**Creating a Master Document Using Existing Subdocuments**

1. Open the document you want to use as your master document. This can be either an existing file (such as the preface to your manual), or it can be a new document you are creating for this purpose.
2. Switch to Outline view. (Display the View tab of the ribbon and click the Outline tool.) Word displays the Outlining tab of the ribbon.
3. Position the insertion point where you want the subdocument to appear.
4. Click the Show Document tool on the Outlining tab of the ribbon. Word expands the tools within the Master Document group.
5. Click the Insert tool. Word displays the Insert Subdocument dialog box, which looks like a standard Open dialog box.
6. Use the dialog box controls to select the document you want used as a subdocument.
7. Click on Open. The file is inserted as a subdocument, as you specified.
8. Repeat steps 3 through 7 for each document you want to include in the master.

Once you've inserted your subdocuments, if you would rather not work in Outline view, you can choose any of the other views you desire. When you later save your master document, any changes to the subdocuments are also automatically saved. When you later open the master document, all the subdocuments are again opened and displayed as part of the master.