

Advanced topics in Word Processing

Medical school UniMIB AA 18/19

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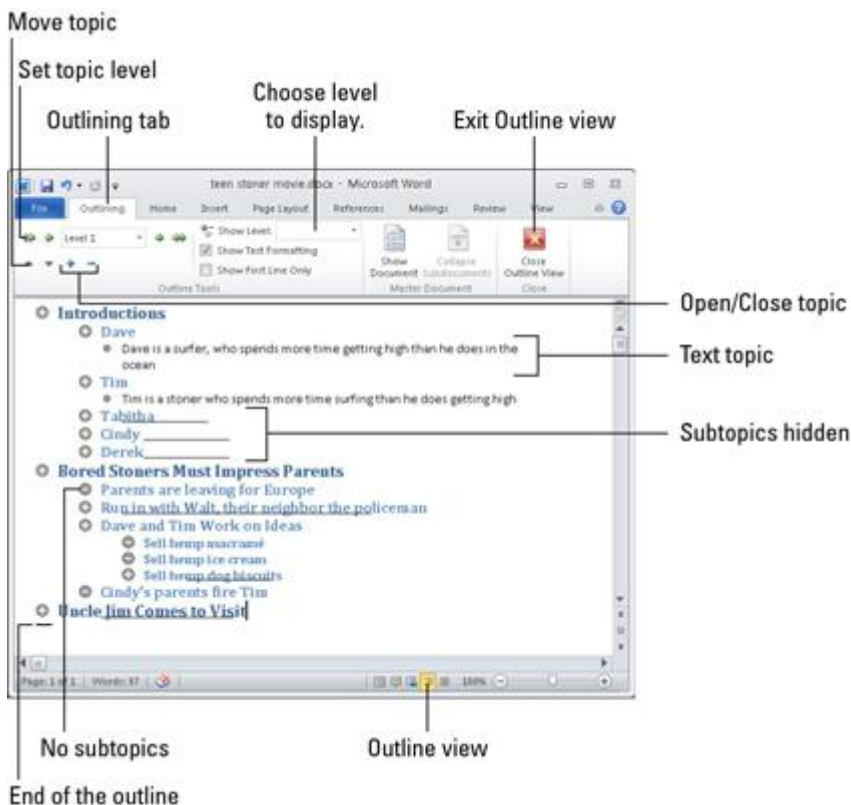
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1.How to Use Word Outline View

By Dan Gookin

Word 2010's outline feature allows you to group ideas or plot elements in a hierarchical fashion. You can then shuffle the topics around, make subtopics, and just toss around notions and concepts to help get your thoughts organized. You can use Word's Outline mode to create lists, work on projects, or look busy when the boss comes around.

To enter Outline view, click the teensy Outline view button found on the status bar. The Outlining tab also appears when you activate Outline view.



In Outline view, you can take several actions:

- **Create a new topic.** Press Enter at the end of each topic to create another topic at the same level as the first topic.
- **Split a topic.** Press the Enter key where you want to break. For example, to split the topic Pots and Pans, first delete the word *and*, and then with the insertion pointer placed between the two words, press the Enter key.
- **Join two topics.** Put the insertion pointer at the end of the first topic and press the Delete key. (This method works just like joining two paragraphs in a regular document.)

Creating subtopics

Outlines have several levels. Beneath topics are subtopics, and those subtopics can have their own subtopics. For example, your main topic may be Things I Regret, and the subtopics would be what those things actually are.

To create a subtopic, simply type your subtopic at the main topic level, but don't press Enter when you're done. Instead, click the Demote command button, found in the Outlining tab's outline tools group. (The keyboard shortcut to demote a topic is Alt+Shift+→.)

Promoting a topic

Moving a topic to the right demotes it. Likewise, you can move a topic to the left to promote it. For example, as you work on one of your subtopics, it grows powerful enough to be its own main-level topic. If so, promote it. Put the insertion pointer in the topic's text and click the Outlining tab's Promote command button. (You can also press Alt+Shift+← on the keyboard.)

Adding a text topic

When you feel the need to break out and actually write a paragraph in your outline, you can do so. Although it's perfectly legit to write the paragraph on the topic level, you can stick in a text topic by using the Demote to Body Text button:

1. Press the Enter key to start a new topic.
2. Click the Demote to Body Text button.

Alternatively, you can press Ctrl+Shift+N, the keyboard shortcut for the Normal style.

These steps change the text style to Body Text. Changing the text style to Body Text in your outline allows you to write a bit of text for your speech, some instructions in a list, or a chunk of dialogue from your novel.

Rearranging topics

The beauty of creating an outline on a computer is that you can not only promote and demote topics, but also shuffle them around and reorganize them as your thought process becomes more organized. To move a topic, click the mouse so that the insertion pointer is blinking inside that topic. Then choose one of these techniques to rearrange it:

- Click the Move Up button (or press Alt+Shift+up arrow) to move a topic up a line.
- Click the Move Down button (or press Alt+Shift+down arrow) to move a topic down a line.

Expanding and contracting topics

Unless you tell Word otherwise, it displays all topics in your outline, from top to bottom — everything. When your outline grows, you may want to see just part of the picture. You can expand or contract portions of the outline:

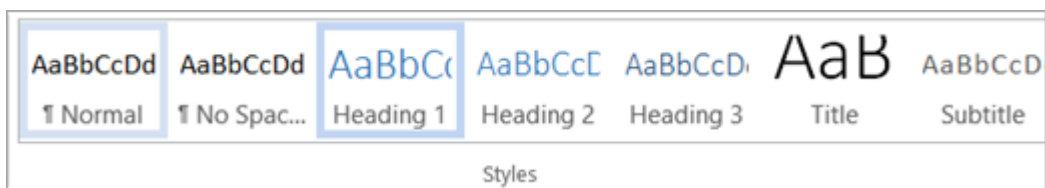
- **Collapse:** A topic with subtopics has a plus sign in its circle. To collapse that topic and temporarily hide subtopics, choose the Collapse button or press Alt+Shift+_ (underline). You can also double-click the plus sign with the mouse to collapse a topic.
- **Expand:** Click the Expand button or press Alt+Shift++ (plus sign). Again, you can also click the plus sign with the mouse to expand a collapsed topic.

Rather than expand and collapse topics all over, you can view your outline at any level by choosing that level from the Show Level drop-down list. For example, choose Level 2 from the list so that only Level 1 and Level 2 topics are displayed.

2.Using styles in Word

You can use styles to quickly apply a set of formatting choices consistently throughout your document. If you want formatting choices that are not available from the built-in styles and themes available in Word, you can [modify an existing style](#) and customize it to suit your needs. You can change the formatting (such as font size, color, and text indentation) in styles applied to titles, headings, paragraphs, lists, and so on. You can also select formatted text in your document to [create a new style in the Styles gallery](#).

The styles covered in this article are located in the Styles gallery, a visual menu located on the **Home** tab. To apply a style, simply select the text you want to format, and then click the style you want in the Styles gallery. To learn more, see [Apply a style to text in Word](#).



Modify an existing style

You can modify an existing style in the Styles gallery in two ways:

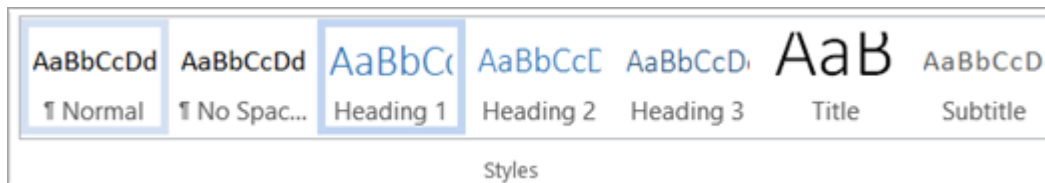
- [Modify a style by updating it to match formatting in your document](#)
- [Modify a style manually in the Modify Style dialog box](#)

Modify a style by updating it to match formatting in your document

If you have text in your document that already has a style applied, you can change the formatting of that text and apply it to the style in the Styles gallery.

1. Select text in your document that has the style applied, such as Heading 1.

When you select text that has a style applied, that style is highlighted in the Styles gallery.



2. Format the selected text with the new attributes that you want.

For example, you might want to change the point size for the Heading 1 style from 16 points to 14 points.

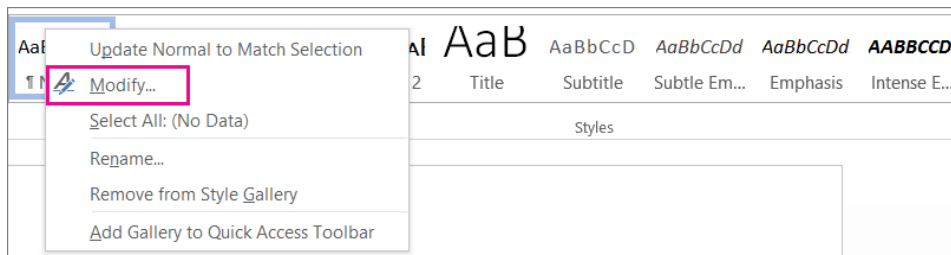
3. On the **Home** tab, in the **Styles** group, right-click the style that you want to change, and then click **Update [Style Name] to Match Selection**.

Note: All text with the style that you changed will automatically change to match the new style that you defined.

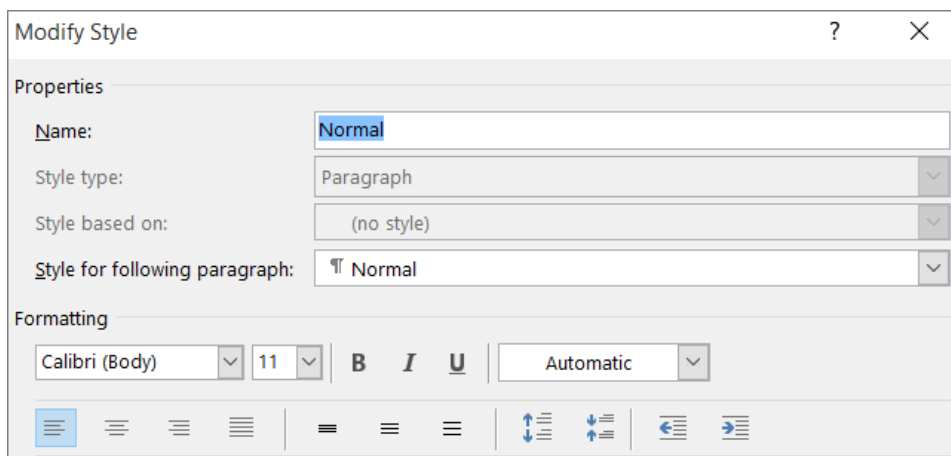
Modify a style manually in the Modify Style dialog box

You can modify a style directly in the Styles gallery, without using the text in your document.

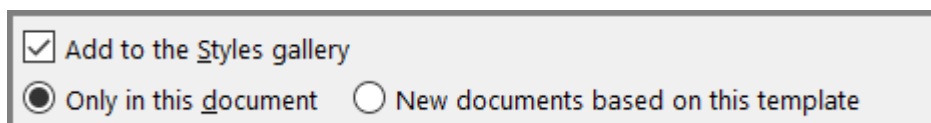
1. On the **Home** tab, right-click any style in the Styles gallery and click **Modify**.



2. In the **Formatting** section, make any formatting changes you want, such as font style, size, or color, alignment, line spacing, or indentation.



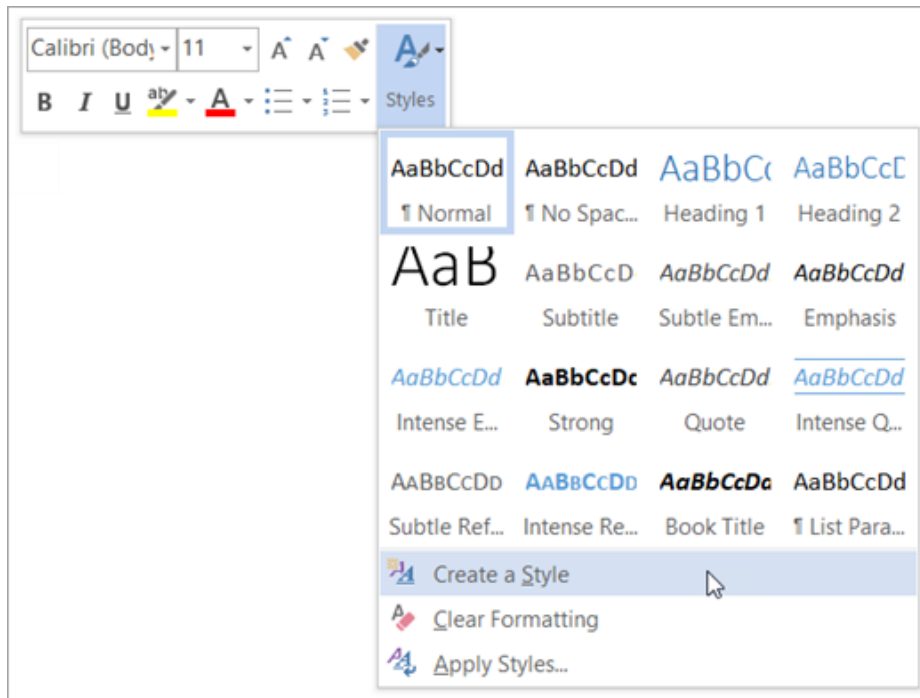
3. Choose whether the style change applies to the current document or to all future documents.



Create a new style based on document formatting

You can select formatted text in your document to create a new style that you add to the Styles gallery.

1. Right-click the text on which you want to base a new style.
2. In the mini toolbar that appears, click **Styles**, and then click **Create a Style**.



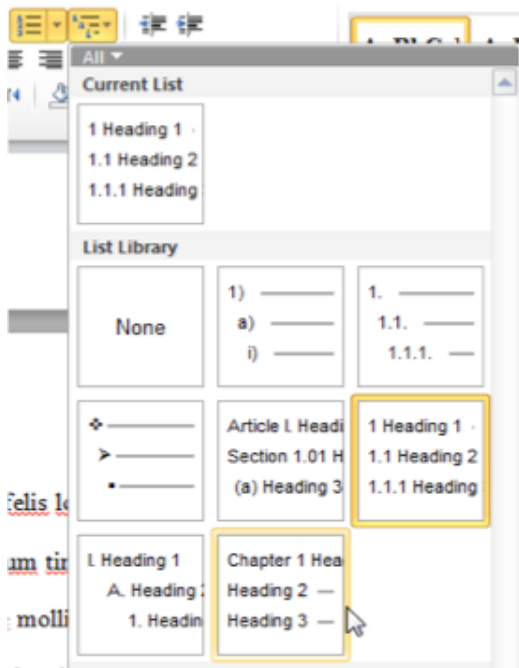
3. In the **Create New Style from Formatting** dialog box, give your style a name and click **OK**.

Your new style will now appear in the Styles gallery.

3. Automatic Chapter and section numbering

Word can automatically number sections (Chapter 1, 1.1, 1.2, etc.) of your document and include the chapter number in the captions (Figure 1.2, 2.2, etc.).

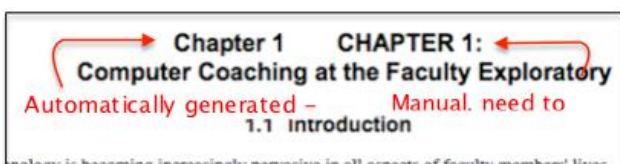
1. Make sure each of your chapter titles are in the Heading 1 style, and then click on one of your chapter titles.
2. If you just need the chapter number included in captions, on the On the Home Ribbon, in the **Paragraph Group**, click the Multilevel List icon and select the one with the words *Chapter 1* in it from the *List Library* section.



If you need subsections numbered (for example, 2.1, 2.2, 2.12, etc.) as well, then choose the list the *1 Heading 1; 1.1 Heading 2*, etc. option (right side, middle row). Note that doing this once sets the formatting for all heading levels.

3. Click *OK* when you are finished.
4. If you typed in the text “Chapter #”, and now it is duplicating your efforts, delete the text you typed and leave the automatically generated chapter number.
5. To follow the automatically generated chapter number with the title of your chapter on a new line, click just before the text of your title, hold down the *Shift* key on the keyboard, and then press the *Enter* key.

Note: If you have any problems with word automatically adding outline numbering to parts of your front matter, simply delete it. Your chapter numbers will reset to show the correct number of chapters.

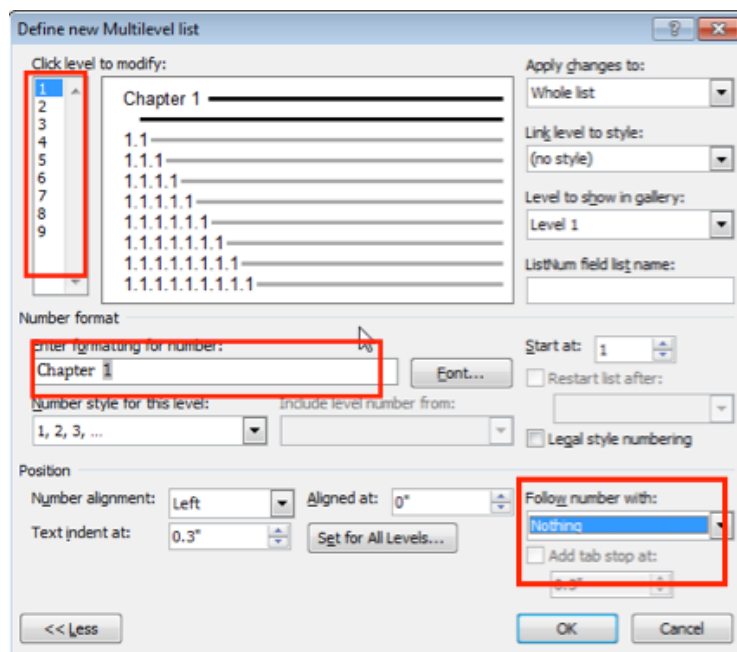


Customizing Your Numbers

If you want to change anything about the numbers – for example, you are using the 1.1, 1.2, etc. style but would like the word “Chapter” to display automatically in front of the Heading 1 number, you want to change Arabic numbers to Ordinal, or you want to change the spacing after the numbers, you can.

Click one of your headings, then go back to the Home Ribbon, and in the **Paragraph Group** click the Multilevel List icon (see screen shot above) and select *Define New Multilevel List...* Click the *More>>* button, then select the relevant list level.

- You can use the *Number style for this level:* pulldown menu to choose from a various styles, as seen in the screenshot (below the *Enter formatting for number:* box).
- In the screenshot, with the *Level* on the left set at 1, we added the word “Chapter”. Moving to the second level, you can change the period in between the level and sublevel to a dash or anything you want in the *Number format* box.
- You can also see that a tab follows the number – you can change it to a space or none. You may have to adjust this if the alignment seems off.



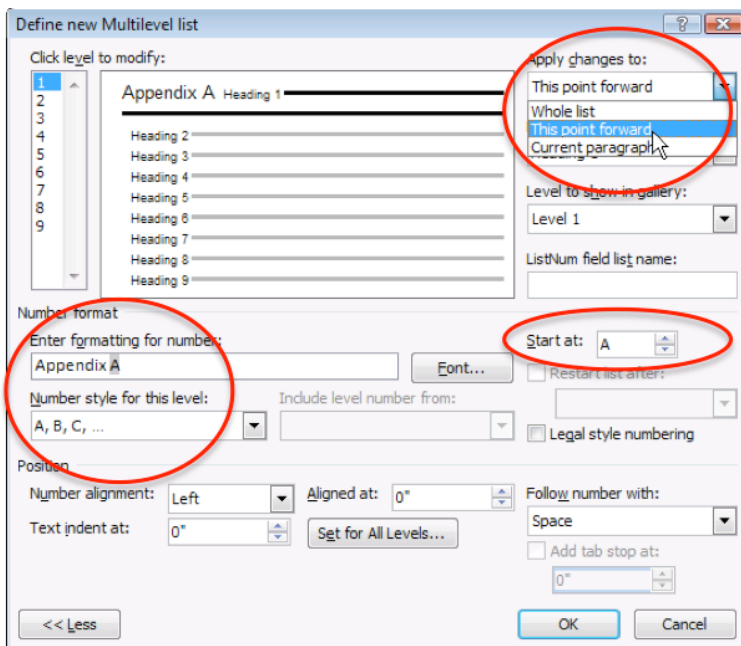
Outline Numbering in Appendices

You may also restart number for captions in your appendices or other separate areas of your dissertation. You will need to change your outline numbering settings before inserting your captions.

We are going to do a variant of the steps above, but instead of defining new levels for your list, you will be editing the first level from this point forward. This **should** work, but sometimes Word acts up, and even though you’ve followed all the steps, it doesn’t take. If that happens, set up an appointment with ScholarSpace and we’ll help you out.

1. Apply the Heading 1 style to the title of your Appendix.

2. On the Home Ribbon, go to the **Paragraph Group**, click the **Multilevel List** icon and select *Define New Multilevel List...*. Make sure the whole dialog box is showing by clicking on the *More>>* button (if it says *<<Less* instead, you are all set).
3. Under *Enter formatting for new number:*, replace “Chapter” with “Appendix.”
4. Choose the appropriate style, (such as *A,B,C,...*) from the *Number style for this level:* pulldown menu.
5. Set the correct letter or number in the *Start at:* pulldown.
6. In the *Apply changes to:* pulldown, choose *This point forward*.
7. Click *OK* to close the dialog box.



4.How to Add a Table of Contents

By Melanie Pinola



Want to add a table of contents to your Word document, one that can be easily updated if you change your doc? It's a cinch to use this helpful feature. All you have to do is format your Word document appropriately.

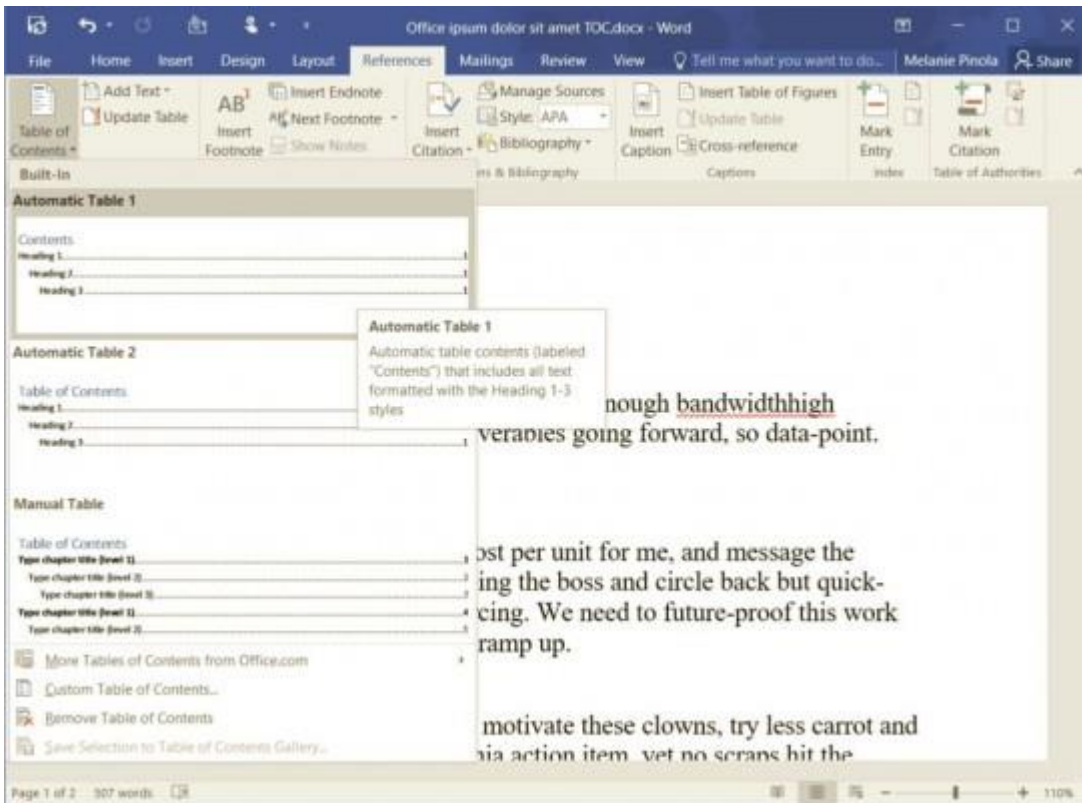
To insert your table of contents:

1. **Format your document using heading styles** found on the Home tab, e.g., Heading 1, Heading 2, and so on. Word will create your table of contents based on these headings, so do this for all of the text you want to show up in the table of contents.



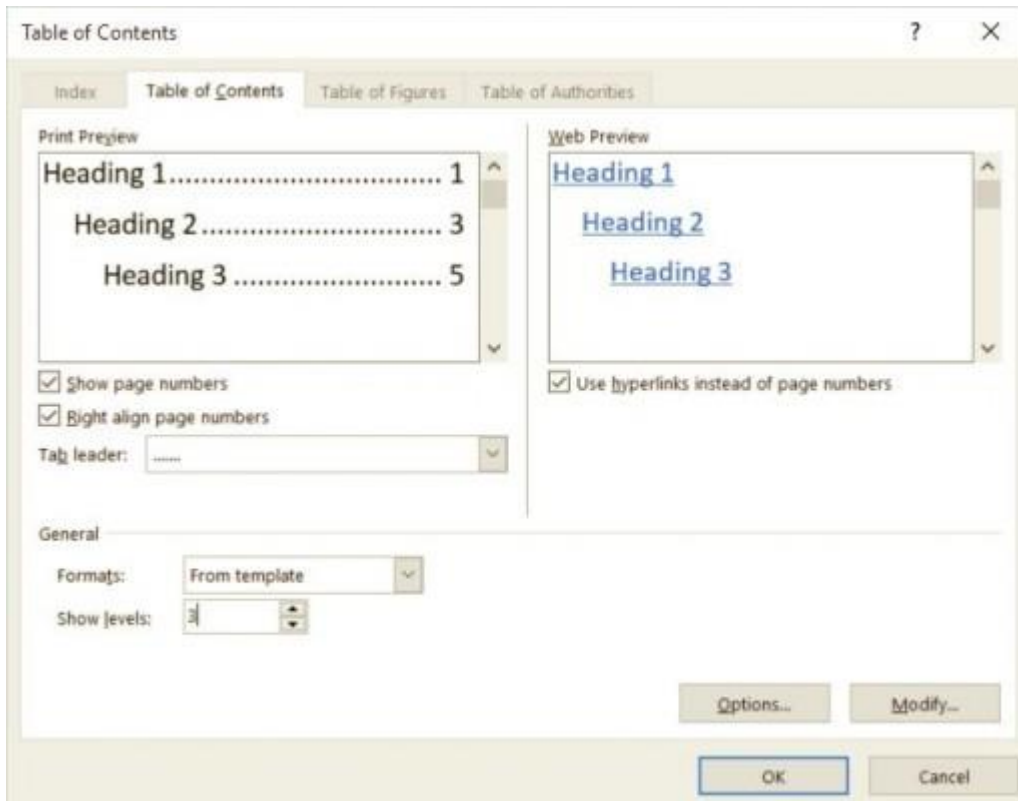
2. **Place the cursor where you want the table of contents to appear** (usually, the beginning of the document)

3. **Click Table of Contents on the References Tab, and choose one of the types** of tables of contents available.



The two automatic tables can be updated when you change the heading text, rearrange the order of your content, or change between heading styles. (They only differ by either saying "Contents" or "Table of Contents" at the top.)

Alternatively, if you click the Custom Table of Contents... option, you can format the way the table of contents will look: Choose a different style, hide page numbers, include more heading levels than the default three levels, and more.



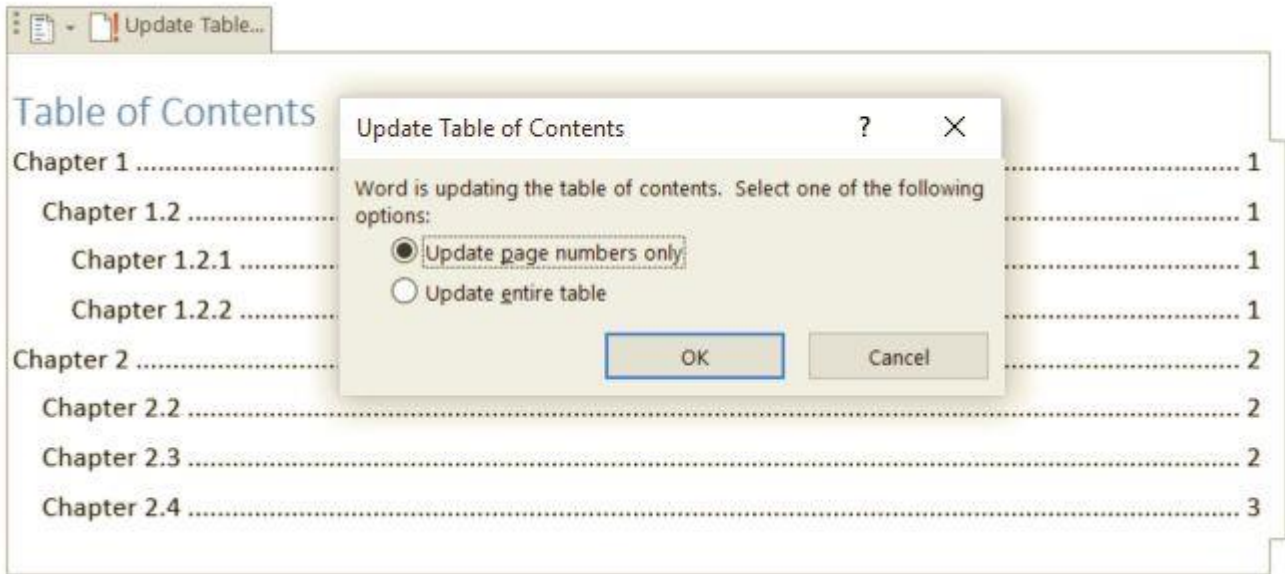
If you choose instead to create a manual table of contents, Word will add dummy text to the table instead of using your headings, you'll have to manually type in each entry, and Word won't be able to update the table of contents for you--not very much fun.

That's it! Once you've chosen one of the automatic tables of contents or the custom option, Word will create the table of contents for you.

Updating the Table of Contents

To update the table of contents--for example, if you changed the heading title or page numbers have changed:

1. **Click anywhere on the table of contents, then click Update Table...**
2. **Choose to update either the entire table or just the page numbers.**



Remember to do this before you finalize your document so the table of contents will be current.

The table of contents is a finishing touch on long documents, such as reports, manuals, or books. Thankfully, you don't have to create and manage one manually, as Word's built-in table of contents tool does the heavy lifting for you.

5. Spellcheck for Two Languages

by Allen Wyatt
(last updated August 9, 2014)

Dessy needs to know how she can run a spellcheck on a document containing words from two different languages. She wonders if there is a way to make the dictionary ignore the text written in one of the languages while checking the other.

Actually, Word is very good at handling proofing in two (or more) languages. There is a key to making it work correctly, however: You need to make sure that the text in each language is formatted as being in that language.

To those not familiar with Word, that may sound rather confusing. Giving an example may help to shed light on how Word handles proofing your text. Follow these steps:

1. Select some text that is in a particular language. For instance, if you have text in your document that is in French, select that text.
2. Display the Review tab of the ribbon.
3. Click the Language tool (in the Language group) and then click Set Proofing Language. Word displays the Language dialog box. (See Figure 1.)

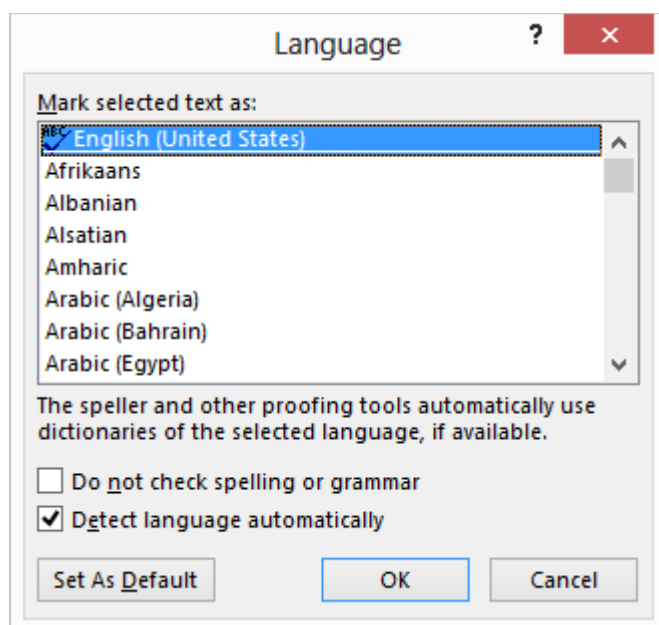


Figure 1. The Language dialog box.

4. In the list of available languages, select the option that reflects the language of the text.
5. Click OK.

That's it; when you do a spellcheck (or any other proofing task), Word uses the dictionaries and rules related to the language you specified in step 4.

If you have lots of text to configure in this manner, it makes more sense to design styles that utilize the appropriate languages. For instance, if you have a style named Body that is used for English

text, you might develop another style called Body French which is based on Body but has the language configured for French. That way you can apply the appropriate styles to you text and Word will automatically adjust how it proofs that text.

One quick note: You might be tempted to rely on the "Detect Language Automatically" setting (see the Language dialog box). Don't. It doesn't work that great, and you will get better results if you explicitly specify the language that should be associated with the differing passages of text in your document.

6. Add footnotes and endnotes in Word

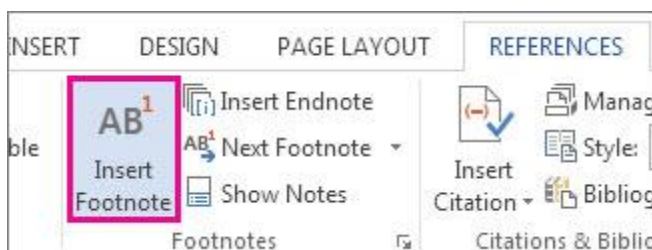
Applies To: Word 2016 Word 2013 Word 2010 Word 2007

You can use footnotes and endnotes in documents to explain, comment on, or provide references to something mentioned in a document. Usually, footnotes appear at the bottom of the page and endnotes come at the end of the document or section.

Add a footnote

Word inserts a reference mark in the text and adds the footnote at the bottom of the page.

1. Click where you want to add the footnote.
2. Click **References** > **Insert Footnote**.



Tip: You also can press Ctrl+Alt+F to insert a footnote.

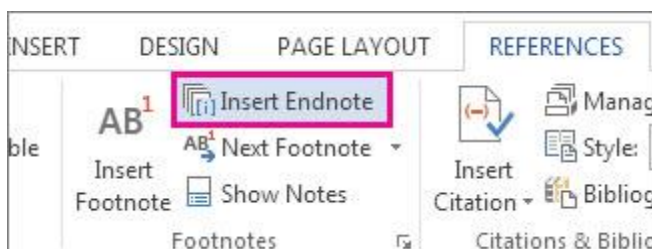
3. Type the *footnote text*.

Tip: To return to your place in your document, double-click the footnote mark.

Add an endnote

Word inserts a reference mark in the text and adds the endnote at the end of the document.

1. Click where you want to add the endnote.
2. Click **References** > **Insert Endnote**.



Tip: You also can press Ctrl+Alt+D to insert an endnote.

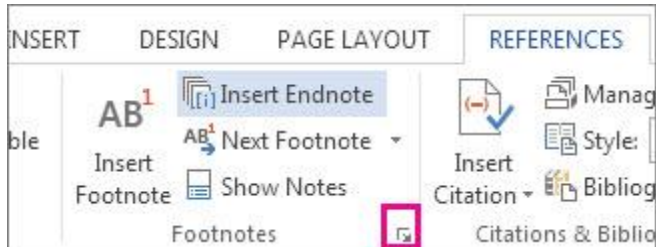
3. Type the *endnote text*.

Tip: To return to your place in your document, double-click the footnote mark.

Customize footnotes and endnotes

After you add your footnotes and endnotes, you can change the way they appear. For example, you can change the number format or where they show up in your document.

1. On the **References** tab, click the **Footnotes** dialog box launcher.



2. In the **Footnote and Endnote** dialog box, select the options you want:
 - o Under **Location**, choose **Footnotes** or **Endnotes**, and choose where you want the footnote or endnote to appear.
 - o Under **Format**, choose a **Number format**, set the number you want to **Start at**, and then choose if **Numbering** is to be **Continuous**, **Restart each section**, or **Restart each page**.
3. Choose where you want to apply the changes—the whole document or the section you're in—and then click **Insert**.

7. Add, format, or delete captions in Word

Applies To: Word 2016 Word 2013 Word 2010 Word 2007

You can add captions to figures, equations, or other objects. A caption is a numbered label, such as "Figure 1", that you can add to a figure, a table, an equation, or another object. It's comprised of customizable text ("Figure", "Table", "Equation" or something else that you type) followed by an ordered number or letter ("1, 2, 3..." or "a, b, c..." typically) which can be optionally followed by some additional, descriptive, text if you like.



1. Text that you select or create.
2. Number that Word inserts for you

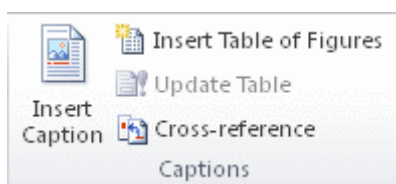
If you later add, delete, or move captions, you can easily update the caption numbers all at once.

You can also use those captions to create a table of the captioned items for example, a [table of figures](#) or a table of equations.

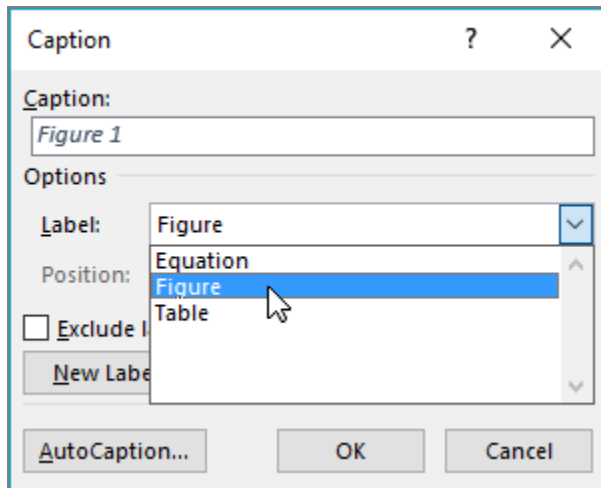
Add captions

Tip: If you want to be able to move the figure and caption as one object, or wrap text around the figure and caption, follow the instructions for adding captions to floating objects below.

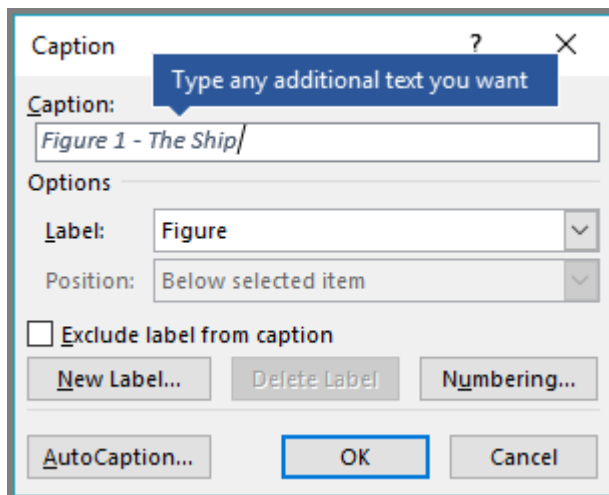
1. Select the object (table, equation, figure, or another object) that you want to add a caption to.
2. On the **References** tab, in the **Captions** group, click **Insert Caption**.



3. In the **Label** list, select the label that best describes the object, such as a figure or equation. If the list doesn't provide the label you want, click **New Label**, type the new label in the **Label** box, and then click **OK**.



4. Type any text, including punctuation, that you want to appear after the label.



5. Click **OK**.

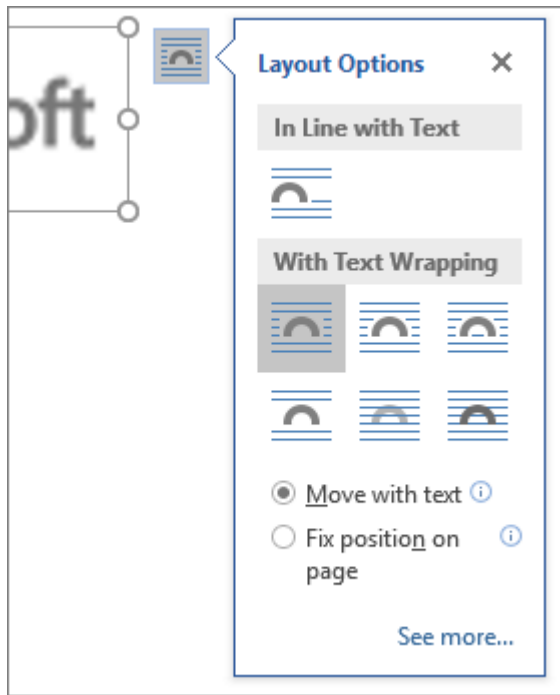
Note: Word inserts the sequential caption number as a field. If your caption looks similar to "Figure {SEQ Table * ARABIC}", Word is displaying field codes instead of field results. To see the caption normally, press ALT+F9.

Add a caption to a floating object

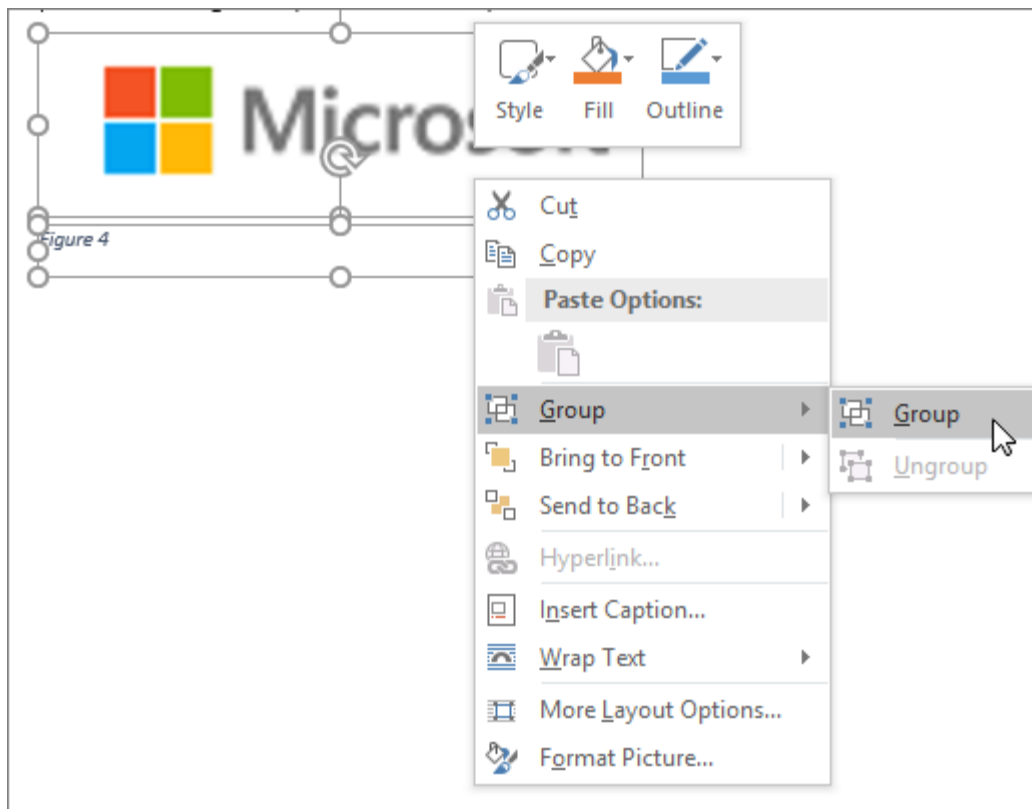
If you want to be able to wrap text around the object and caption, or you want to be able to move the object and the caption as one unit, you need to group the object and the caption together.

1. Insert your figure.
2. Choose **Layout Options** and select one of the **With Text Wrapping** choices.

Important: You should do this step before you insert your caption. If you've already inserted the caption, delete it, do this step, then re-add your caption.



3. Add your caption using the steps listed in "Add captions" above.
4. Select your caption then hold down the shift key and select your figure.
5. Right click on either item and choose **Group** > **Group**.



Now text should flow around your figure and caption as expected, and the figure and caption will stay together if you move them somewhere else on the page or in the document.

Note: If you move your figure it's a good idea to update your caption numbers (see below) just to make sure your numbering is still in the correct order.

Update caption numbers

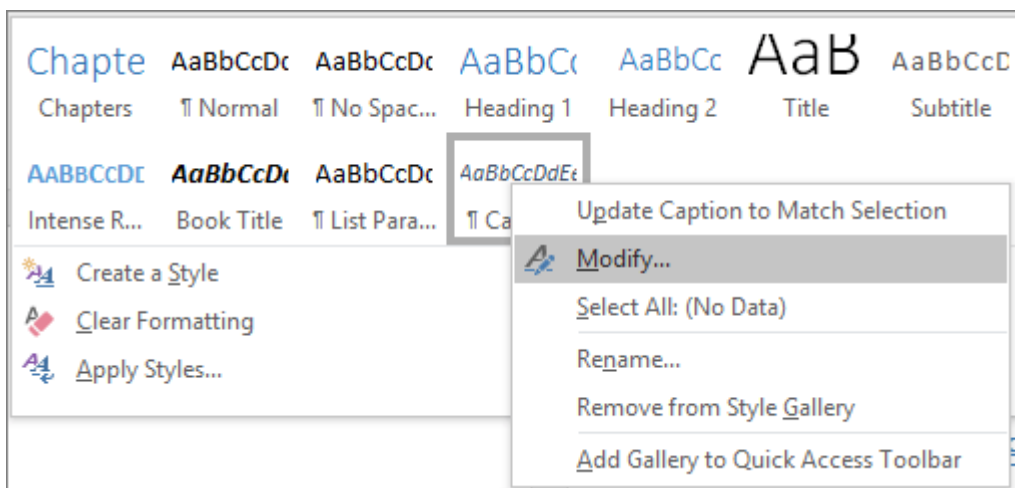
If you insert a new caption, Word automatically updates the caption numbers. However, if you delete or move a caption, you must manually start a caption update.

1. Click anywhere in the document and press CTRL+A to select the entire document.
2. Right-click, and then choose **Update Field** on the shortcut menu. All of the captions in the document should now be updated.

Tip: You can also update captions by selecting the entire document and then pressing F9.

Format captions

Once you've added at least one caption to your document you should see a new style displayed on the style gallery called "Caption". To change the formatting of your captions throughout your document simply right-click that style on the gallery and choose **Modify**. Here you can set font size, color, type and other options that will apply to your captions.



For more information about modifying styles in Word see [Customize styles in Word](#)

8. Add a citation and create a bibliography

Applies To: Word 2016 Word 2013 Word 2010 Word 2007

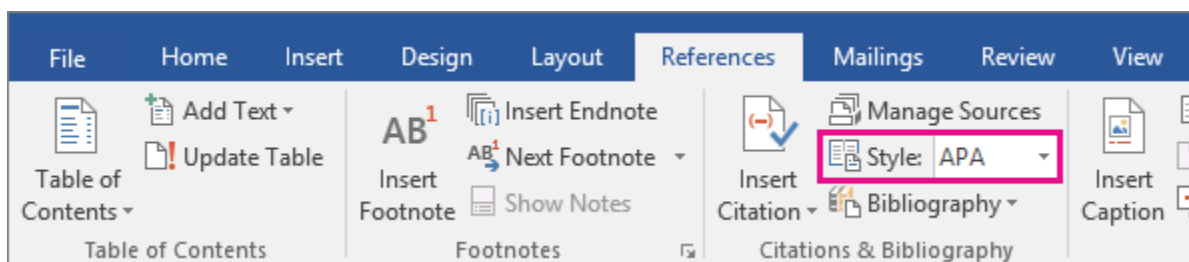
Before you can create a bibliography you need to have at least one citation and source in your document that will appear in your bibliography. If you don't have all of the information that you need about a source to create a complete citation, you can use a placeholder citation, and then complete the source information later.

For information about automatically formatting your bibliography in [MLA](#), [APA](#), and [Chicago-style](#) see: [APA, MLA, Chicago: Automatically format bibliographies](#).

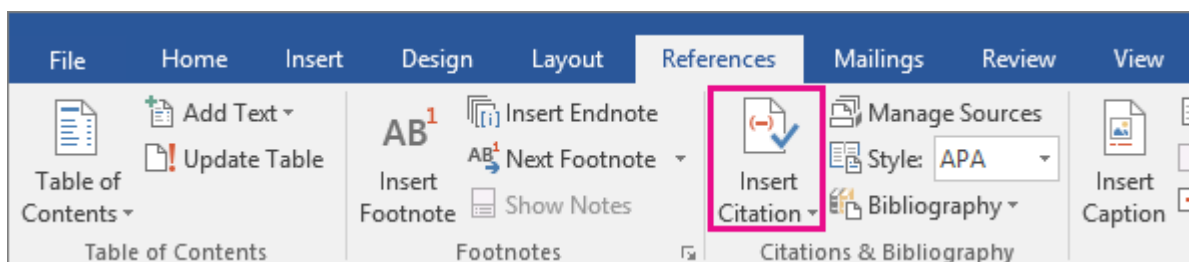
Note: Placeholder citations do not appear in the bibliography.

Add a new citation and source to a document

1. On the **References** tab, in the **Citations & Bibliography** group, click the arrow next to **Style**.



2. Click the style that you want to use for the citation and source. For example, social sciences documents usually use the MLA or APA styles for citations and sources.
3. Click at the end of the sentence or phrase that you want to cite.
4. On the **References** tab, in the **Citations & Bibliography** group, click **Insert Citation**.



5. Do one of the following:
 - o To add the source information, click **Add New Source**, then begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
 - o To add a placeholder, so that you can create a citation and fill in the source information later, click **Add New Placeholder**. A question mark appears next to placeholder sources in Source Manager.
6. Fill in the bibliography information for the source.

To add more information about a source, click the **Show All Bibliography Fields** check box.

Now you can create your bibliography.

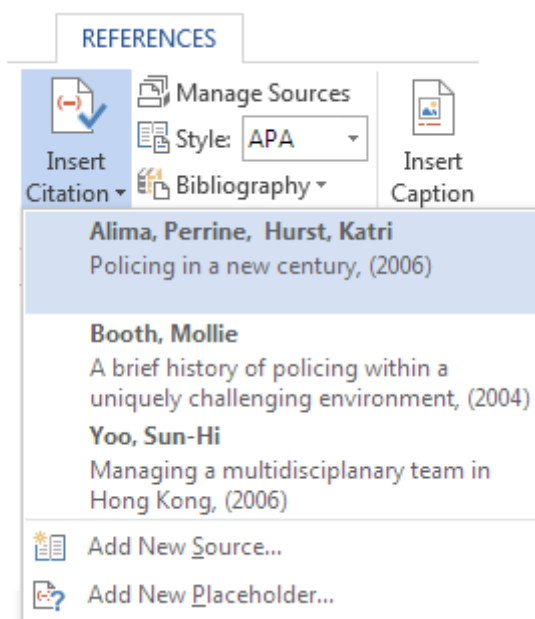
Notes:

- If you choose a GOST or ISO 690 style for your sources and a citation is not unique, append an alphabetic character to the year. For example, a citation would appear as [Pasteur, 1848a].
- If you choose ISO 690-Numerical Reference and your citations still don't appear consecutively, you must click the ISO 690 style again, and then press ENTER to correctly order the citations.

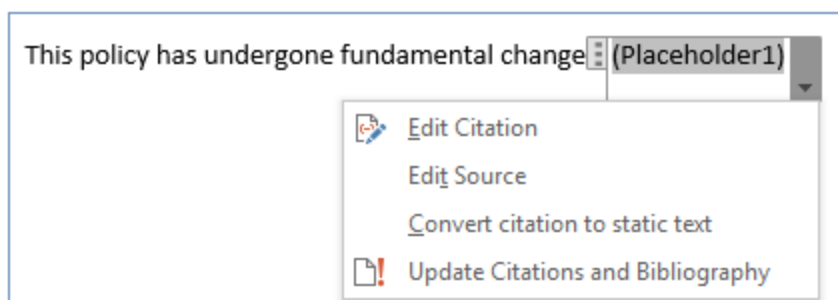
Add additional citations from a previously used source

You can easily access citations you added previously. In fact, you can reuse them throughout your document. It's simple.

1. Place the cursor where you want to insert a citation, and click **References > Insert Citation**.
2. Find the citation by the **Author** or **Tag name**, and select the citation.



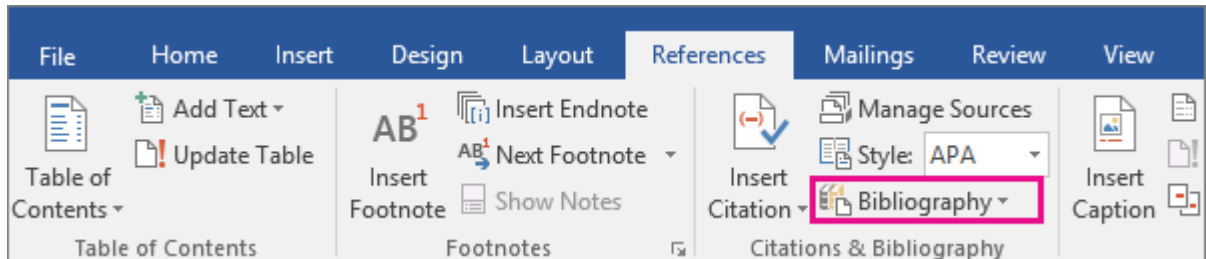
Tip: You can insert a placeholder if you need to look up a citation later. Click **References > Insert Citation**. Click **Add New Placeholder**, and create a unique **Tag name**. Find the **Placeholder** in your content, and click the text to **Edit Source** details.



Create a bibliography

Now that you've inserted one or more citations and sources in your document you can create your bibliography.

1. Click where you want to insert a bibliography, usually at the end of the document.
2. On the **References** tab, in the **Citations & Bibliography** group, click **Bibliography**.

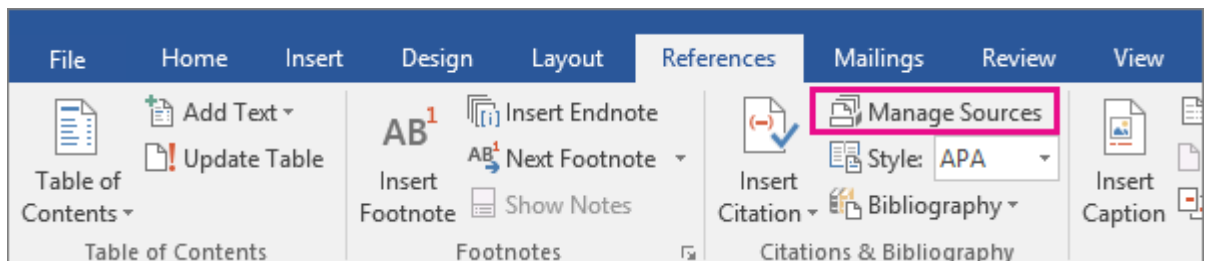


3. Click a predesigned bibliography format to insert the bibliography into the document.

Find a source

The list of sources that you use can become quite long. At times you might search for a source that you cited in another document by using the **Manage Sources** command.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



If you open a new document that does not yet contain citations, all of the sources that you used in previous documents appear under **Master List**.

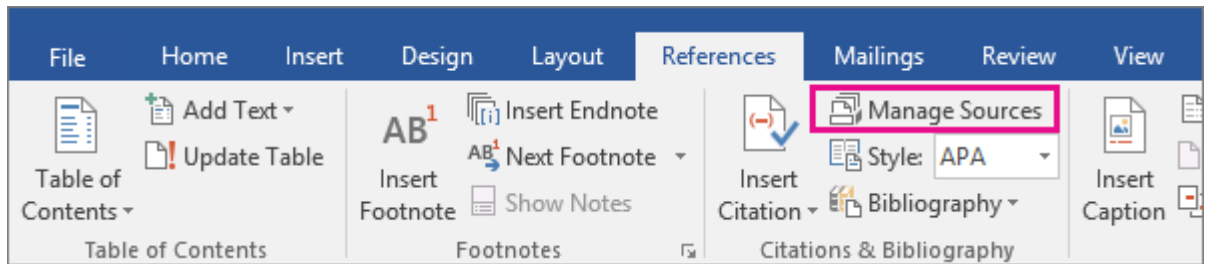
If you open a document that includes citations, the sources for those citations appear under **Current List**. All the sources that you have cited, either in previous documents or in the current document, appear under **Master List**.

2. To find a specific source, do one of the following:
 - o In the sorting box, sort by author, title, citation tag name, or year, and then search the resulting list for the source that you want to find.
 - o In the **Search** box, type the title or author for the source that you want to find. The list dynamically narrows to match your search term.

Note: You can click the **Browse** button in **Source Manager** to select another master list from which you can import new sources into your document. For example, you might connect to a file on a shared server, on a research colleague's computer or server, or on a Web site that is hosted by a university or research institution.

Edit a source

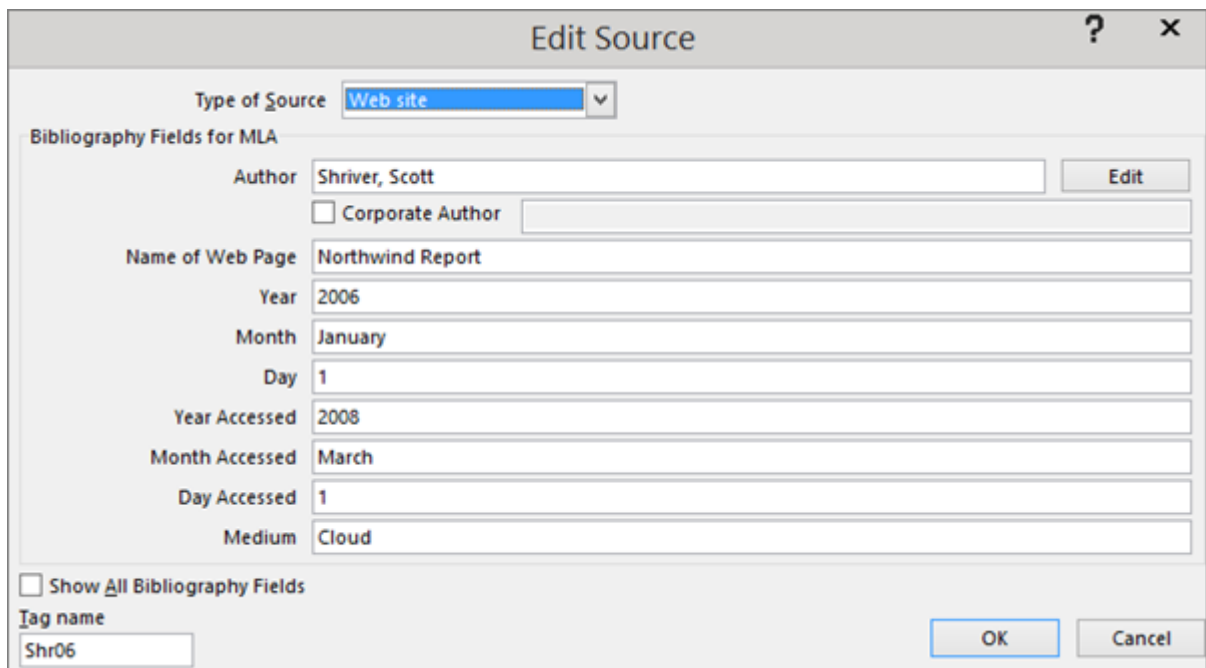
1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



2. In the **Source Manager** dialog box, under **Master List** or **Current List**, select the source you want to edit, and then click **Edit**.

Note: To edit a placeholder to add citation information, select the placeholder from **Current List** and click **Edit**.

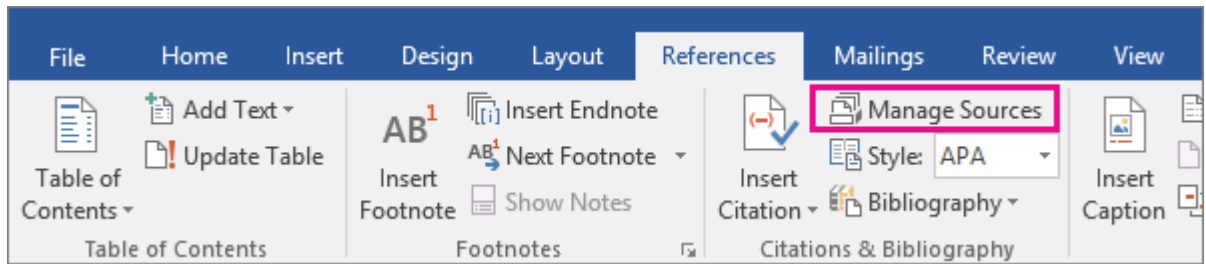
3. In the **Edit Source** dialog box, make the changes you want and click **OK**.

A screenshot of the 'Edit Source' dialog box. The title bar says 'Edit Source'. The 'Type of Source' dropdown is set to 'Web site'. Under 'Bibliography Fields for MLA', there are several text input fields: 'Author' (Shriver, Scott), 'Name of Web Page' (Northwind Report), 'Year' (2006), 'Month' (January), 'Day' (1), 'Year Accessed' (2008), 'Month Accessed' (March), 'Day Accessed' (1), and 'Medium' (Cloud). There is an 'Edit' button next to the Author field. At the bottom, there is a checkbox for 'Show All Bibliography Fields' (unchecked), a 'Tag name' field (Shr06), and 'OK' and 'Cancel' buttons.

Edit a citation placeholder

Occasionally, you may want to create a placeholder citation, and then wait until later to fill in the complete bibliography source information. Any changes that you make to a source are automatically reflected in the bibliography, if you have already created one. A question mark appears next to placeholder sources in Source Manager.

1. On the **References** tab, in the **Citations & Bibliography** group, click **Manage Sources**.



2. Under **Current List**, click the placeholder that you want to edit.

Note: Placeholder sources are alphabetized in Source Manager, along with all other sources, based on the placeholder tag name. By default, placeholder tag names contain the word **Placeholder** and a number, but you can customize the placeholder tag name with whatever tag you want.

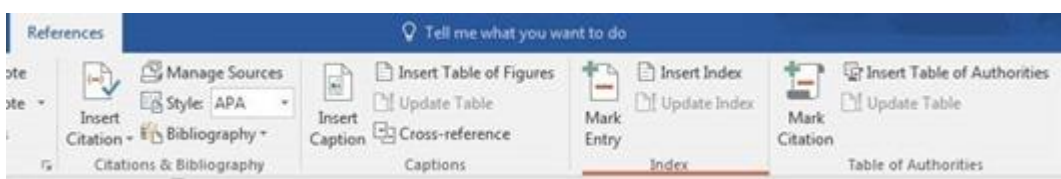
3. Click **Edit**.
4. Begin to fill in the source information by clicking the arrow next to **Type of source**. For example, your source might be a book, a report, or a Web site.
5. Fill in the bibliography information for the source. To add more information about a source, click the **Show All Bibliography Fields** check box.

9. Create An Index In a Word Document

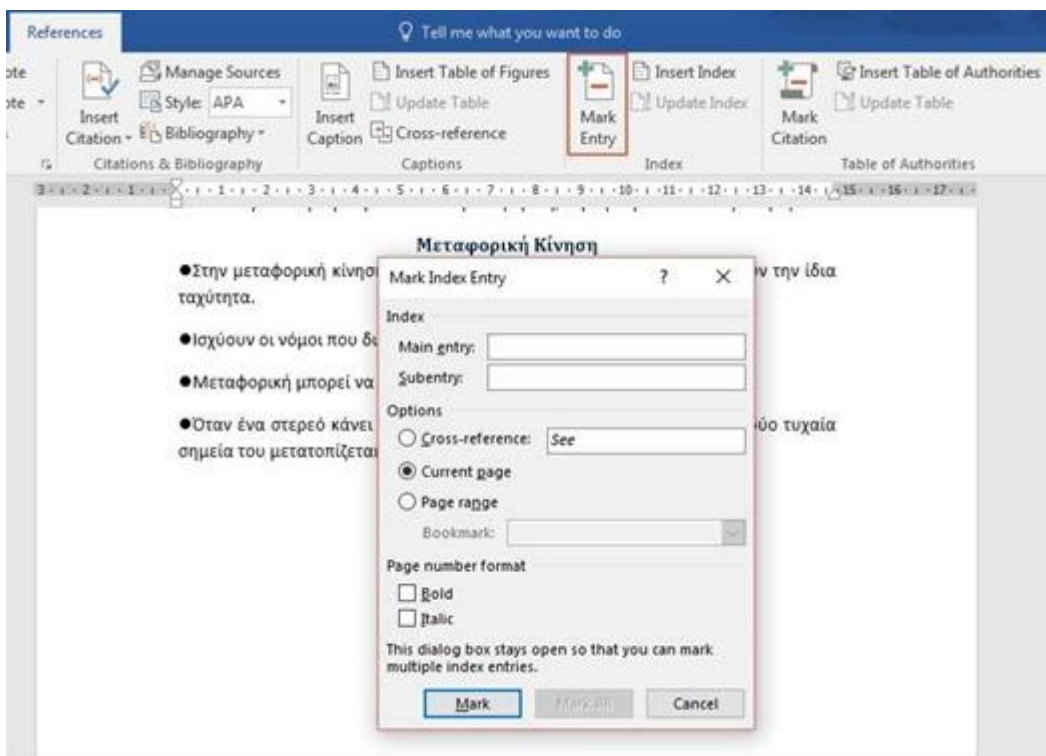
Posted by [officesmart](#)

An **Index** is a document reference or list **Word 2016** can build and format, providing that you know the trick: You must mark text in a document for inclusion in the index. Once the words are marked, an index field is inserted, which displays the index. Just continue reading in order to find out how to create an **Index in a Word 2016 Document**.

First we must either select the text that we want to use as an **Entry**, or place our cursor at the right of it, and then we select the **References** tab and locate the area of the ribbon named **Index** as shown in the image below.



Once the **Index** area is located, we select the command **Mark Entry** as shown in the image below. Once selected, the **Mark Index Entry** dialog box appears.



The **Mark Index Entry** dialog box is separated from the following areas:

Index:

- **Main Entry:** This is the text that is selected as our main entry.

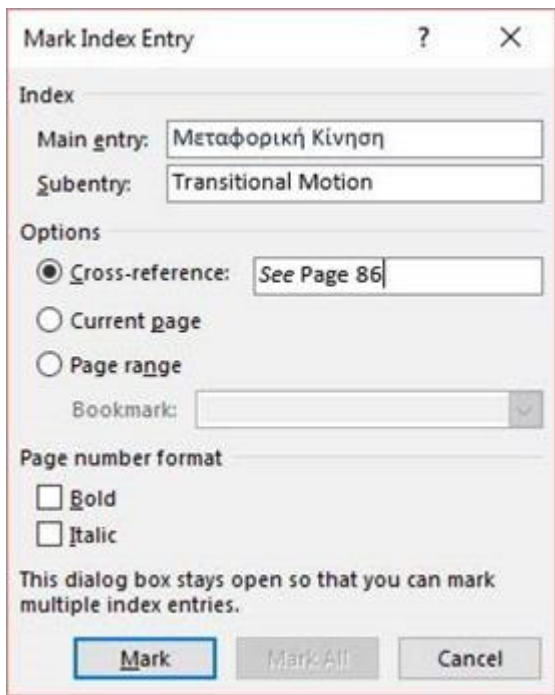
- **Subentry:** The subentry clarifies the main entry.

Options:

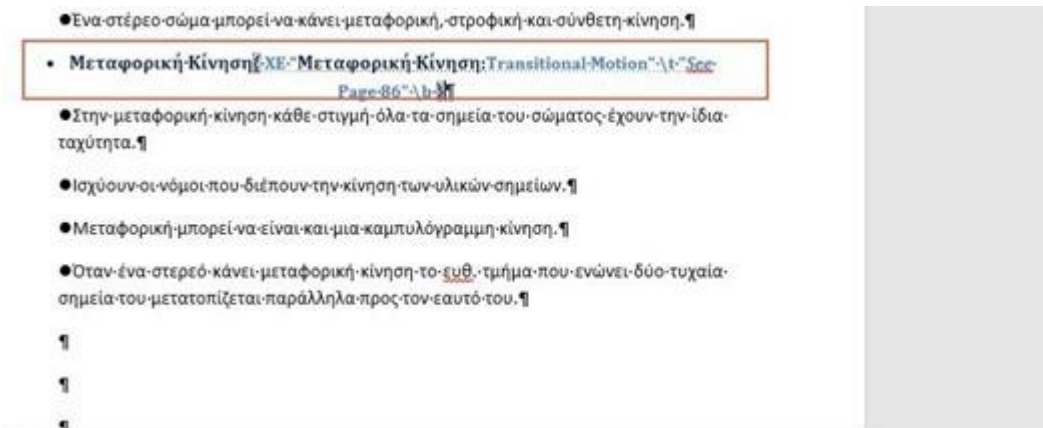
- **Cross-reference:** We can specify whether the **Entry** refers to a **Cross-reference**.
- **Current Page:** We can specify whether the **Entry** refers to a **Current Page**.
- **Page Range:** Once we activate the **Page Range** check box, the **Bookmark** command activates where we can select what we have inserted in our document.
- **Bookmark:** We can specify whether the **Entry** refers to a **Bookmark** in our document.

Page Number Format: We can format the **Entry** by using **Bold** and **Italic** format.

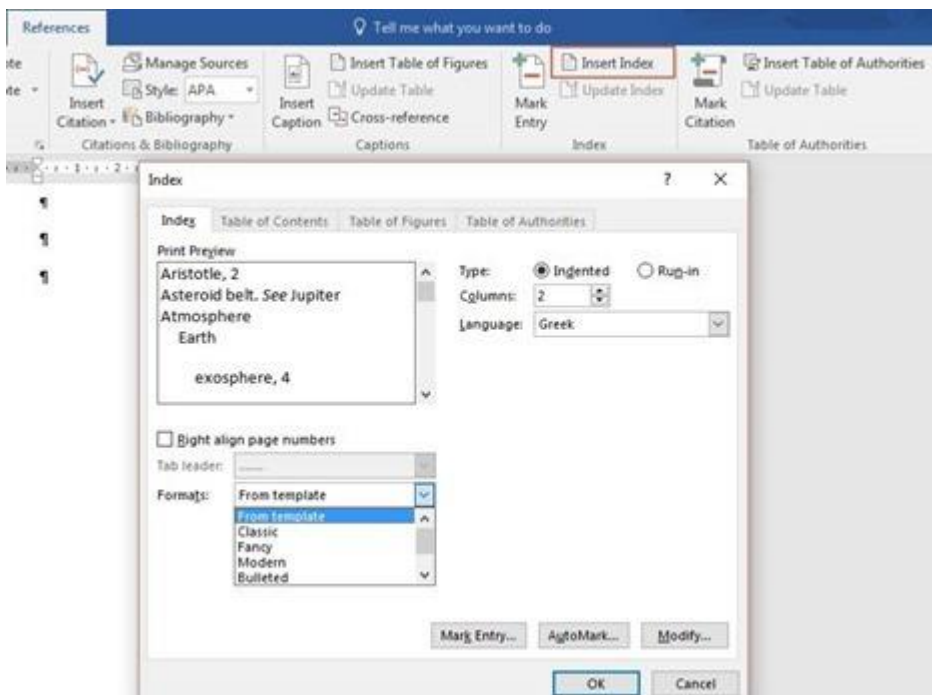
- **Bold**
- **Italic**



All we have to do, is to do all the settings that we want in the **Main Index Entry** dialog box and then press **OK** for all the settings to take place. Once we press the **OK** button, at the right that we had placed our cursor we notice something as shown in the image below.



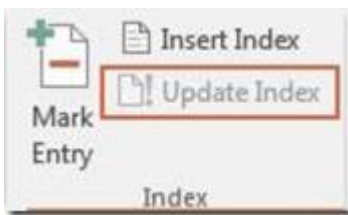
Once we have created as many **Entries** that we need, it is time to create the **Index**. We move our cursor to the point that we want our **Index** to be inserted and then from the **Reference** tab and from the area of the ribbon named **Index** we select the command **Insert Index**, as shown in the image below. Immediately the **Index** dialog box, appears where we can do all the settings needed. While doing all the settings, we have also a **Preview** of the Index that we will be inserted in our document. We can select what **Type** of **Index** we want, we can select the number of **Columns**, the **Language**, we can **Right Align** the **Page Numbers** and we can also select the sort of **Format** we need for our Index. Once finished with the adjustments we press the **Ok** button for them to take place.



Once finished the **Index** is inserted as shown in the image below. In the image below I have only created one **Entry** so the **Index** just shows this **Entry**.



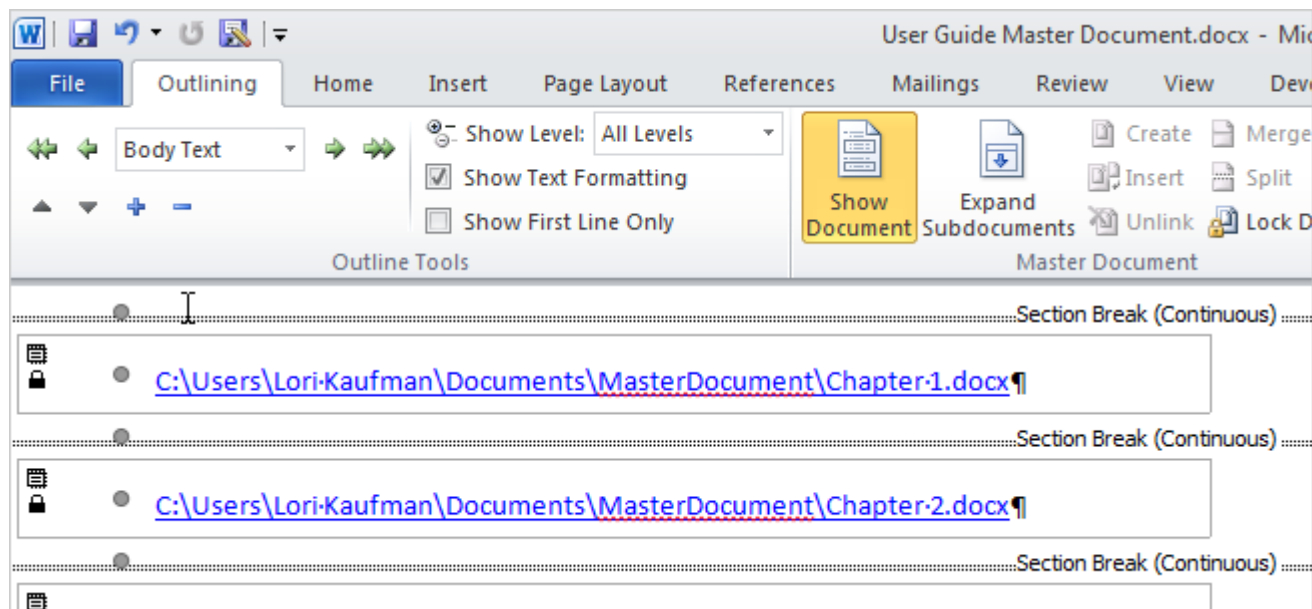
If we make any changes in our **Index**, and we want to update it with the latest information, all we have to do is to select the **Update Index** command which is located in the corner of the Index area of the **Reference** tab as shown in the image below.



Below you can check out the video describing on **How To Create An Index in a Word 2016 Document**.

10. Create a Master Document from Multiple Documents

by [Lori Kaufman](#)



Do you create really long documents in Word? If so, you probably know that Word doesn't always play well with them. It's usually smarter to split your long documents into multiple Word files.

But, then, how do you make sure the pages are numbered correctly and easily create a table of contents and an index for the whole document? That's where Word's master document feature can help. It allows you to combine multiple Word files into a single Word file.

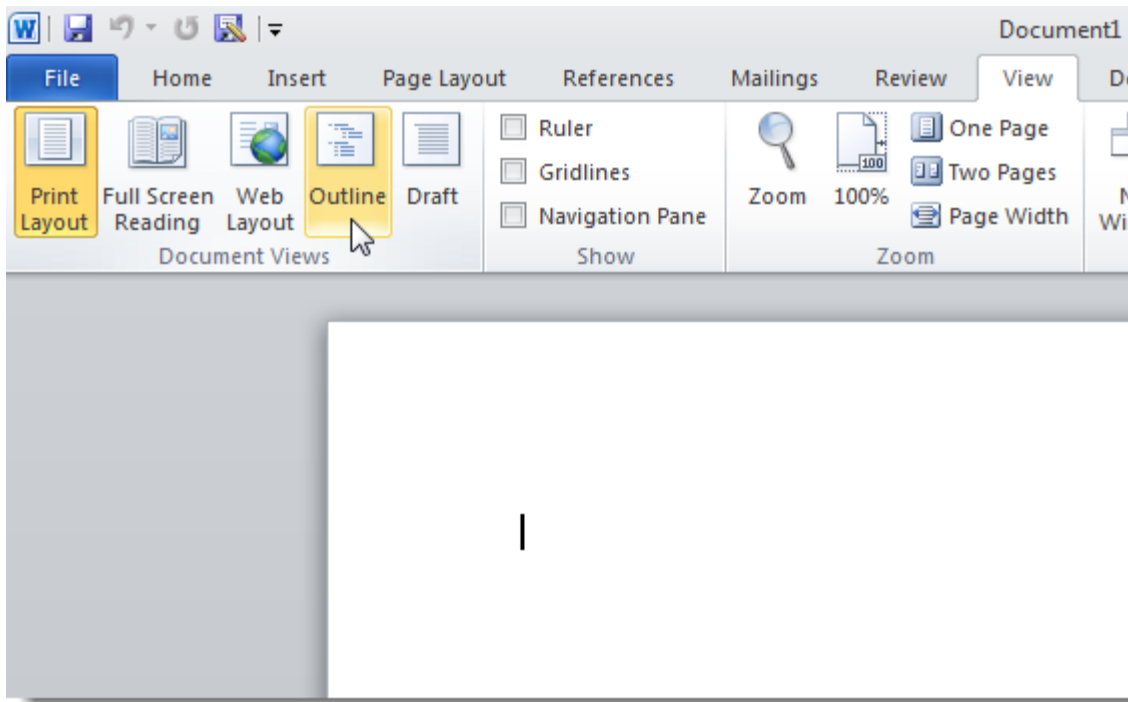
A master document is a Word file that contains links to a set of other, separate Word files, called subdocuments. The content of the subdocuments is not inserted into the master document. The master document only contains links to the subdocuments. This allows you to edit the subdocuments separately. Any changes made to subdocuments are incorporated into the master document automatically. If there are multiple people working on a single document, a master document allows you to send different parts of the document to different people to work on.

In this article, we show you the basics of creating a master document and subdocuments from scratch, and creating a master document from existing subdocuments. We also show you how to easily add a table of contents to the beginning of the master document.

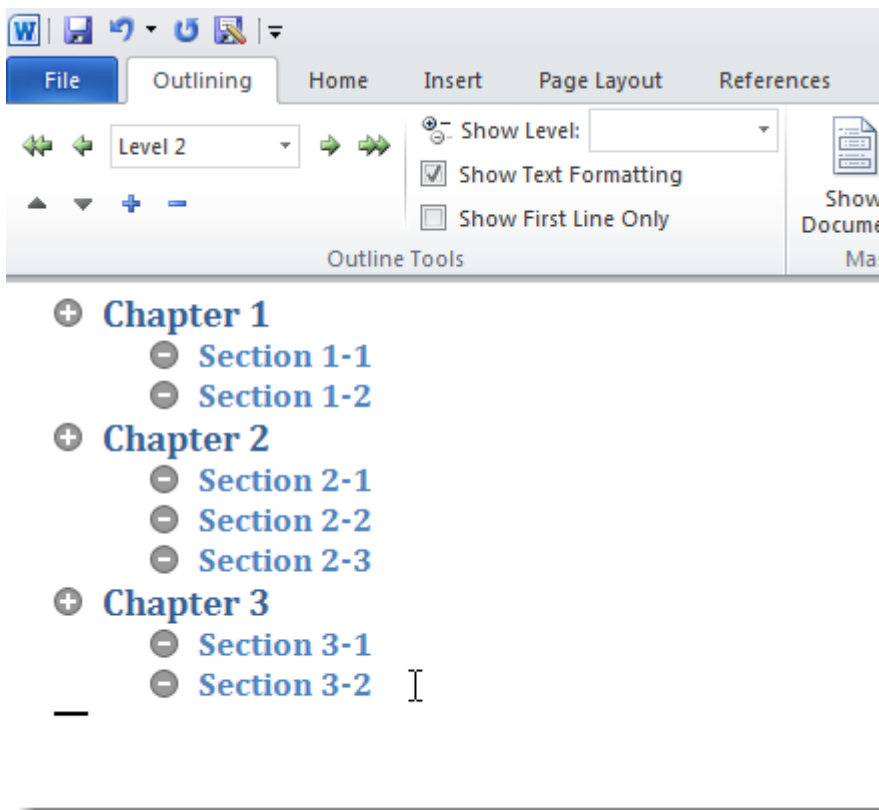
Create a Master Document from Scratch

If you are starting a fresh master document with no existing subdocuments, you can create one from scratch. To do so, create a new, blank Word document and save it, indicating in the file name that it is a master document.

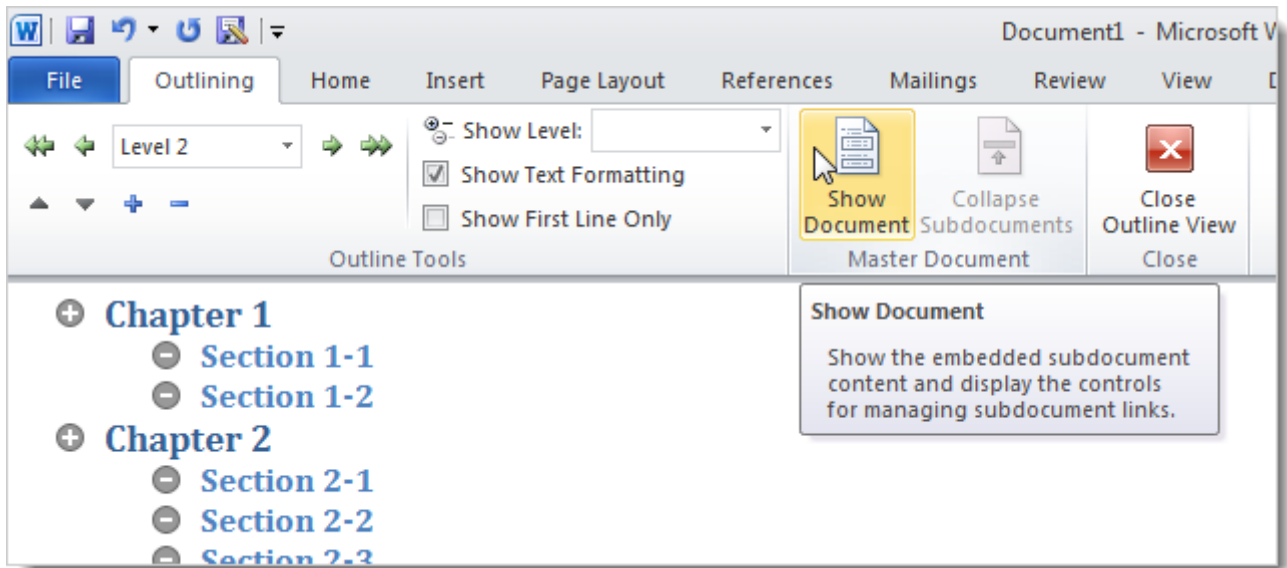
Once you have saved your master document file, click the View tab and click Outline in the Document Views section of the tab.



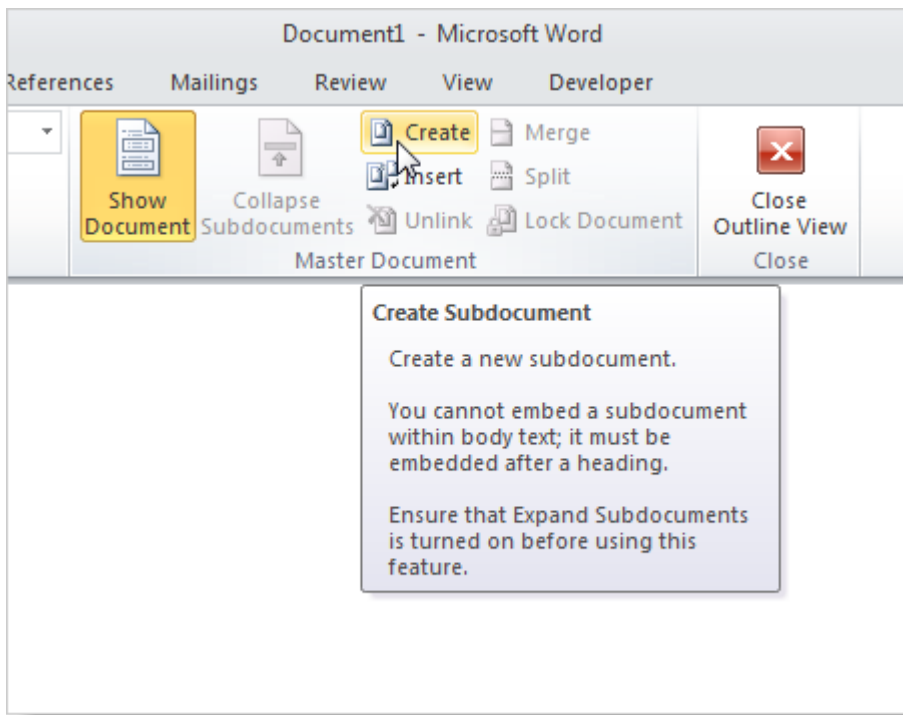
Start entering the headings for your document in outline form, using the drop-down list of Level styles and the green right and left arrows in the Outlining tab to change the levels of your headings.



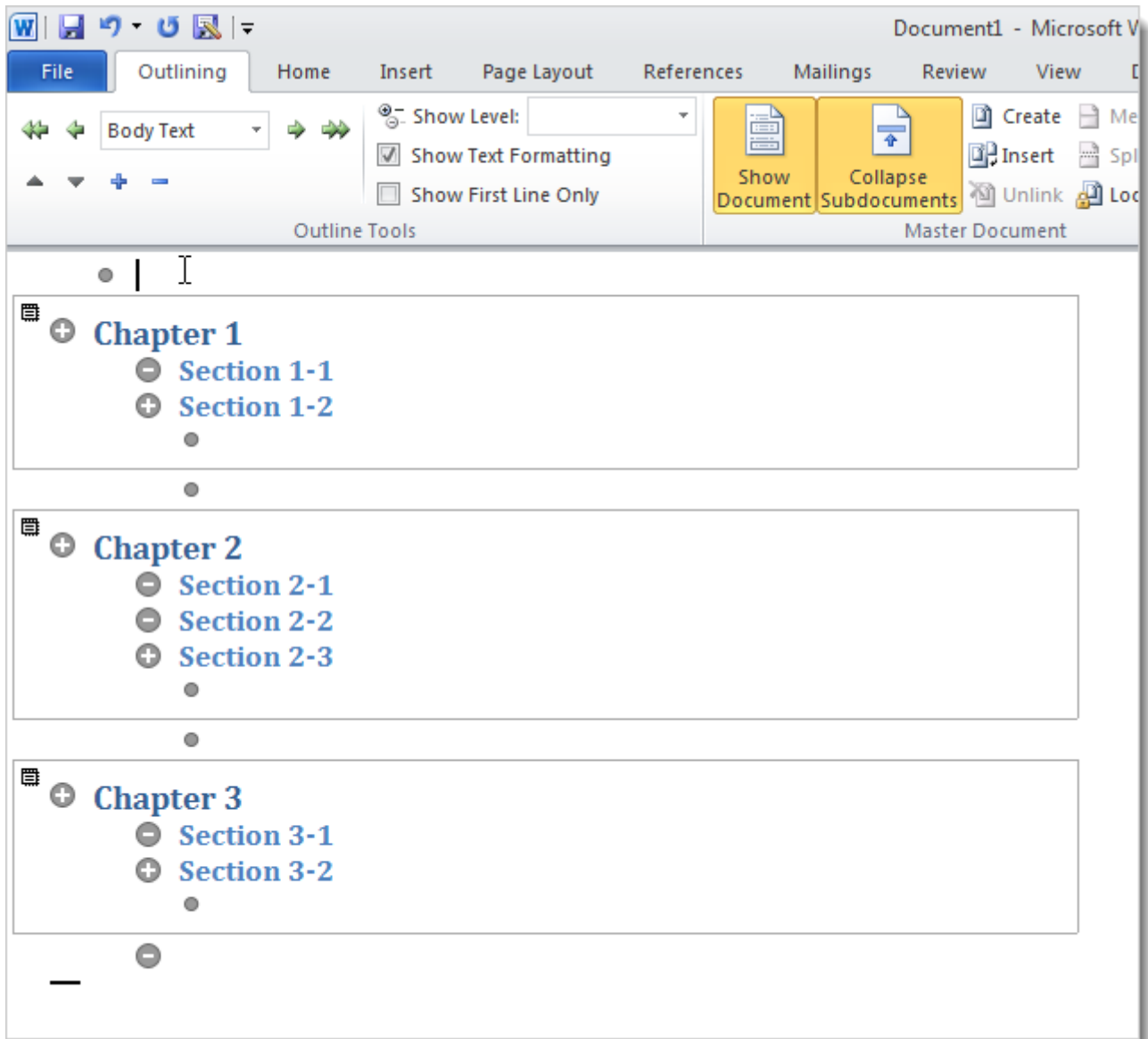
When you have entered all the headings you want, click Show Document in the Master Document section of the Outlining tab.



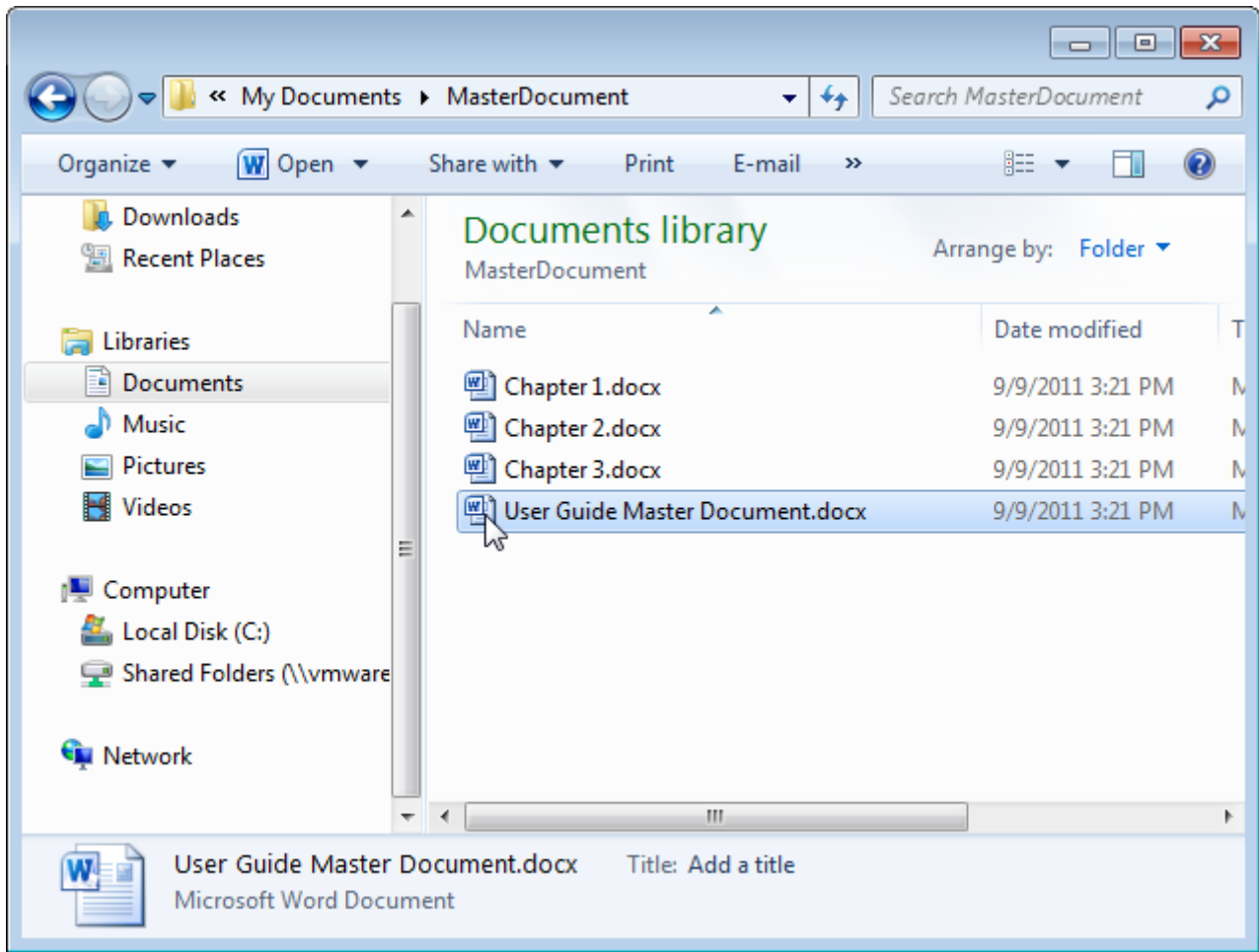
More options become available in the Master Document section of the Outlining tab. Select the entire outline in the document and click Create.



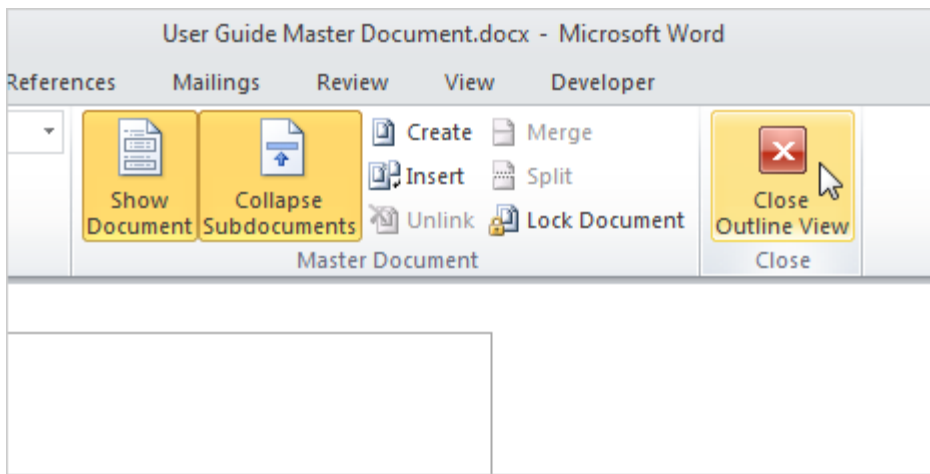
Clicking Create encloses each document in its own box. Save the master document file again at this point.



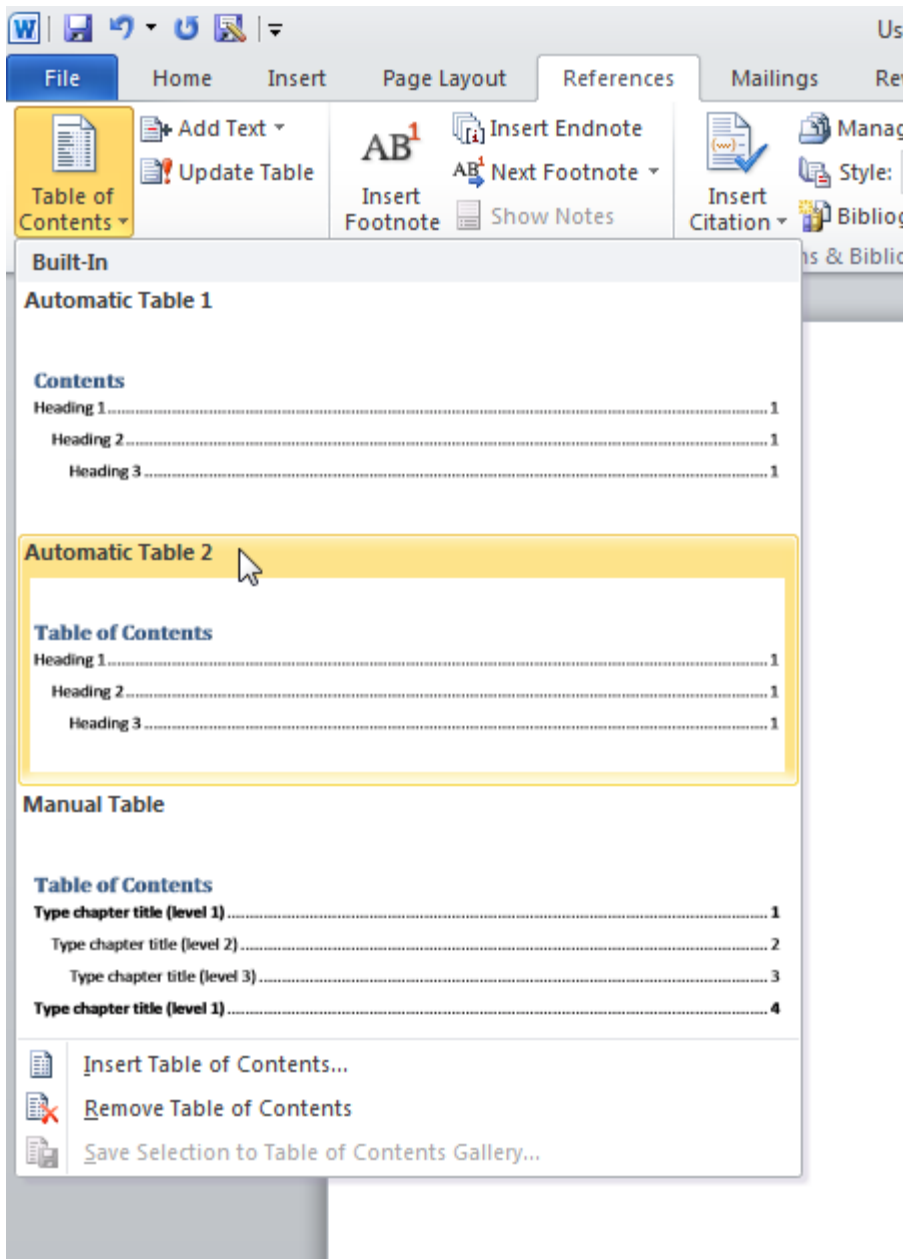
Each box in the master document becomes a separate file, as shown below. The name of the first heading in each box in the master document is used as the filename for each subdocument file.



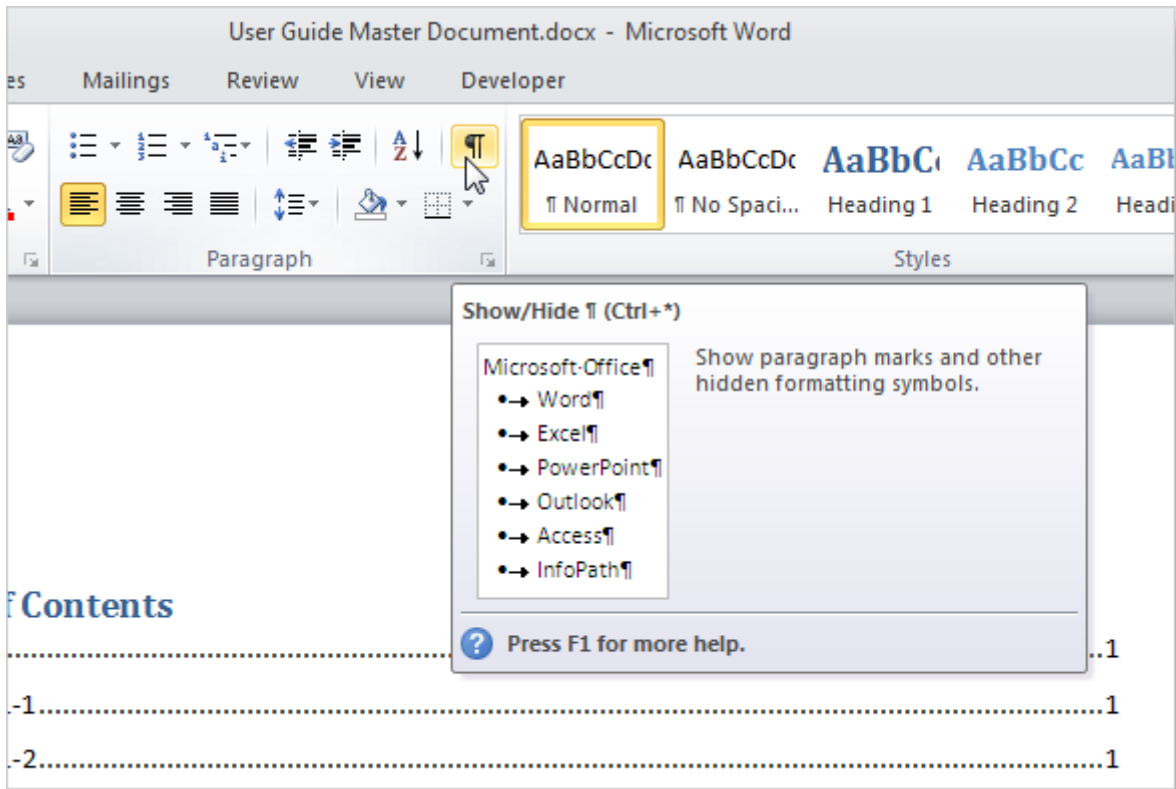
To go back to the previous view, such as Print Layout, click Close Outline View in the Close section on the Outlining tab.



To add a table of contents to your master document, put the cursor at the beginning of the document and click the References tab. Click the Table of Contents drop-down button in the Table of Contents section. Select one of the Automatic Table options to insert an automatically generated table of contents at the insertion point.



To see the section breaks inserted by Word when you created the subdocuments, click the Home tab and click the paragraph symbol button in the Paragraph section.

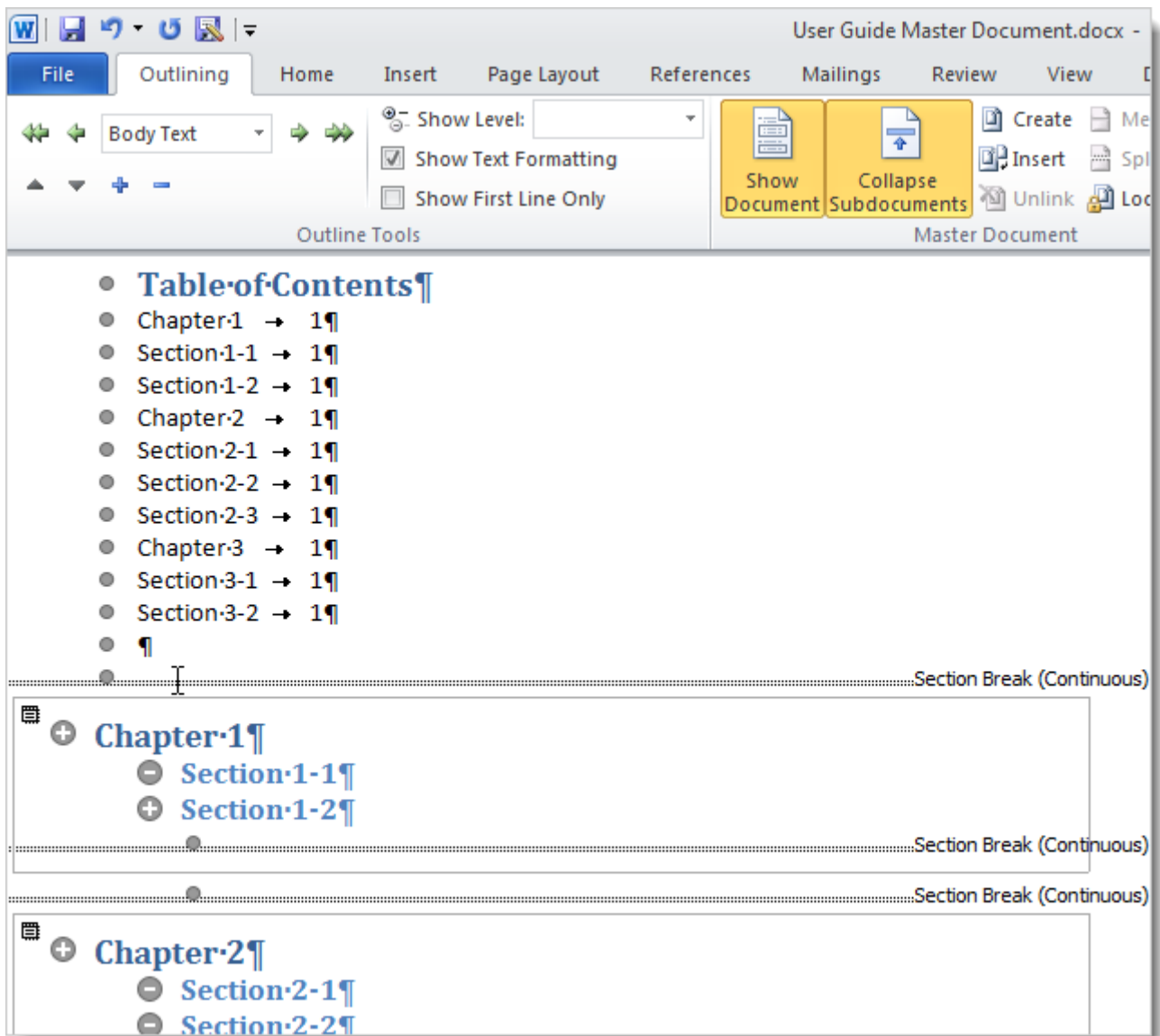


Word displays the section breaks and what types they are.

NOTE: When you create a master document from scratch, Word inserts a continuous section break before and after each subdocument you create. This means there are no page breaks in your document. You can easily [change the type of each section break](#).

- **Table of Contents ¶**
 - Chapter 1 →
 - Section 1-1 →
 - Section 1-2 →
 - Chapter 2 →
 - Section 2-1 →
 - Section 2-2 →
 - Section 2-3 →
 - Chapter 3 →
 - Section 3-1 →
 - Section 3-2 →
 - ¶ Section Break (Continuous)
- **Chapter 1 ¶**
 - **Section 1-1 ¶**
 - **Section 1-2 ¶** Section Break (Continuous) ¶
 - Section Break (Continuous)

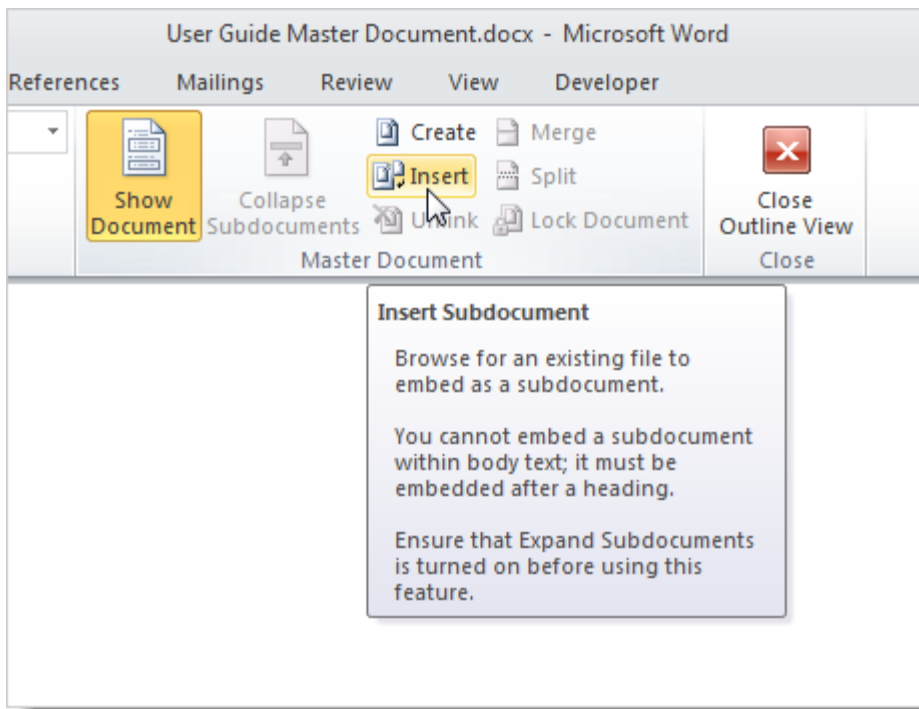
The following image shows how your document looks in outline mode with the subdocuments showing expanded.



Create a Master Document Using Existing Word Files

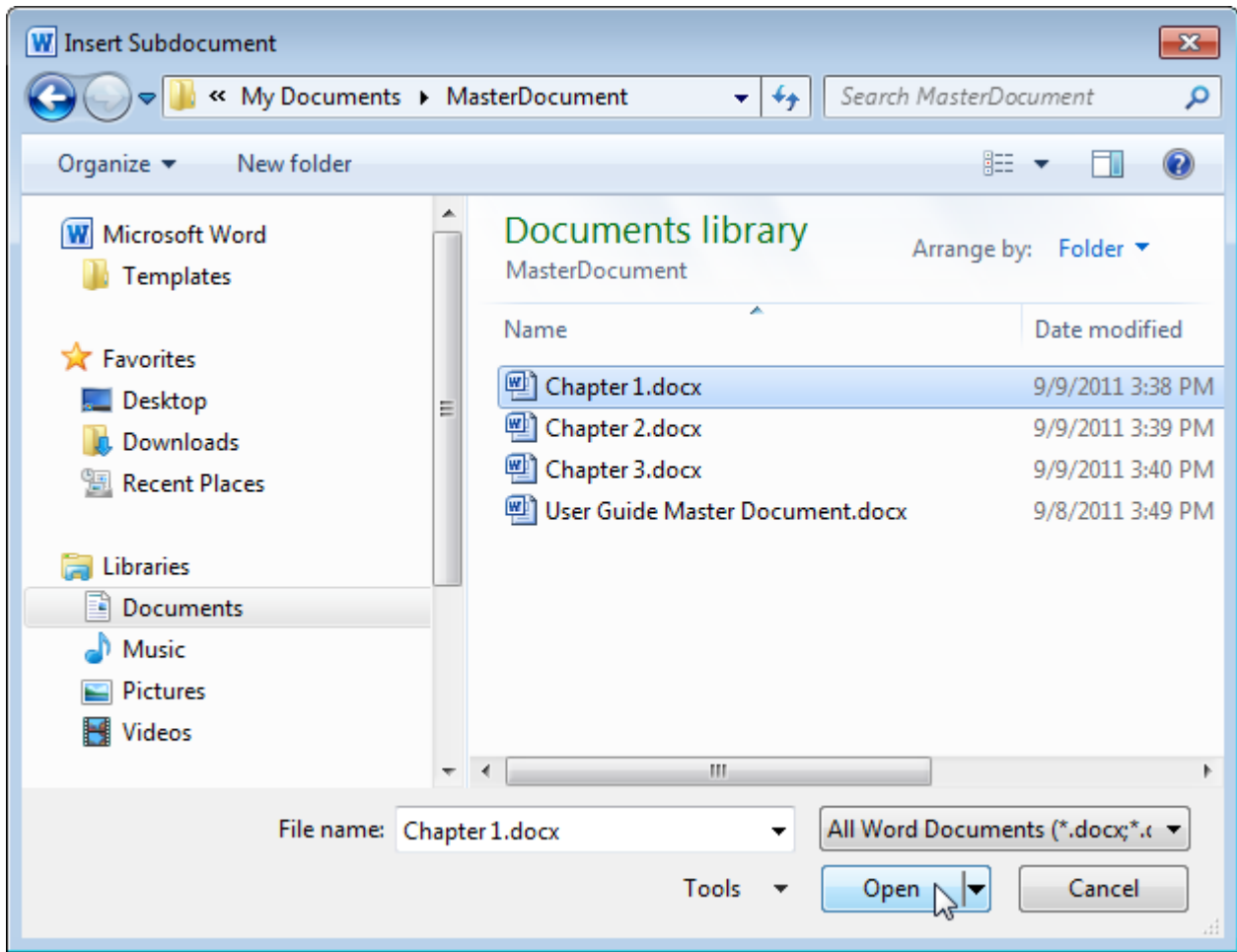
If you have some existing documents you want to include in a master document, you can create a new master document file and insert the existing documents as subdocuments. To do this, create a new, blank Word document and save it like we mentioned earlier when creating a master document from scratch.

Click the View tab and then click Outline in the Document Views section. The Outlining tab becomes available and active. Click Show Document in the Master Document section to activate additional options. To add a subdocument to the master document, click Insert.

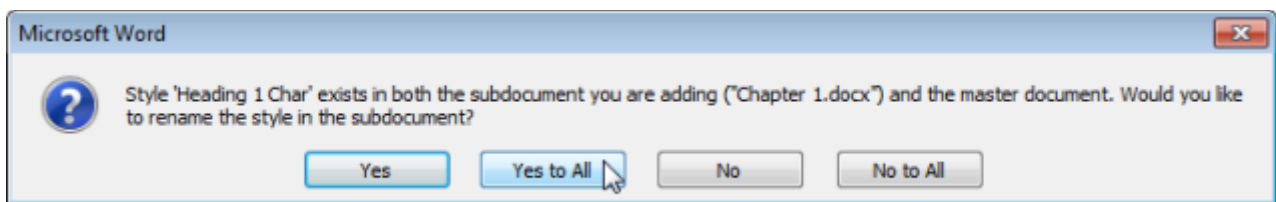


On the Insert Subdocument dialog box, navigate to the location of the documents you want to insert. Select the first file and click Open.

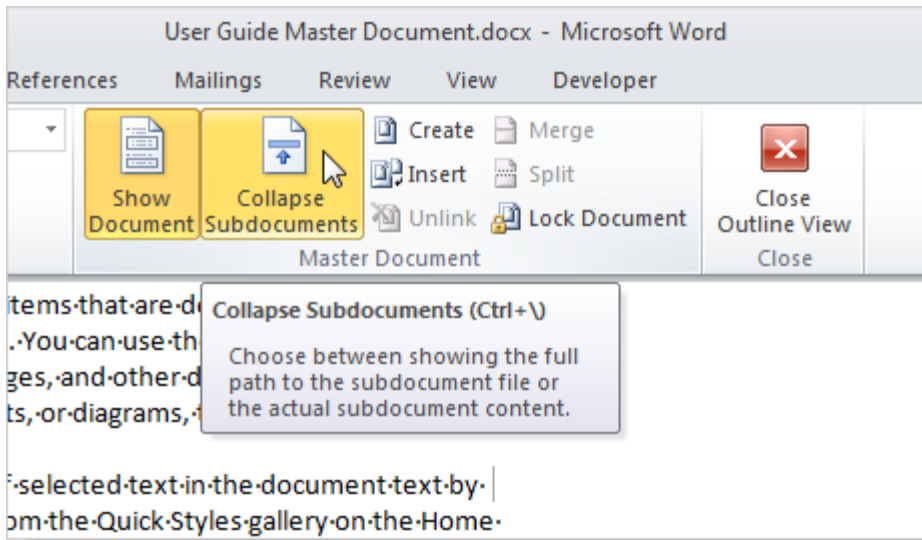
NOTE: It might be easier if you store your subdocument files in the same directory as your master document file.



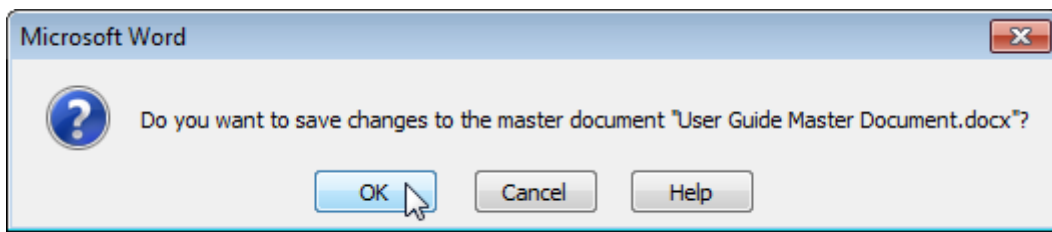
If the following dialog box displays, telling you about a style that exists in both the subdocument and the master document, click the Yes to All button. This keeps all the styles in the subdocument consistent with the styles in the master document.



Repeat the steps for inserting subdocuments for each of the documents you want to include in your master document. When you are finished, you can collapse the subdocuments, if desired. To do this, click Collapse Subdocuments in the Master Document section of the Outlining tab.

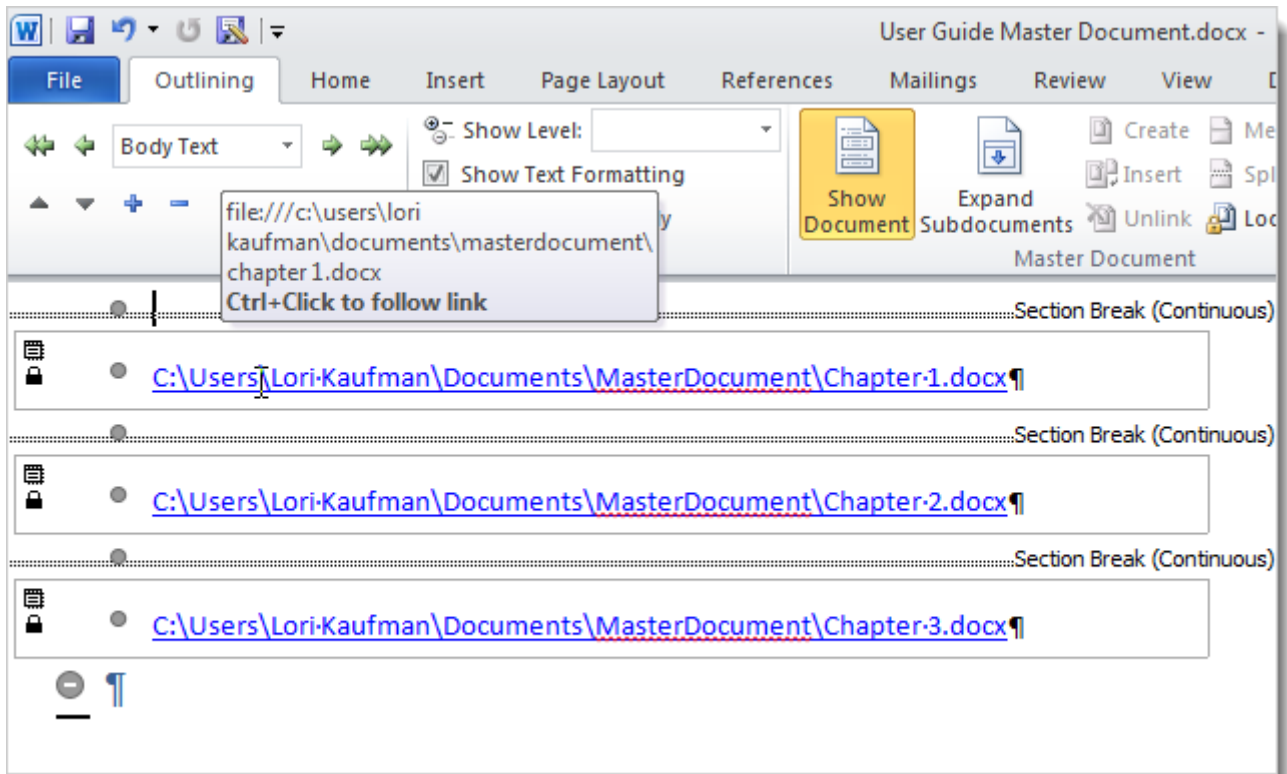


You must save your document to collapse the subdocuments, so the following dialog box displays if you haven't done so. Click OK to save the document.

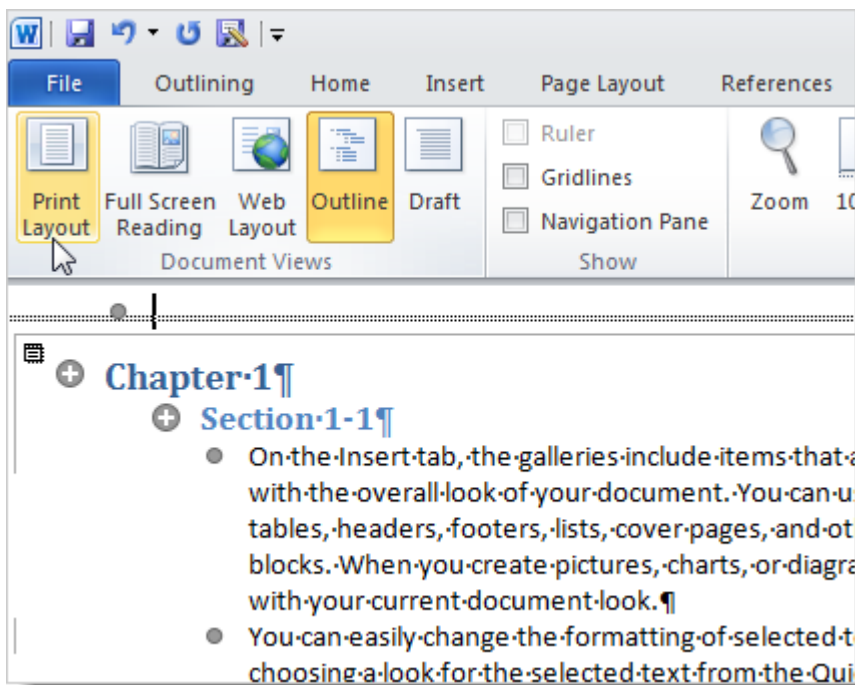


Notice that the full path to each of your subdocument files display in each subdocument box. To open a subdocument for editing you can either double-click the document symbol in the upper, left corner of the subdocument box, or Ctrl + Click the link to the file.

NOTE: When you import existing Word files into a master document file, Word inserts a next page section break before and a continuous section break after each subdocument. Again, you can [easily change the type of each section break](#), if needed.



To view the master document in a non-outline view, click the View tab, and click Print Layout or other view type in the Document Views section.



You can add a table of contents in the same way we mentioned above when creating a master document and subdocuments from scratch.

Table of Contents ¶ I

Chapter 1.....	→	2¶
Section 1-1.....	→	2¶
Section 1-2.....	→	2¶
Chapter 2.....	→	3¶
Section 2-1.....	→	3¶
Section 2-2.....	→	3¶
Section 2-3.....	→	3¶
Chapter 3.....	→	5¶
Section 3-1.....	→	5¶
Section 3-2.....	→	5¶
¶..... Section Break (Next Page)		

Once you have included all the subdocuments in the master document, you can add or edit headers and footers, create the table of contents (as we illustrated), [create an index](#), and work on other parts of the document that are common to the whole document.

For both methods discussed in this article for creating master documents, when you edit a document included in a master document, the content for that subdocument is updated in the master document.

Master documents in earlier versions of Word sometimes corrupted the documents. You may encounter this problem in Word 2010. See the [Microsoft Answers site](#) for more information.