

MASTER DOCUMENTS

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Click on any blue, underlined text to go to its linked reference.¹



In WordPerfect, managing large documents — like reports with many sections, books with a lot of chapters and newsletters — can be achieved by storing the sections and chapters in separate files that are linked together through a master document. The separate files are known as “subdocuments”.

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You can use master documents and subdocuments when a document:

❶ is so large that finding and replacing, generating, and editing the document is slow, or difficult, or both.

❷ is being managed by multiple people. By dividing the document into a master document/subdocument structure, you can assign specific subdocuments to each person; it becomes impossible for them to overwrite another person’s work or make unauthorized changes.

❸ consists of many boilerplate items. By placing different boilerplate items in separate subdocument files, you can assemble the boilerplate when required.

You can create a master document like any other WordPerfect document. When done, you can link subdocuments to the master document. You can edit the master at any time, before or after linking subdocuments.

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Each subdocument is also a regular WordPerfect document that contains common components.

Then you can expand selected or all of the subdocuments in the master document, to perform such functions as checking the spelling.

Also, you can save and condense the subdocuments in the master document. When subdocuments are condensed, you see only the information or text that exists within the master document (**Figure 1**).

Finally, you can remove any subdocument links from the master document by using Reveal Codes. For information about Reveal Codes, see “Reveal Codes” by Darry D Eggleston online at <http://DarryD.com>

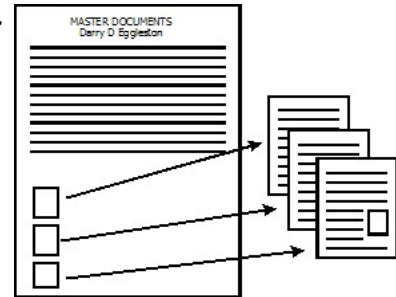


Figure 1

CREATE A MASTER DOCUMENT

- ❶ Open a new document.
- ❷ Apply any font settings and format settings.
- ❸ Type any introductory text.
- ❹ SAVE the document.

When naming the document, think ahead.

Name the Master Document so that subordinate documents will be grouped, in the file directory, immediately after that document.

For example, if you're writing a newsletter, you might call the documents:

- ☆ News 0507-01 MASTER.wpd = Page 1
- ☆ News 0507-02 Officers.wpd = Page 2
- ☆ News 0507-03 Calendar.wpd = Page 3

LINK A SUBDOCUMENT TO A MASTER DOCUMENT

- ❶ Click in the master document.
- ❷ Click File ► Document Subdocument.
- ❸ Choose the drive and folder where the file is stored.
- ❹ Type a filename in the Filename box.
- ❺ Click "Include."

NOTE: Master document formatting codes apply to subdocuments, except where different codes are found in a subdocument. Master document styles override subdocument styles.

TIP: You can link a subdocument to a master document by clicking the Subdocument button on the Reference ToolBar. For information about ToolBars, see "ToolBars Custom" by Darry D.

CONDENSE AND SAVE SUBDOCUMENTS IN A MASTER DOCUMENT

- ❶ Click File ► Document Condense master.
- ❷ Disable the check box beside each subdocument you do *not* want to condense or save.

NOTES:

1. By default, all subdocuments are selected for condensing and saving in the Condense/save subdocuments dialog box.
2. If you do not save all of the subdocuments prior to saving the master document, you will lose any changes made to the subdocuments.

EXPAND ALL SUBDOCUMENTS IN A MASTER DOCUMENT, INCLUDING DISABLED SUBDOCUMENTS

- 1 Click File ► Document Expand master.
- 2 Click “Mark/clear.”
- 3 Click “Mark all.”

EXPAND SELECTED SUBDOCUMENTS

- 1 Click File ► Document Expand Master.
- 2 In the Subdocuments list, disable the check box beside each subdocument you do not want to open.

By default, all subdocuments are selected for expansion in the Expand master document dialog box.

REMOVE A SUBDOCUMENT *LINK* FROM A MASTER DOCUMENT

- 1 Click View ► Reveal Codes.
- 2 Drag the [Subdoc] code out of the Reveal Codes window.
When you remove a subdocument link from a master document, the subdocument file reverts to a normal WordPerfect file.