

## Editing a master document

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After creating a master document, you may want to change its appearance or contents.

### Changing the appearance of the master document

You can change the styles in the template as your project develops. Do not make changes to styles in the master document or in any of the subdocuments; make those changes in the template.

To update the master document (and all of the subdocuments) with changes to the template, open the master document. You will get two messages: first, to ask if you want to update all links; and second, if you want to apply the changed styles. Answer **Yes** to both of these messages.

### Editing subdocuments

You cannot edit a subdocument from within the master document. Instead, you must open the subdocument, either by double-clicking on it in the master document's Navigator, or by opening it from outside the master document. Then you can edit it just as you would edit any other document.

If, while editing a subdocument, you want to make changes to the styles that apply to the master document, follow the recommendations in "Changing the appearance of the master document" above.

If you change the contents of any subdocument, you need to manually update the table of contents, bibliography, and index from within the master document.

### Adding, deleting, or renaming subdocuments

To add a subdocument, follow the method described in "Step 6. Insert the subdocuments into the master document" on page 353.

To delete a subdocument, right-click its file name in the Navigator and choose **Delete**.

If you rename a subdocument by changing its file name, the next time you update links in the master document, that subdocument will show up in the Navigator as a broken link (shown in red). To fix this, you can either change back the name of the file (the link will be restored in the next update) or follow these steps:

- 1) Right-click the broken link in the Navigator and choose **Edit link**.
- 2) In the Edit Sections dialog (Figure 379), select the renamed file, and edit the name of the section (which is the name shown in the Navigator).
- 3) Click **OK** to save the changes.

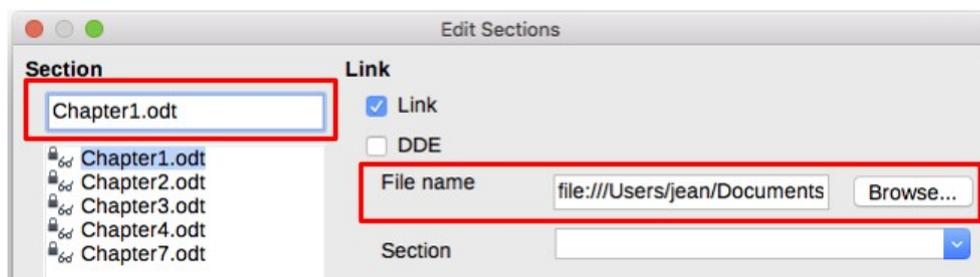


Figure 379: Editing a link in a master document