page
7. Repeat steps 3-5 with the next and following documents (chapters)
8. Insert **Page Breaks** (NOT Section Breaks) between chapters

Important Note: if you begin the long document using the 'normal' or default template, and insert a file with modified styles, the long document will take on the styles from the template of the first document that is inserted. All following documents will convert to these styles. If you begin using the template provided, the styles will remain.

Once you have all your chapters included in the main document:

Update References

Select reference fields, eg Captions, right click and choose Update Entire Field

Hint: Select All (CtrlA) and Update all fields (press F9)

Page Numbering

The document should now have at least three sections:

Section 1 – Title Page

Section 2 – Front Pages

Section 3 – Chapters

Click into the Title Page

Go to the View menu and choose Header and Footer

Click into the Footer

The Header and Footer are both usually left blank for the Title Page

On the Header/Footer toolbar, click Show Next

You are now in the Front Pages section

Make sure the Same as Previous button is UNCHECKED

Go to the Insert menu and choose Insert Page Numbers

Choose Bottom of the page, Centre

Click the Format button and format as roman numerals (i, ii, iii)

Choose Start at 1 and click OK

On the Header/Footer toolbar, click Show Next

You are now in the Chapters section

Make sure the Same as Previous button is UNCHECKED

Click the Format page numbers button and format as Arabic numbers (1,2,3)

Choose Start at 1 and click OK

Click Close on the Header/Footer toolbar

Tidying Up

Go to the View menu and choose Print Layout

Check Tables of Contents, Lists of Figures, etc – Right click on the field and choose Update Entire Field

Spell check

Save and make backups constantly