Note: If you have applied numbering to your headings, and have formatted the captions in your initial document to include the chapter number, you will need to format them the same way in all the chapter files. However, if you are using Word's default settings for headings, you will get the error message: **Error! No text of specified style in document**. This is because Heading 1 has no number. Simply ignore this – the error message will disappear when you update the captions in your finished document.

Inserting files

To bring your document together, you *insert* files; you do NOT copy and paste the text.

To insert a file, navigate to where the file is to be included, click on the ***Insert*** tab, click on the down arrow at ***Object***, and choose ***Text from File***.

If you want to create different headers or footers for each chapter, you will need to use section breaks. To do this:

1. Move to the end of the first file and insert a section break (***Next Page*** or ***Odd Page***).
2. Insert the file for the next chapter.
3. Unlink the header or footer, and edit as required.