**Linking Word Documents**

1. Position the insertion point where you want the document inserted and linked.
2. Display the Insert tab of the ribbon.
3. Click the down-arrow next to the Object tool within the Text group. Word displays a few choices you can make.
4. Click Text from File. Word displays the Insert File dialog box.
5. Specify a filename for the document you want inserted and linked.
6. Click your mouse on the pull-down arrow at the right side of the Insert button. Word displays a menu of the different ways you can insert the document.
7. Choose Insert As Link from the menu.

This process results in Word displaying the other file, but the INCLUDETEXT field is used instead of the actual text from the file. The advantage to adding links in this way instead of inserting the other file completely is that the original documents (the ones you are linked to) can be independently updated, and those changes are reflected in the document with the links. (Provided, of course, that you update the links in the document by selecting the link and pressing **F9**.)