

In a master document, you can toggle between the regular and master views by clicking on the **Toggle Master View** icon at the upper left. In the master view, the Navigator lists the subdocuments and text sections, as shown on the right in Figure 365. The use of the Navigator in a master document is covered in more detail later in this chapter (see “Step 6. Insert the subdocuments into the master document” on page 353 and “Combining several documents into a master document” on page 354).

Styles in master documents and subdocuments

A stand-alone document becomes a subdocument when it is linked into a master document. A document can be used as a subdocument in several master documents. Each master document may have different style definitions (font, type size, color, page size, margins, and so on), which affect the appearance of the final document, but the individual documents retain their original characteristics.

The relationship between styles in a master document and its subdocuments is as follows:

- Custom styles used in subdocuments, such as paragraph styles, are automatically imported into the master document.
- If more than one subdocument uses a custom style with the same name (for example, myBodyText), then only the one in the first subdocument to be linked is imported into the master document.
- If a style with the same name exists in the master document and in the subdocuments (for example, Default Style), then the style is applied as defined in the master document.
- The styles in the subdocuments are only changed in the master document, so when a subdocument is opened for editing the original styles are not affected.

Tip

If you use the same document template for the master document and its subdocuments, the subdocuments will look the same when they are loaded into the master document as they do when viewed as individual files. When you modify or create a style, be sure to make the change in the template (not in the master document or any of the subdocuments). Then when you reopen the master document or a subdocument, the styles will update from the template.

Creating a master document: scenarios

Which method you choose from the three most common methods for creating a master document depends on the current state of your document:

- You have no existing documents but intend to write a long book containing several chapters, possibly by multiple authors.
- You have several existing documents (chapters) by one or more authors that you want to combine into one book, controlled by the master document.
- You have one existing document (a book) that you want to split into several subdocuments (chapters) that will be controlled by the master document.

We will look at each of these scenarios in turn.