

Combining chapters - checklist

Here's what to check when you're trying to combine separate chapters of your thesis or dissertation into one document:

Things to do:

- ☐ Apply **Heading Styles** in each chapter. Consistency is key when combining chapters
- ☐ Create a new blank (master) document to bring all the chapters together
- ☐ Modify the **Heading Styles** in the master document so they match what you want (including Multi-level numbering)
- ☐ Use **Insert > Object > Text from file** to bring each chapter into the master documents. You can select multiple documents to insert all at the same time
- ☐ Use the **Navigation Pane** (*View > Navigation Pane*) to ensure that your content and headings are showing as you want
- ☐ Create the Table of Contents, Table of Figures (if using) and Table of Tables (if using) in the new master document (see *Things to watch out for* on page 2)
- ☐ Insert page numbering in the new master document – existing page numbering from the chapter(s) won't come through
- ☐ Remember to update your master Table of Contents/Table of Figures/Table of Tables after *any* change to the structure of your document. **Right-click** the Toc > **Update Field** > **Update entire field**
- ☐ Remember to check/update your figure/table captions after you insert a chapter into your master document. **Right-click** the Toc > **Update Field** > **Update entire field**

Things to watch out for:

- ☐ Numbering might not apply to all levels of your headings when you insert the content into the master document
 - * Use the **Styles Pane** and click **the drop-down arrow** for the appropriate Heading level
 - * Click **Select All instances**
 - * Click the **Heading level name** in the Styles Pane to apply the heading style settings again – your heading styles will now pick up the numbering
- ☐ If you already have a Table of Contents (or Figures/Tables) in one of your chapters. Select **No** when it asks if you want to replace the existing one. Saying **Yes** will insert your master Table of Contents *within the chapter*, not at the start of your master document
 - * Once you have inserted the master Table of Contents, delete the ToC from the individual chapter
- ☐ To change the style of a caption so it's consistent with others, eg turning Figure 1 to Figure 1-1, select the **whole caption plus the paragraph mark** at the end, then go to **References > Insert Caption > Numbering** and choose the relevant options

Further information and help

For more information on using Word for long documents, see [Guides and Links](#) in our MS Word Long Documents resource on Toolkit

Contact the Service Desk: <https://myit@abdn.ac.uk>