

Select **Tools > Update > Links** on the Menu bar, or click **Update > Links** in the Navigator. All the edits in the master document will now show. Within the master document, navigate to the page of the subdocument on which you inserted the cross-reference field. You should now see the text of the cross-reference appear in the spot where you inserted it. If it does not work, save the master document, close it, and open it again, updating the links. (If you open the subdocument for editing, the error message in Figure 384 will be shown.)

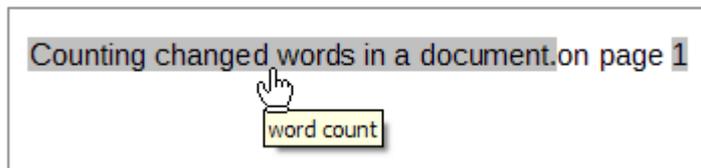


Figure 386: Field contents visible

This technique also works if you open a subdocument directly in step 2 (that is, not from within the master document) and insert a cross-reference field.

Creating a master document template

A master document template is created in much the same way as any other template, described in Chapter 10, Working with Templates:

- 1) First, create the master document using **File > Send > Create Master Document**, as described in earlier sections of this chapter.
- 2) Then, use **File > Templates > Save as Template** to create the template (.otm), which will then be listed in the Templates dialog along with other templates.

Tip

Include in the name you give a master document template some indication that it is not an ordinary template.

Creating one file from a master document and its subdocuments

Master documents are .odm files containing linked subdocuments, which are in .odt format. Although linked files are very useful when writing and editing a large document such as a book, sometimes you might need to have a copy of the entire book in one file, for example when sending it to a publisher.

To export a master document to a .odt file (without affecting the original .odm file):

- 1) Open the master document and update all links. Choose **File > Export** on the Menu bar.
- 2) On the Export dialog (Figure 387), type a name for the exported .odt file and choose **ODF Text Document (.odt)** in the *File format* list (it should be the default choice). Click **Export**. This step creates an .odt file, with each subdocument in a separate write-protected section.
- 3) Close the master document and open the new .odt file, updating all links.
- 4) To break the links and remove the write protection, go to **Format > Sections**, select the first item in the *Section* list, then **Shift+click** on the last item in the list in order to select all the items. Deselect both **Link** in the *Link* section and **Protect** in the *Write Protection* section.
- 5) Click **OK**.