

- 6) Click the **Move Up** icon to have the TestFile1 text above the Results1 text (file contents are inserted above the selected file in the master document).
- 7) Repeat from step 4 as often as required. It does not matter which file is highlighted in the master document when you insert the next one, just select the inserted file and use the **Move Up** or **Move Down** icons to position it as required.

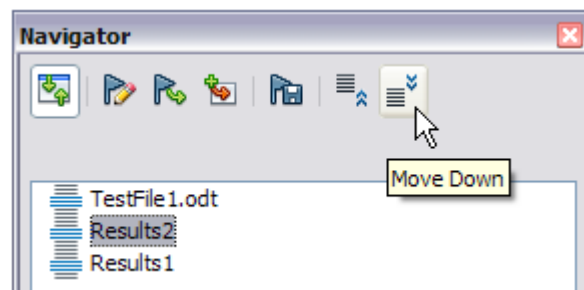


Figure 373: Moving subdocuments

- 8) To edit the master document, to perhaps add a widget serial number and a client's name, in the master document right-click TestFile1.odt and select **Edit** in the context menu. Add the required content to the file that opens, save and close the file (see “Editing a master document” on page 359 for more detailed information).
- 9) Select **Tools > Update > Links** on the Menu bar, or click **Update > Links** in the Navigator and click **Yes** to confirm. All the edits in the master document will now show.

Splitting a document into master and subdocuments

When you have one existing document that you want to split into a master document and several subdocuments, you can have Writer split the document automatically at headings with an outline level of your choice.

Although this method is quick and easy, some cleanup work may be necessary:

- The automatically generated file names for the subdocuments are maindocnameX.odt, where X is 1, 2, 3, and so on. If you have a Preface or other “chapter” starting with a Heading 1 before Chapter 1, the file names will not directly correspond to the chapter numbers. You may wish to rename the subdocuments; see “Adding, deleting, or renaming subdocuments” on page 359.
- If the original document is associated with a template, the master document (.odm) is also associated with that template, but the subdocuments are not. The subdocuments inherit the styles in the original document, but their association with the template is lost.

How to do it

- 1) Open the document and choose **File > Send > Create Master Document**.
- 2) On the Name and Path of Master Document dialog (Figure 374):
 - a) Navigate to the folder where you want to save the master document and its subdocuments (or create a new folder).
 - b) Type a name for the master document in the *File name* box.
 - c) In the *separated by:* list, choose the outline level where the file should be split into subdocuments. Usually this is **Outline: Level 1** for a chapter heading, but your document may be structured differently. For more information about outline levels, see “Using paragraph styles to define a hierarchy of headings” in Chapter 8, Introduction to Styles.
 - d) Leave the **Automatic file name extension** option selected, and click **Save** to split the document into subdocuments and create the master document.