

## Task 6.1 Inserting files

To create your final document, insert one file into another from the **Text** group on the **Insert** tab. Do **NOT** copy and paste the text.



Click on the down arrow at **Object** and select **Text from File**.

### Try this...

1. Open the document **chapter2.docx** from the folder **Thesis 2010 ► Practice files**.
2. Format the paragraph **Learning differences** as **Heading 1**.

*You can simply use Word's default settings for the Heading styles. When you insert the file, the inserted text will take on the formatting of the destination file.*

3. Format the paragraph **Introduction** as **Heading 2**.
4. Scroll to page **2** and apply **Heading 2** to the paragraphs **Radial arm maze experiment** and **Results and analysis**.
5. Apply **Heading 3** to the paragraph **Maze**.
6. Save and close the file.
7. Return to the document **intro\_chapter 1.docx** and press **Ctrl** and **End** to move to the end of the file.
8. Click on the **Page Layout** tab and insert an **Odd Page** section break.
9. Click on the **Insert** tab and in the **Text** group, click on the down arrow at **Object** then select **Text from File**.
10. Navigate to the file **chapter2.docx**, click to select it and then click **[Insert]**.
11. Examine how the headings are now formatted.

*The headings have taken on the formatting and the numbering you set up in the first file.*

12. Click in the heading for **Chapter 2**.
13. Double-click on the footer to put it into edit mode.
14. In the **Navigation** group, click **Link to Previous** to unlink the footer.
15. Change the text at the left margin to **Chapter 2 Learning differences**.
16. Double-click in the body of the document to close the footer.
17. Press **Ctrl** and **End** to move to the end of the document.