

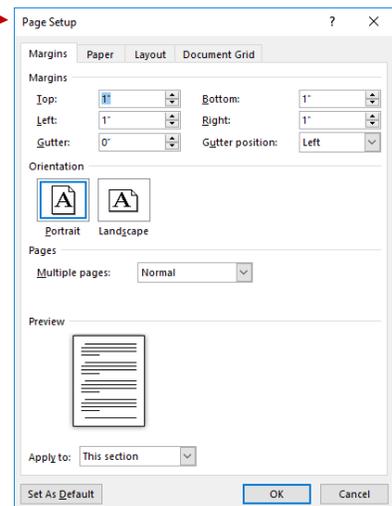
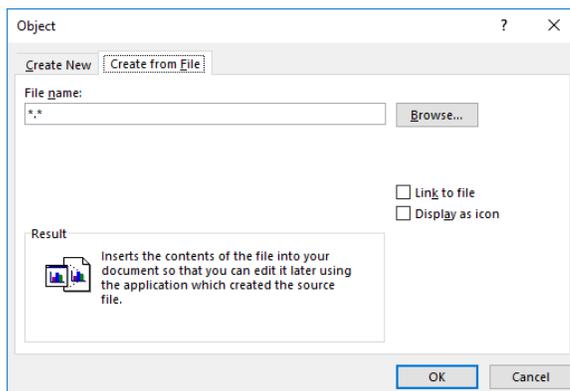
# Combine Documents

This quick reference addresses the need to combine several documents as one (i.e. CPPR). The following are ways to create a single document from several smaller Word or Excel documents.

## Combine with Section Breaks

*This is the preferred method when combining documents that are finished and not expected to change.*

1. Open the first Word document.
2. Click the **File** tab and select **Save As**, giving a new name.  
*This will be your combined “master” document.*
3. Press **[Ctrl]-[End]**.  
*The insertion point will be positioned at the end of the document.*
4. Click **Breaks**  on the Layout tab (in the Page Setup group).
5. Perform one of the following section breaks:
  - To add the next document to the existing page, maintaining the same page layout:
    - a. Select the section break, **Continuous**.
  - To add the next document on a new page, permitting changing page layout attributes such as orientation, margins, etc:
    - a. Select the section break, **Next Page**.
    - b. Click the **More** button  in the lower right corner of the Page Setup group.  
*The Page Setup dialog will display.*
    - c. Make the desired changes to the margins and/or orientation.
    - d. Verify **Apply to:** reads “This section”, and then click **OK**.
6. Click the **Object** button  on the Insert tab (in the Text group).  
*An Object dialog will appear.*



7. Click the **Create from File** tab.  
*An Insert dialog will appear.*
  8. Click the **Browse** button, and then locate and double-click on the next Word or Excel document to be inserted.  
*The contents of the document will be inserted.*
- Repeat steps 3-8 to add additional files.*

## Combine with Master Document

*This is the preferred method when combining documents that are still being worked on and are expected to change.*

1. Create a Master Document:
  - a. Click the File tab, select **New** and then select **Blank Document** .
  - b. On the View tab, click **Outline** (in Document Views group).
  - c. Type a title for the master document and press **[Enter]**.
2. Add a Subdocument:

*NOTE: The Master Document should be open and in Outline view.*

  - a. Click the **Show Document** button in the Master Document group on the Outlining tab.
  - b. If desired, click the **Expand Subdocuments** in the Master Document group.
  - c. Set the insertion point where you wish to insert a subdocument.
  - d. Click the **Insert** button  on the Master Document group.  
*The Insert Subdocument dialog will display.*
  - e. Locate and double-click on the subdocument you want to insert.
  - f. To open the subdocument, double-click the subdocument icon  in the upper-left of the subdocument area in the master document.

For more information:

- <https://support.office.com/en-us/article/Combine-documents-f8f07f09-4461-4376-b041-89ad67412cfe>
- <https://support.microsoft.com/en-us/help/2665750/how-to-merge-multiple-word-documents-into-one---eeekb>

## Save as PDF and Combine

*This is an alternate method of combining documents that are finished and not expected to change.*

1. Save each Word document as PDF:
  - a. Click the **File** tab.
  - b. Click **Save As Adobe PDF**.  
*The "Save Adobe PDF File As" dialog will display.*
  - c. Select where to save, name the file, and then click the **Save** button.
2. Combine the PDF documents into a single PDF:
  - a. Launch Adobe Acrobat Pro.
  - b. Click **Create PDF** on the main toolbar.  
*A drop-down menu will appear.*
  - c. Select **Merge Files into a Single PDF**.  
*A Combine Files dialog will appear.*
  - d. Click the **Add Files** button (upper-left), and then click **Add Files...** from the drop-down menu.
  - e. Locate and double-click on the desired PDF.  
*The selected file will appear in the Combine Files dialog.*

*NOTE: Repeat steps d and e until all desired PDFs are selected.*

  - f. Arrange the order of the documents by dragging and dropping them within the Combine Files dialog window.
  - g. Click the **Combine Files** button (lower-right).  
*The resulting PDF will be displayed.*
3. Save the PDF.
  - a. Select **File > Save** from the menu bar.
  - b. Select where to save, name the file, and then click the **Save** button.

## Combine by Linking with Section Breaks

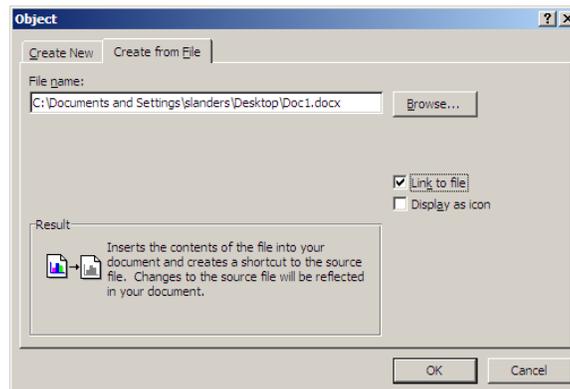
This is an easy method of combining documents that are still being worked on and are expected to change. However you will be **unable** to create a **table of contents** using the linked source documents.

**NOTE:** The “target” document is the master and the “source” documents are those you wish to combine into the master.

1. Open the target (“master”) document.  
*If no master document exists, create and save a New blank document.*
3. Position the insertion point where you wish to add the source document.
4. Click **Breaks**  on the Page Layout tab (in the Page Setup group).
5. Perform one of the following section breaks:

<i>To add the next document on a new page; This permits changing page layout attributes such as orientation, margins, etc.</i>	<i>To add the next document to the existing page, maintaining the same page layout.</i>
<ol style="list-style-type: none"><li>a. Select the section break, <b>Next Page</b>.</li><li>b. Click the <b>More</b> button  in the lower right corner of the Page Setup group. <i>The Page Setup dialog will display.</i></li><li>c. Make the desired changes to the margins and/or orientation.</li><li>d. Verify <b>Apply to:</b> reads “This section”, and then click <b>OK</b>.</li></ol>	<ol style="list-style-type: none"><li>a. Select the section break, <b>Continuous</b>.</li></ol>

6. Click the **Object** button  on the Insert tab (in the Text group).  
*The Object dialog will display.*



7. Click the **Create from File** tab, and then click the **Browse** button.  
*The Browse dialog will display.*
8. Locate and double-click on the desired source document.  
*The Object dialog will redisplay.*

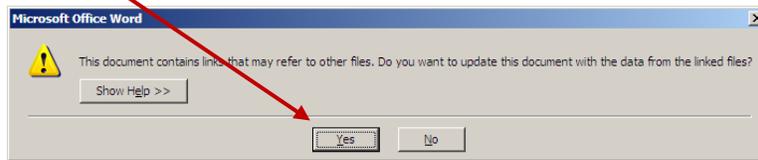
9. Check the **Link to file** box and then click **OK**.

*The contents of the document will appear in the master, linked to the original source file.*

Repeat steps 2-9 to add additional files.

*NOTE: If a source file is changed, those changes will normally appear in the master. However, occasionally you may be required to press **[F9]** to update the links.*

*NOTE: Once you link source documents, each time the master is opened an update link prompt will appear. At this prompt, click **Yes**.*



For more information: <http://word.mvps.org/faqs/tblsfldsfms/includetextfields.htm>