

Master Documents

A Master Document combines separate documents (separate files) so that the separate documents act as if they are one document.

For example, a book may be created by writing each chapter in a separate document and then creating a Master Document to combine the separate documents into one book. Different people may work separately on different chapters (on different documents).

Lessons 2 And 3 In This Chapter

Lessons 2 and 3 shows how to creates a separate document for each chapter of a book. A Master Document is then created that coordinates “separate chapters” to be “one book”. The “book” can be printed, has a Table Of Contents, an Index, and numbered pages.

Templates

Templates are critical with with Master Documents for standardization, for saving time, and for having less chance of errors.