

## Step 6. Insert the subdocuments into the master document

Now we are ready to add the subdocuments.

### Tip

Subdocuments are inserted into a master document *before* the item highlighted in the Navigator. If you insert the last subdocument first, and then insert the other subdocuments before the last one, they will end up in the correct sequence without the necessity of moving them up or down in the list.

- 1) Display the Navigator (click the **Navigator** icon on the Sidebar).
- 2) Be sure the **Navigator** is showing the Master View (see “Using the master document Navigator” on page 348). If necessary, click the **Toggle Master View** icon at the upper left to switch between regular and master views.
- 3) On the Navigator, select **Text**, then click **Insert > File** on the Navigator toolbar, or right-click on **Text** and select **Insert > File** in the context menu.

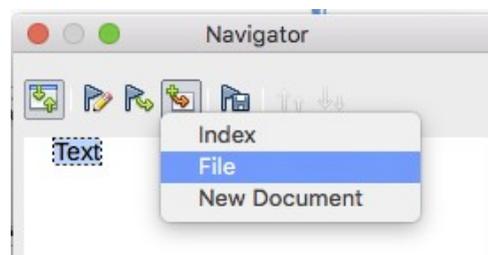


Figure 367: Inserting a subdocument into a master document using the Navigator

A standard file browser dialog opens. Select the required file (which you created in Step 4) and click **Insert**. This example uses seven chapters; we will load Chapter 7 first, as suggested in the Tip above.

The inserted file is listed in the Navigator *before* the Text item, as shown in Figure 368.

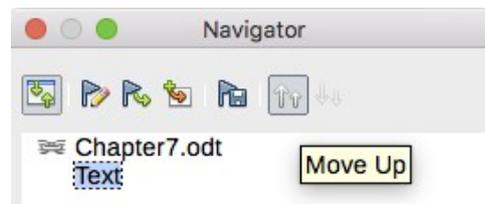


Figure 368: Navigator after inserting one subdocument

- 4) Because the Text section contains the title page and other material, highlight it and click the **Move Up** icon to move it to the top of the list. (Or, highlight the subdocument you just inserted (Chapter 7) and click the **Move Down** icon to move it below the Text section.)
- 5) Highlight the subdocument you just inserted (Chapter 7), then click **Insert > File** to insert the first subdocument; in this example, Chapter 1. Chapter 7 remains highlighted. Repeat with Chapter 2, Chapter 3, and so on until all the subdocuments have been added to the list. You can insert several several files at the same time. The Navigator will now look something like Figure 369.
- 6) Save the master document again.