

We will use a book of engineering test results as an example.

i Tip

You could create a master document template (see page 363) and use it as the starting point for this method. In that case, skip steps 1 and 2 and start with step 3.

- 1) Open the title page document that you plan to use as the master document. To avoid creating too many subdocuments when this document is converted to a master document, have only one level 1 heading present. If there are more, temporarily change them to lower level headings and note which they are (add, for example, an asterisk at the end of each heading to remind you which have to revert to level 1 headings later).
- 2) Select **File > Send > Create Master Document**, name and save this master document (see “How to do it” on page 356).

Let us assume the original document was named FrontPage with a single Level 1 heading, and that when we created the master document (.odm file) we named it TestFile.

In this case, the master document is a blank file containing only one section. Also created at the same time was a subdocument named TestFile1, which is a .odt file containing the text from the FrontPage file. When you open the .odm file and click **Yes** to update all links, this file is linked in to the master document to provide the original content.

The original FrontPage file is left intact in its folder.

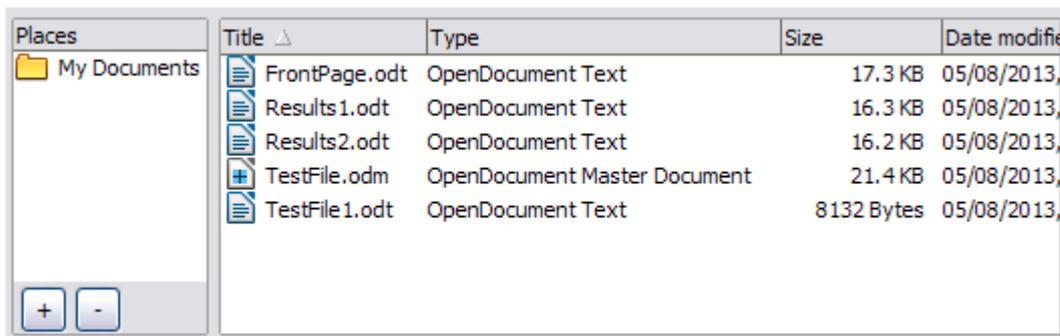


Figure 371: TestFile documents created from FrontPage

- 3) Open the master document and click **Yes** to update links. The master document opens with the Navigator showing by default (see “Using the master document Navigator” on page 348 and “Step 6. Insert the subdocuments into the master document” on page 353 for more detailed information).
- 4) Click **Insert > File**.

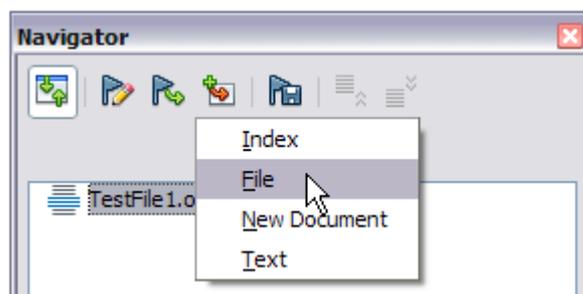


Figure 372: Adding files to the master document

- 5) Navigate to the location of the test results files (Results1.odt, Results2.odt, and so on). Select the first file to insert, Results1.odt for example, and click **Insert**. The file is inserted above the existing entry.