

4. Click the Insert Subdocument button, pick the first document in sequence, and click OK.
5. Press <Ctrl+End> to go to the end of the first document. Backspace so that you delete the section break at the bottom of the inserted document.
6. With the cursor on a new line (at the end of the first section), click Insert Subdocument again.
7. Pick the second document to be inserted and click OK. The first two subdocuments are inserted.
8. Again, delete the last section break and put the cursor on a new line at the bottom of the last section. Then insert the third subdocument as above.
9. Continue inserting your subdocuments in the proper order until all are included within your master document.

### **Starting Each Section on a New Page**

Now set the Layout tab of the Page Setup dialog as shown so that each section starts on a new page.

#### **Tip:**

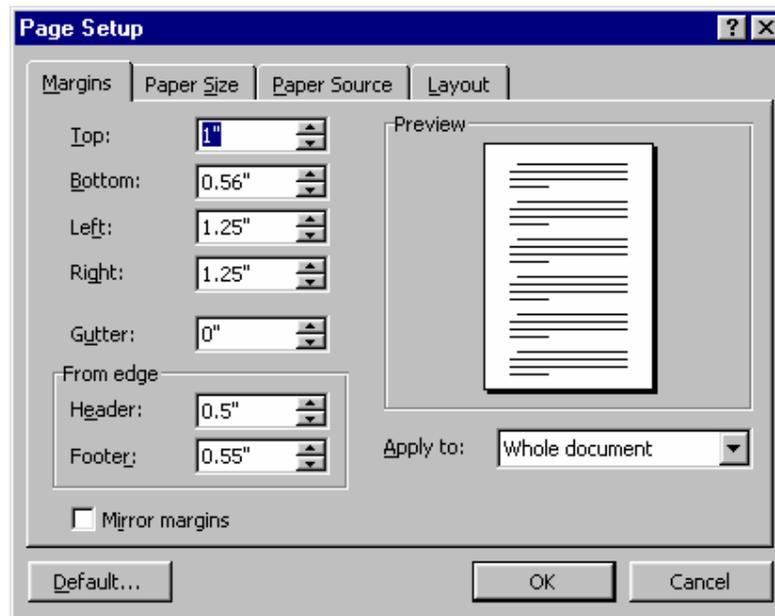
In this procedure you start each new subdocument on a new page. However, if you want to start each subdocument (or “chapter”) on a right-hand page, as is the practice with many printed books, select Odd Page instead of New Page. Right-hand pages are always odd-numbered. Conversely, even-numbered pages are always on the left-hand side when the book is lying open. Check Different Odd and Even if you want to alternate the copy and/or placement of headers and footers. Check Different First Page if you want to omit a header and/or footer on the opening page of each subdocument (or chapter).

1. Move to each subsection and set the Layout tab of the File / Page Setup dialog as shown in the following illustration.
2. Be sure that every subdocument (or chapter) has been set up so that each of your sections starts on a new page. Also check the Different Odd and Even

and Different First Page check boxes. If you think you missed a section, it's easy to check. Simply put the cursor in the subdocument and display the Page Setup dialog to display your settings. Change as necessary.

3. Click the Print Preview button on the Standard toolbar to ensure that every subdocument starts on a new page.

### Adding Headers and Footers



In the preceding section you provided for different odd and even pages and first pages using the check boxes. With these settings in place, you can add alternating headers and footers.

1. Use the View / Header and Footer menu selection to enter header and footer text.
2. Use Align left for even-numbered headers and footers and Align Right for odd-numbered headers and footers.
3. Go to the first page of the first subdocument that uses Arabic page numbers. Then move to the footer (using View / Header and Footer).
4. Click the Page Numbers button on the Header and Footer toolbar to insert a page number.

5. Use the Insert / Page Number menu selection to set the first number to 1. Set the Alignment to outside. Click the Format button and select the number style and starting value. Click OK twice to close both dialogs.
6. Set the page number font, point size, and weight (bold, italic, etc.) to your preferences.
7. Close the Header and Footer toolbar. Then use Page Preview to examine each page number and its placement. Make adjustments as necessary.

**Tip:**

You can use the Page Setup button on the Header and Footer toolbar to make any necessary page layout adjustments. Pay particular attention to the Same As Previous button to ensure that unwanted header or footer information is not carried over from the previous section.

8. Once the headers and footers are properly adjusted and examined, you are ready to create a table of contents.

**Creating a Table of Contents or Figures**

If your section headings and titles use the styles on the Formatting toolbar, then creating an automatic table of contents is easy.

Once styles are applied to all headings (such as Heading 1, Heading 2, etc.), place the cursor at the position where the table of contents should begin. Then use the Insert / Index and Tables menu selection to display the Index and Tables dialog. Click on the Table of Contents tab, and select the format you like (check it in the Preview box). Use the Options and Modify buttons if you wish to change the order, add more heading levels, or insert a custom heading style. Click OK once all is set up to your liking.

To create a table of figures, use the Table of Figures tab is used in the Index and Tables dialog.

## **Creating an Alphabetical Index**

It is an easy matter to mark various text entries for inclusion in an alphabetical index. Indexes are normally found at the end of a multi chapter document.

First, find and highlight (drag) the word or phrase you want to include. Then use the Insert / Index and Tables menu selection to display the Index and Tables dialog. Click the Index tab. Then click the Mark Entry button. The selected word or phrase is displayed as the Main Entry on the Mark Index Entry dialog as shown here.

Click Mark on the Mark Entry Index dialog (or Mark All to find every occurrence of a word or phrase). Then click Close and move to the next word to be indexed.

### **Tip:**

You can type alternate forms of the word or phrase to help your readers locate information. You can also use subentries that are printed below a main word, such as:

Potato  
    Baked  
    Boiled  
    Fried

Place the cursor at the index insertion point within your document, then use the Index tab of the Index and Tables dialog to pick the format you want to use. Click OK; the index is compiled and inserted in the specified format.

## **Hands-on Activities**

### **Inserting Subdocuments**

1. Use the **View / Outline Document** menu selection to display the Outlining and Master Document toolbars.
2. Click the **Insert Subdocument** button on the Master document toolbar, select the Basics00.doc companion file, and click **Open**.

3. Press **<Ctrl+End>** to move to the end of the document.
4. Put the cursor on a blank line at the extreme bottom of the document. Be sure that there is a carriage return on the line above the cursor. Then click **Insert Subdocument**, select Basics01.doc, and click **Open**.
5. Repeat steps 3 and 4 and insert the remaining files Basics02.doc through Basics06.doc. Respond by clicking **No to All** when the Title 1 Style already exists dialog is displayed.

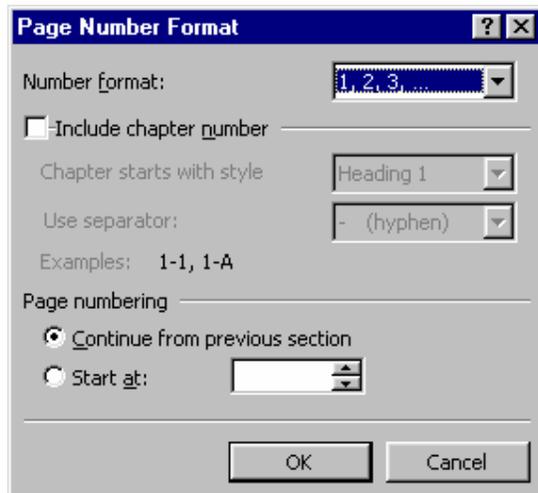
### **Starting Each Section (or Subdocument) on an Odd-Numbered, Right-Hand Page**

6. Go to each subdocument and set the **Layout** tab of the **Page Setup** dialog as shown here:

### **Inserting Headers and Footers; Putting Page Numbers in the Footers**

7. Go to the beginning of the first subdocument. Use the **View / Print Layout** menu selection.
  - a. Use the **View / Header and Footer** menu selection to display the Header and Footer toolbar.
  - b. Click the **Switch Between Header and Footer** button to move to the footer of the title page (first page of the first subdocument).
  - c. Click the **Insert Page Numbers** button on the Header and Footer toolbar.
  - d. Click **Format Page Number** and set the page number value to small Roman letter **i**. (This is the convention normally used for the front matter of a book.) Click **Start at** and verify that it is **i**.
  - e. Click **OK**. Then click **Close** to close the Header and Footer toolbar.
  - f. Use **Insert / Page Numbers** and set the Alignment to **Outside**. Make sure **Show number on first page** is not checked.

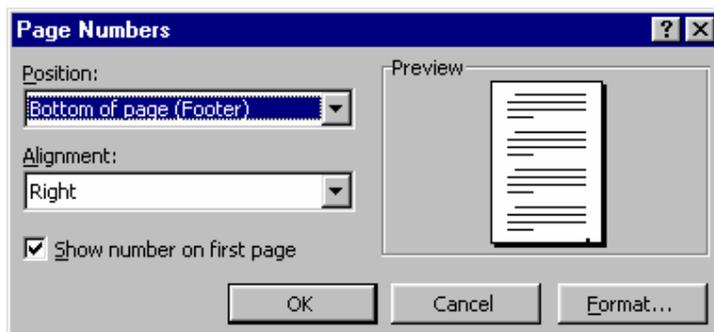
8. Go to the beginning of the second subdocument (named "Section 1"). Repeat 7a through 7f above, setting the **Page Numbers** dialog as shown in the two illustrations shown here. (This starts the first section with page number 1 on an odd-numbered, right-hand page.)



9. Go to the beginning of each of the remaining subdocuments. Repeat 7a through 7f above, setting the **Page Number Format** dialog as shown in the illustration at right. (Note that these continue the page numbering scheme from the previous sections. Also, each new section starts with an odd number.)

**Tip:**

When even-numbered pages are blank (called a blank back), they are skipped. For example, if page 7 has a blank back, blank page 8 is skipped. Page 9 starts the next section on an odd-numbered, right-hand page.



### Construct a Table of Contents

10. Go to the second page. Move the cursor to the blank line following the word "Contents."
11. Use the **Insert / Index and Tables** menu selection and click the **Table of Contents** tab.
12. Click the **Options** button. Set the TOC Level numbers opposite the Available Styles as listed below. Scroll down to the Heading 1 heading and put 1 in the TOC Level box. Be sure that all unused headings are blank except for those shown in the following list.

Available Styles	TOC Level	Available Styles	TOC Level
Title 1	1	Heading1	2
Heading2	3	Heading3	4

13. Click **OK**. Your dialog should resemble this one:
14. Click **OK** again to compile the table of contents. When completed, you have a full table of contents with heading names, dot leaders, and page numbers.

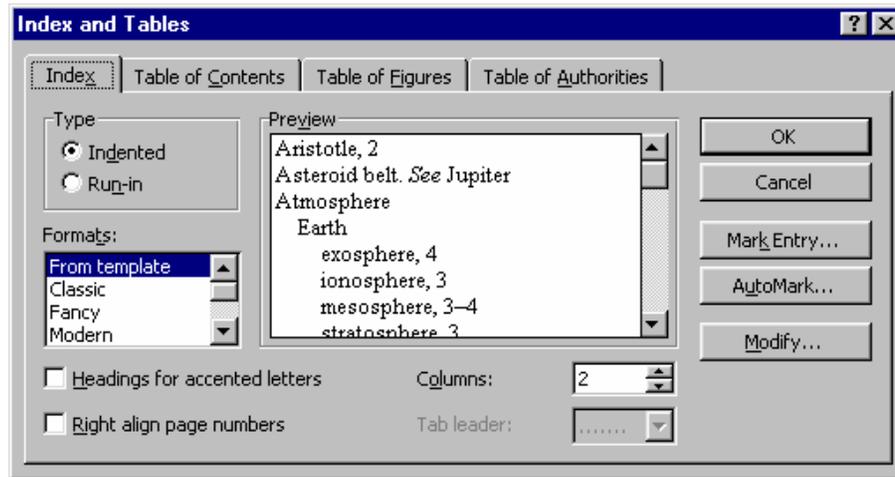
#### Tip:

If you make changes and want to recompile the table of contents, click on the table of contents with your mouse to select it. Delete it (with Del). Then repeat steps 11 through 14 as necessary to recompile the table of contents to the current document configuration.

### Construct an Alphabetical Index:

15. Select ten or twelve headings, words, and phrases for inclusion in an alphabetical index as follows:
  - a. Drag the first selection so that it is highlighted (such as "Seeing what's on your computer").

- b. Using the **Insert / Index and Tables** menu selection, click the **Index** tab and click **Mark Entry**. Your dialog should resemble the following one:



- c. Click **Mark** to identify the entry for your index.
- d. Close the dialog and continue selecting and marking entries until you have selected ten or twelve. Notice that “XE” field codes are inserted following each selection.

**Tip:**

You can also position your cursor, use the **Insert / Field** menu selection, and use the dialog as shown here to manually enter your index entries.

16. Place the cursor on the line following the word “Index” in the last subdocument.
17. Use the **Insert / Index and Tables** menu selection and click the **Index** tab.
18. Select the **Classic** format as shown in the following illustration and click **OK** to compile the index.

19. Notice that the index is inserted at the cursor position.

**Examine the Paginated Document Using Print Preview or By Printing It**

20. Press **<Ctrl+Home>** to go to the top of the document.
21. Click the **Page Preview** button on the Standard toolbar.

22. Display two to four pages at a time using the **Multiple Pages** button.
23. Page through the document checking the layout and page numbering. If you wish, you can click the **Print** button to see the actual output.

### **Finishing Up**

This completes the master document activity. As you can see, master documents are ideal for creating large, multi chapter documents. Now you can exit Word without saving or, if you prefer, save the document for additional experimentation. When saved, sections are automatically locked to protect the integrity of the document. Use the Lock Document button on the Master Document toolbar to unlock each subdocument when changes are required. If you have time for another practice activity, try adding alternating right- and left-hand headers. Here, add the book title to left-hand page headers and the section number to the right-hand page headers. Put the headers at the outside of each page. You should also omit headers from the first page of each section, which is a common publishing practice. You may also want to see how easy it is to promote and demote heading styles using the Outlining toolbar. Just put the cursor on a paragraph heading and click the buttons to see how they work.

## **8.4 Merging Envelopes & Labels**

There is nothing quite as pathetic as receiving a perfectly printed letter, with gorgeous fonts and graphics, in an envelope where the sender scrawled the address by hand. Unless of course, it's the pitiful sight of watching someone run an envelope through a typewriter when a laser printer is right alongside. After you learn how easy it is to create envelopes and labels with Word, you will never need that typewriter again.

### **Printing a single Envelope**

You can create a single envelope from information on a letter or in its own document.

### **Creating a single Envelope**

1. Open the letter for which you want to create an envelope and select the recipient's address.

2. Choose the Tools menu, select Envelops and Labels, and click the Envelops tab. The selected text appears in the Delivery address box.
3. If necessary, type your address in the Return address box.
4. The default format is a standard U.S # 10 envelope. To select a different format, click the Options button.
5. Choose the Add to Document to insert the envelope at the top of the active document. Click Print to send the envelope directly to the printer.

### **Printing Labels**

Word users can take advantage of three main label-printing options. You can print a single label, a sheet of the same label, or labels that corresponds to a mail merge data source.

### **Printing a Single Label or Sheet of Labels**

1. From any document, choose the Tools menu, select Envelops and Labels, and click the Labels Tab. The Envelops and Labels dialog box appears.
2. In the Address box, enter the information you want to appear on the label.
3. In the Print box, select Single label, and then enter the row and column number for the label on which you want to print. This technique allows you to use a sheet of preprinted labels repeatedly without wasting any.
4. Click the Options button and specify the manufacturer and product number for the style of labels you are using; then click OK>
5. To send the label directly to the printer, click the Print button. To create a new Word document with the correct formatting for your label, click the new document button.

## 8.5 Short Summary

- ♣ The Tools / Mail Merge menu selection is used to merge a list of information, such as names, addresses, and phone numbers (called data or data source) into what is called a main document
- ♣ Word's master document feature, which is accessed using View / Outline, is used to combine two or more documents into a larger, fully paginated document

