

Combing two or more documents into one document using Microsoft Word

Combining multiple documents in Microsoft Word:

1. Locate all the Word documents that have to be combined.
2. Open a blank Word document that will serve as the master file.
3. Open the first file to be added to the master file. Copy its contents and paste it in the master file.

(Or)

Insert the contents of the first file into the master file.

- Office 2008 for Mac: Insert -> File (Locate the first file and insert it)
 - Office 2007 for Windows: Insert tab -> Object -> Text from file
4. Go to the end of the master file and create a section break.
 - Office 2008 for Mac: Insert -> Break -> Section Break (next page or continuous as desired)
 - Office 2007 for Windows: Page Layout tab -> Breaks -> Section Breaks -> Next Page or Continuous
 5. Copy or insert the contents of the next file to be added to the master file and paste it after the section break.
 6. Repeat steps 4 and 5 until all the files are combined into the master file.
 7. Each section can have different headers and footers. If your files had different headers and footers, they will be preserved.
 8. The master file can now be saved as one .pdf file as well as one .doc file.