



**Before You Begin**




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**If you have NOT started your thesis:**

- ✓ *You can use the SDSU Thesis Template*
- ✓ *You should not have to use this tutorial*

Before You Begin 1

If you have NOT started your thesis yet, you can use the Thesis Template as you begin writing and should not have to use this tutorial.



**Before You Begin**



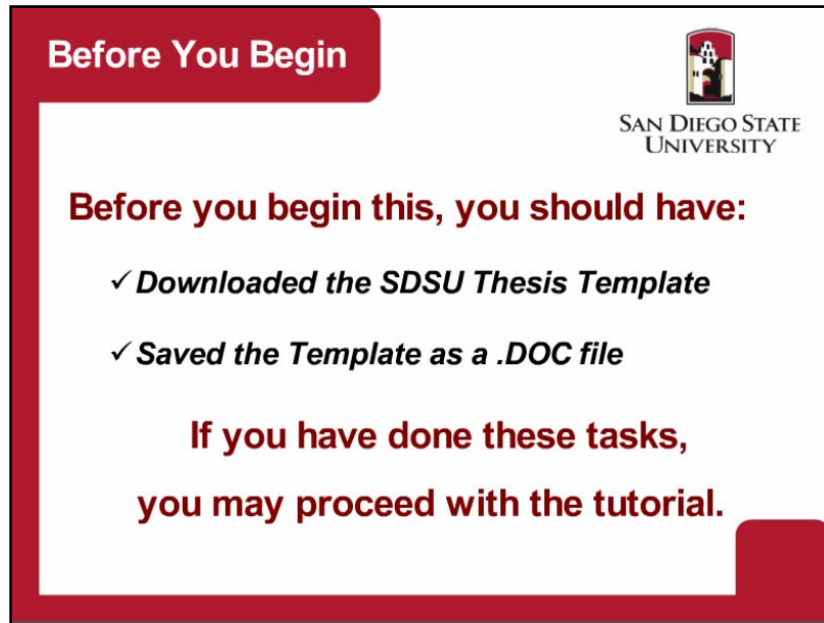
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**If you have started your thesis in another document:**


- ✓ *You will need this tutorial*
- ✓ *It is the only way to put your thesis into the template without corrupting the template*

Before You Begin 2

If you have already started your thesis in another document, you will need this tutorial because this is the only way to put your thesis into the template without corrupting the template.



**Before You Begin**



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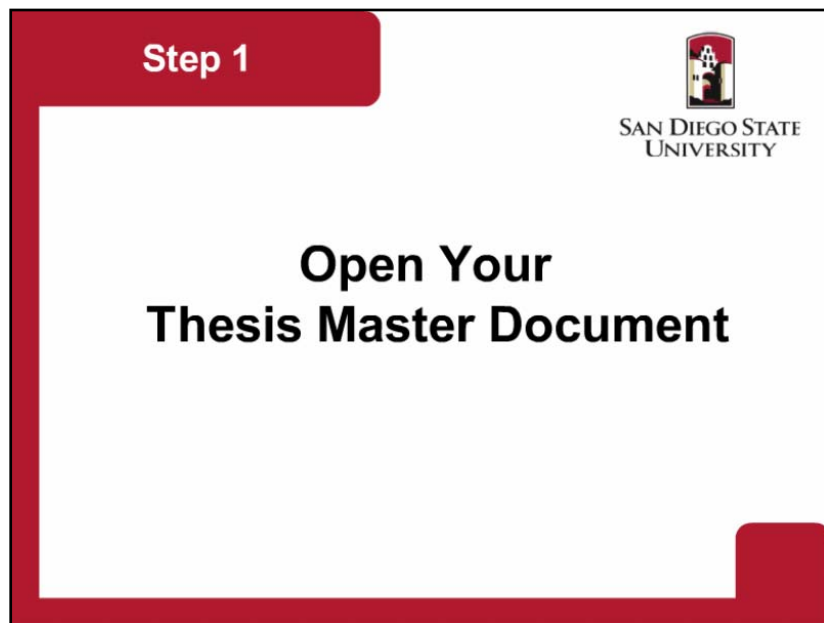
**Before you begin this, you should have:**

- ✓ *Downloaded the SDSU Thesis Template*
- ✓ *Saved the Template as a .DOC file*


**If you have done these tasks,  
you may proceed with the tutorial.**

### Before You Begin 3

Before you begin, you should have downloaded the SDSU Thesis Template from the Dissertation and Thesis Review website. You should also have saved the template as a .DOC file. If you have done these tasks, it's time to proceed with this tutorial.



**Step 1**



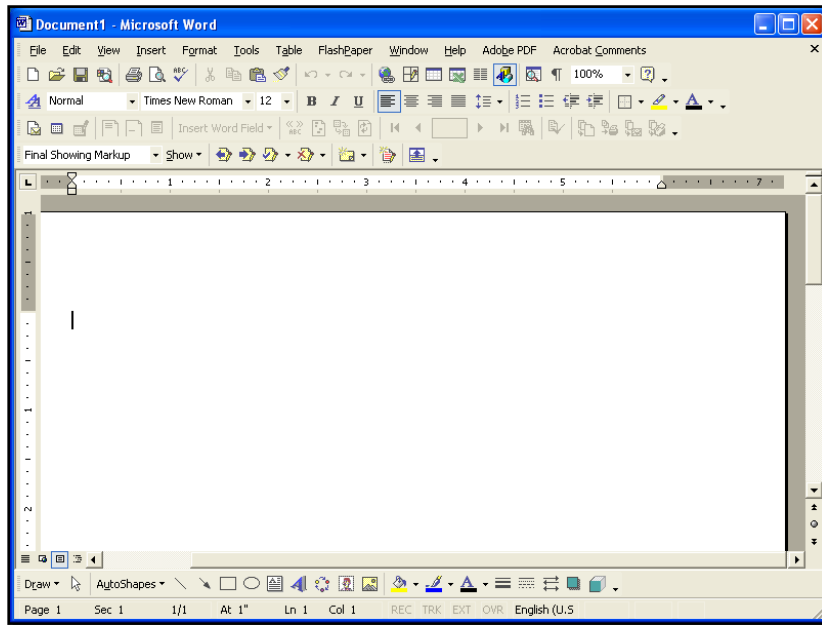
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**Open Your  
Thesis Master Document**

### Step 1 - Open Your Thesis Master Document

## Inserting a Subdocument into a Main Document

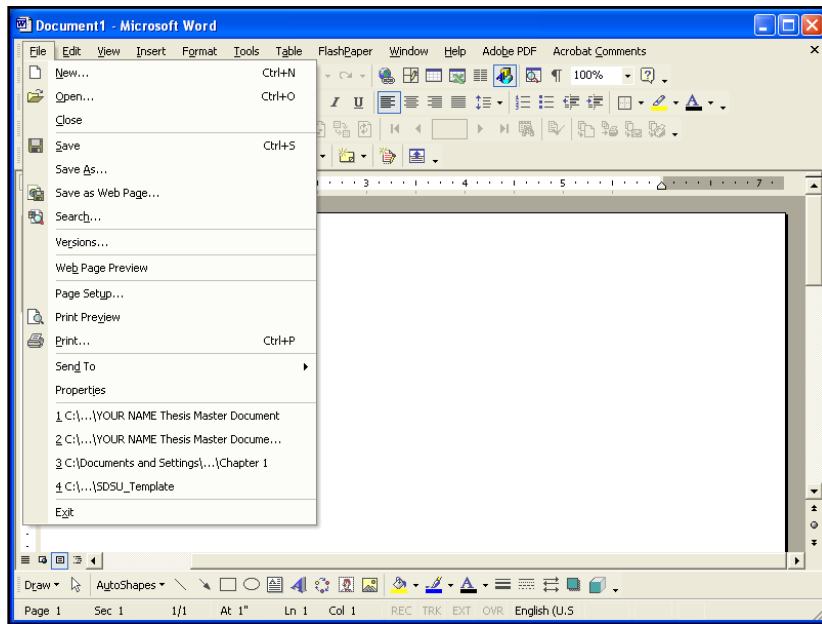
March 5, 2010



### Step 1a

You should have Microsoft Word running on your computer. You will now open your thesis master document. Move your mouse pointer up to the Menu Bar and click on the word "File."

Select the File menu

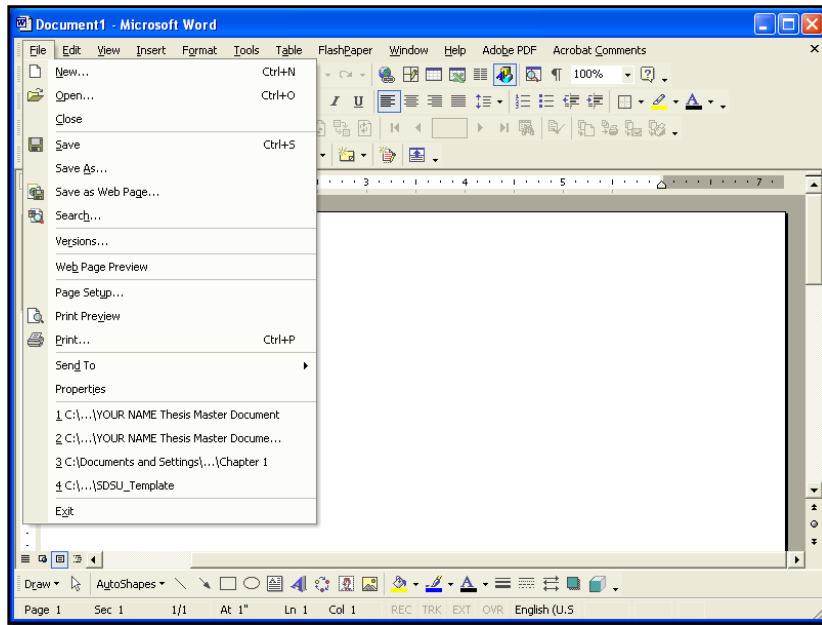


### Step 1b

(The file menu opens)

# Inserting a Subdocument into a Main Document

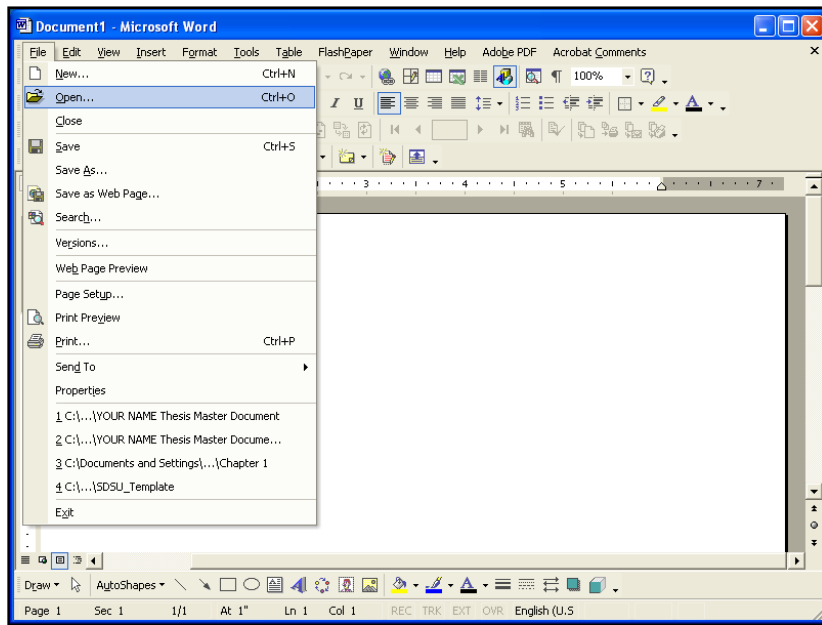
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Step 1c

Then, move your mouse pointer down the drop down menu and click on the word "Open."

Select the Open... menu item

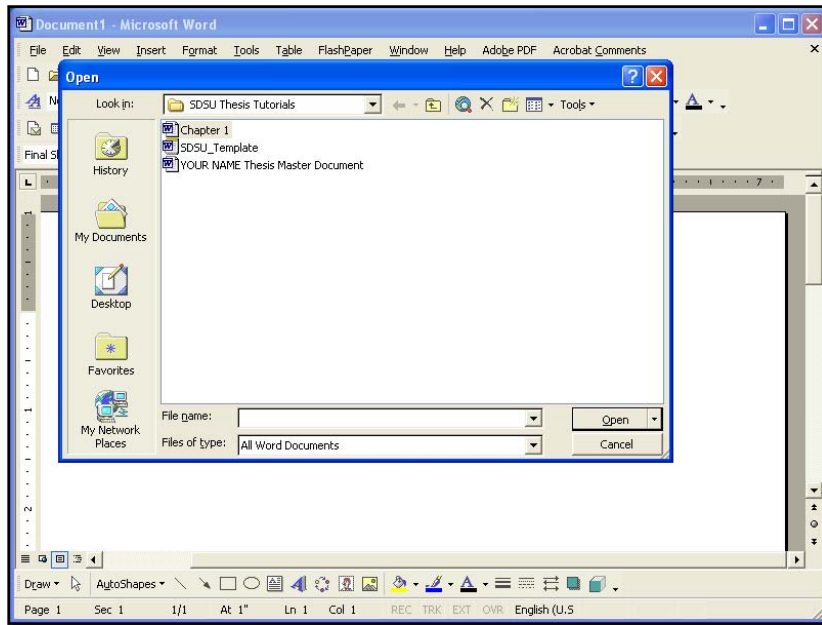


Step 1d

(Open menu selected)

## Inserting a Subdocument into a Main Document

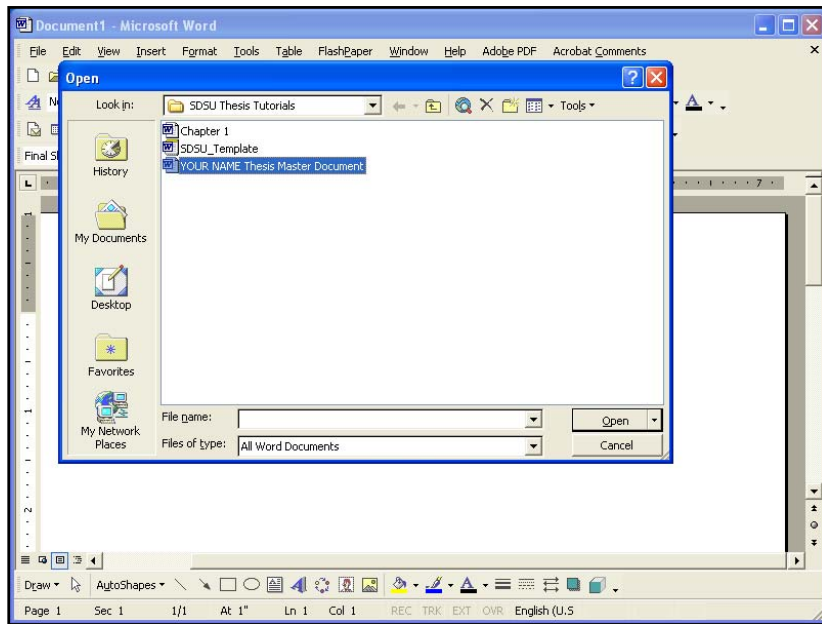
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### Step 1e

The "Open" dialog window will appear on your screen. Find the location of your Master Thesis Document and select it.

Select the YOUR NAME Thesis Master Document item



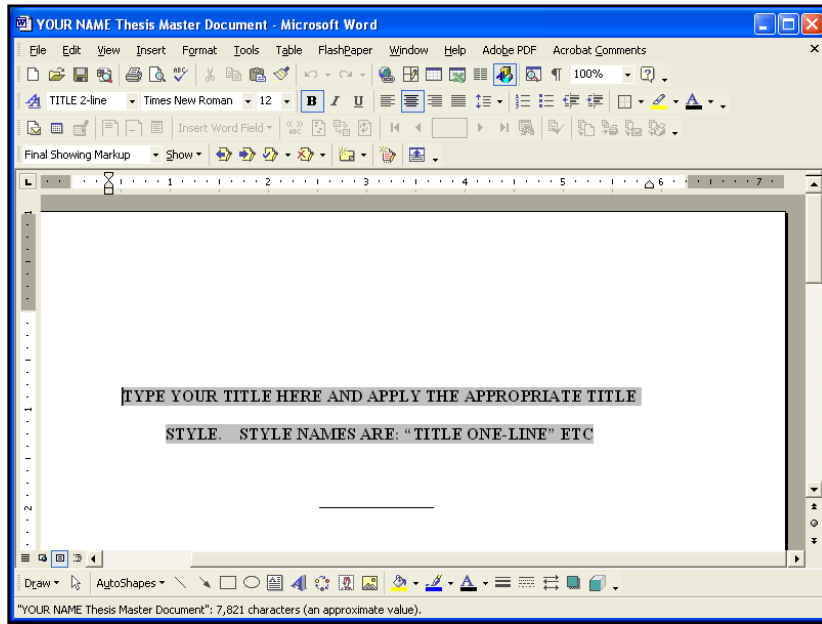
### Step 1f

Then click on the open button to open your document.

Click the Open button

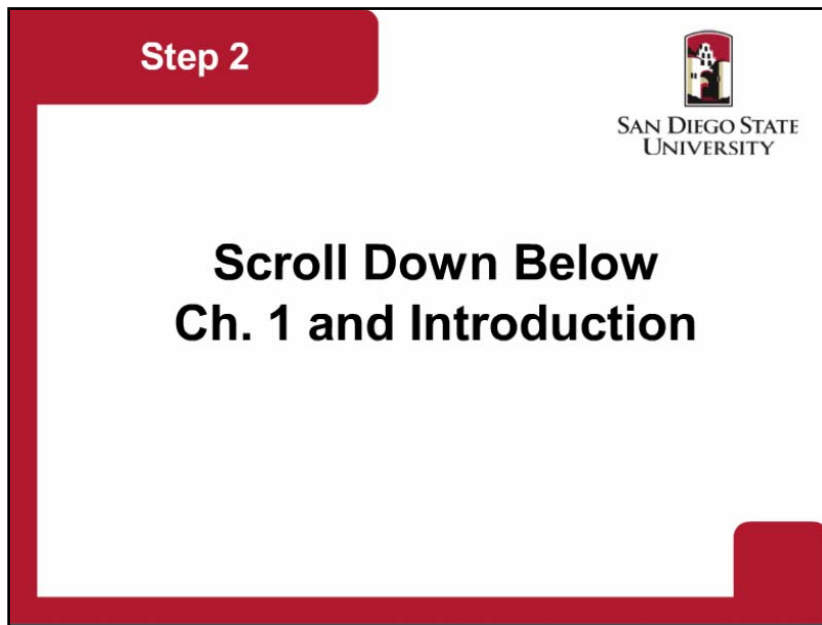
## Inserting a Subdocument into a Main Document

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### Step 1g

(Your master thesis document should appear on your screen.)

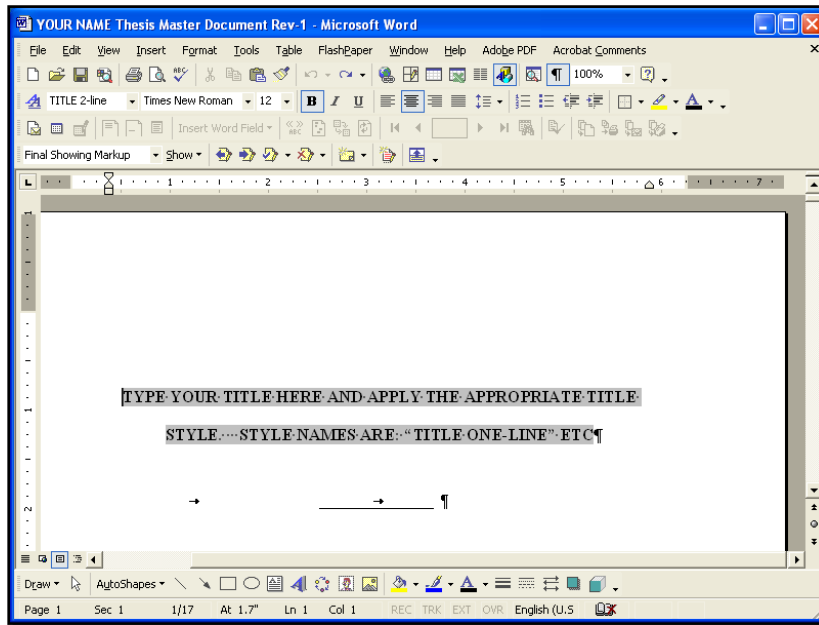


### Step 2 - Scroll Down Below Ch. 1

At this point, you want to scroll down through the preliminary pages to the section that begins with the words "Chapter 1" and the "Introduction."

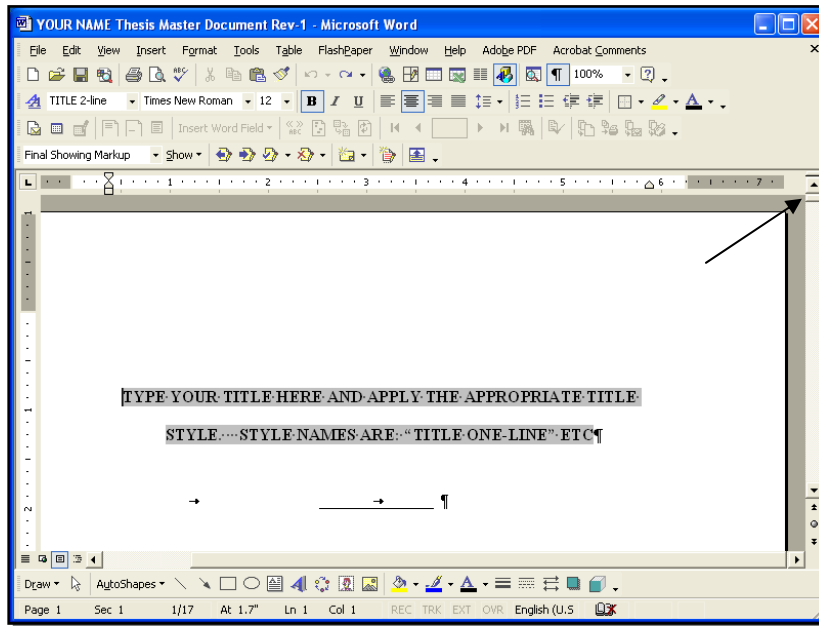
## Inserting a Subdocument into a Main Document

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Step 2a

Move your mouse pointer over to the vertical scroll bar on the right side of your Word window.

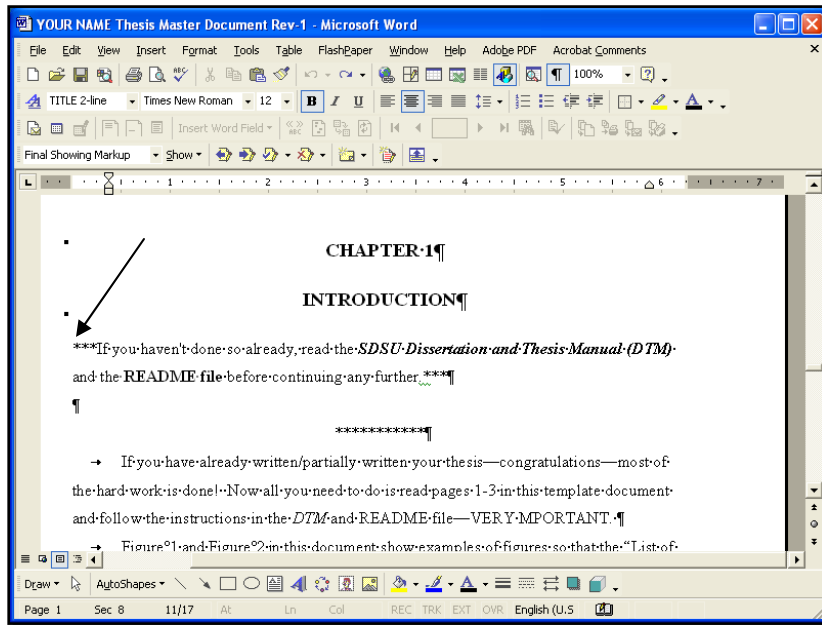


Step 2b

Click and hold on the vertical scroll bar marker. Drag the vertical scroll bar down until you see "Chapter 1."

## Inserting a Subdocument into a Main Document

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### Step 2c

Place your cursor to the left of the three asterisks on the line following the word "Introduction."

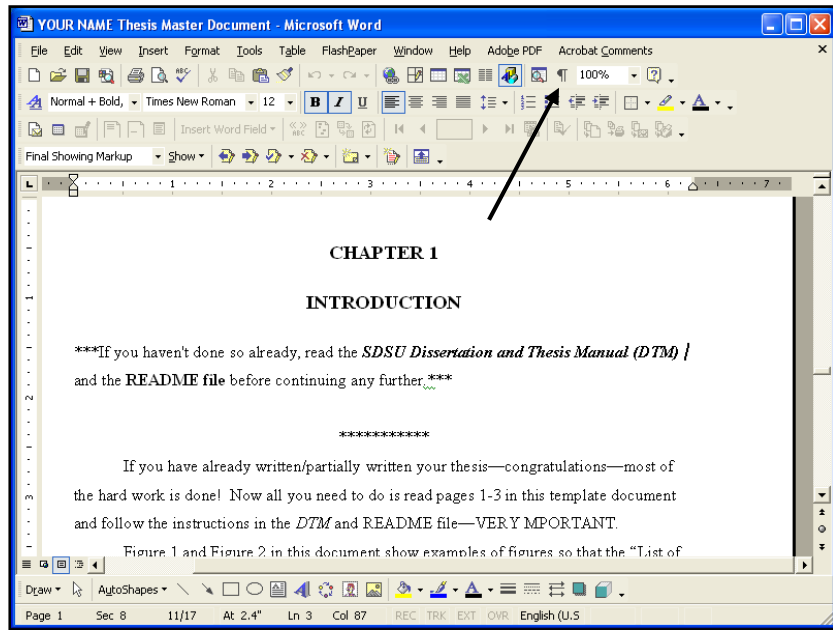


### Step 3 - Turn On "Show Formatting"

At this point, you will want to show the document's formatting marks if you don't already have that feature turned on.

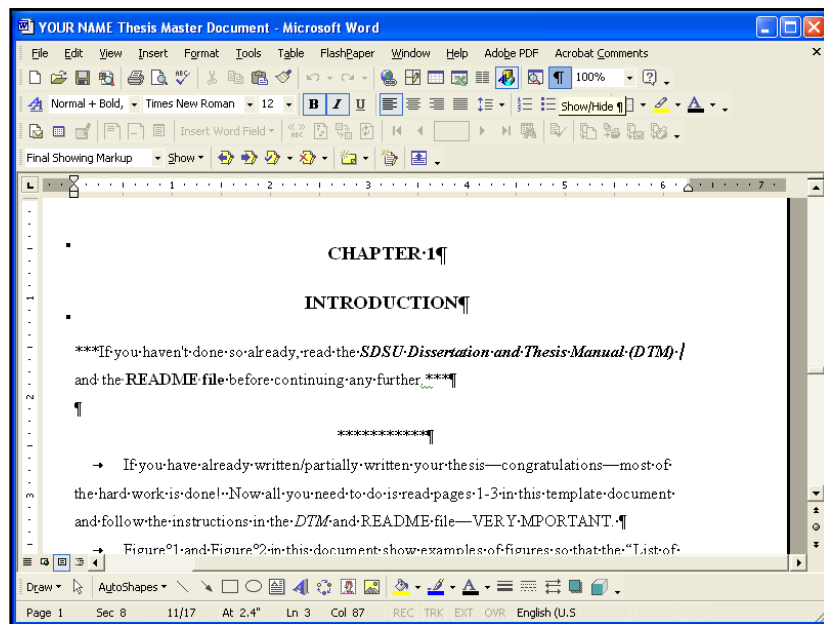
## Inserting a Subdocument into a Main Document

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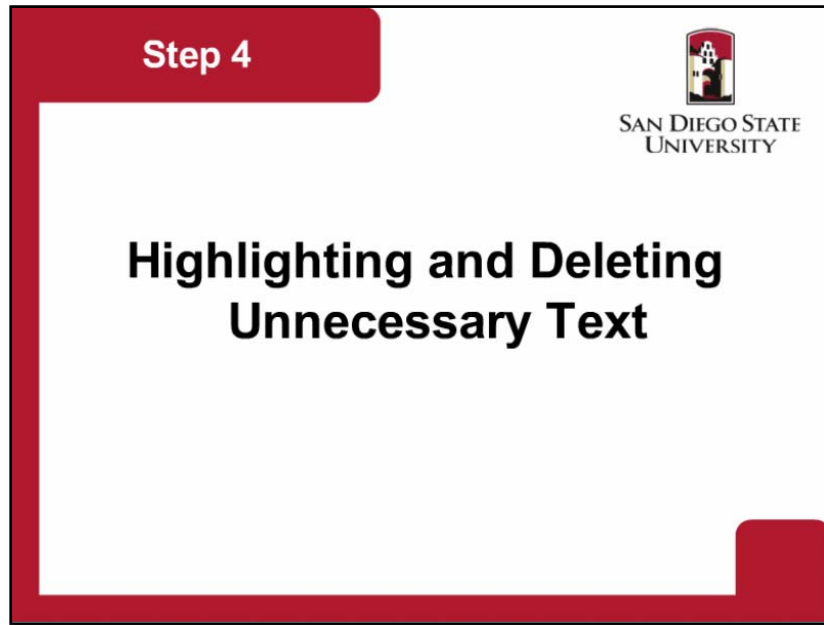
### Step 3a

Move your mouse pointer to the "Show All" button on the Standard Toolbar. The button contains the paragraph symbol that looks like a backwards letter P. Click on the "Show All" button.

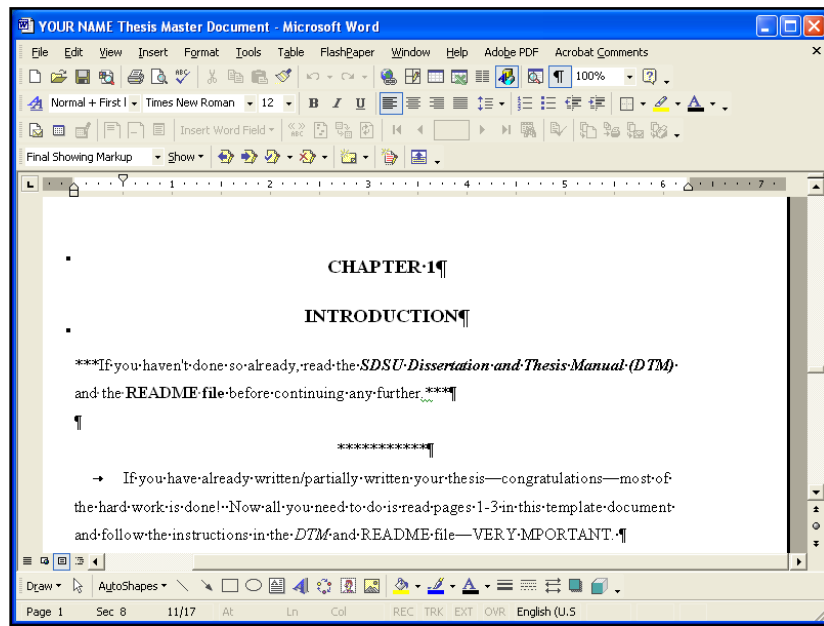


### Step 3b

You will see formatting marks appear in your document. These marks will be important later when you delete, copy or paste parts of the master document.



Step 4 - Highlight & Delete Unnecessary Text

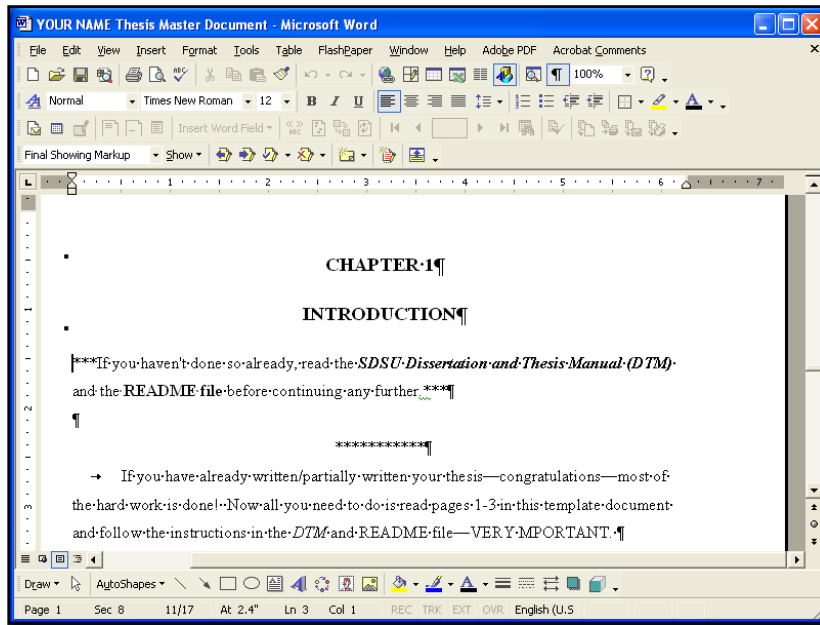


Step 4a

With your mouse pointer placed to the left of the three asterisks, click and release your left mouse button.

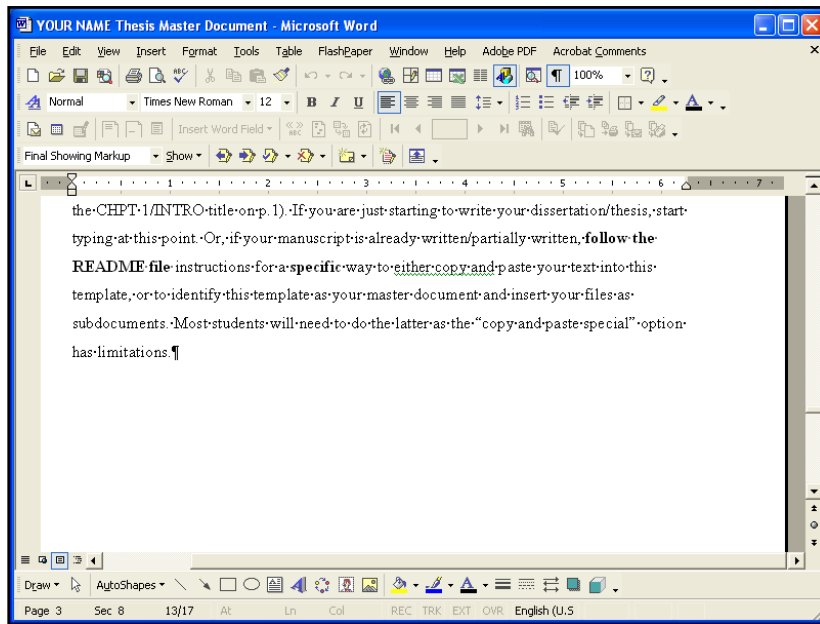
# Inserting a Subdocument into a Main Document

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## Step 4b

Then, scroll down through the next three pages of text and stop. If you reach the REFERENCES page, you've gone too far.

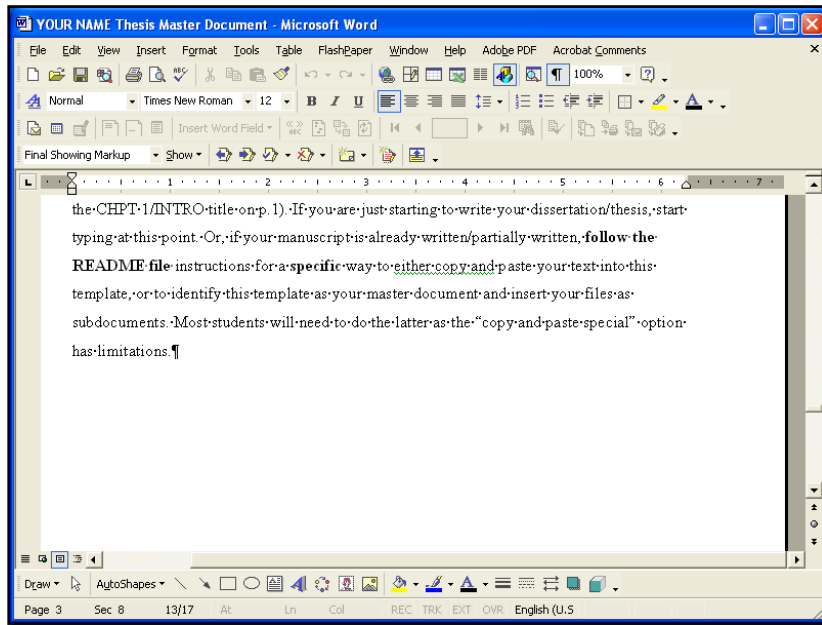


## Step 4c

You will see the word "limitations" at the end of the last paragraph of text.

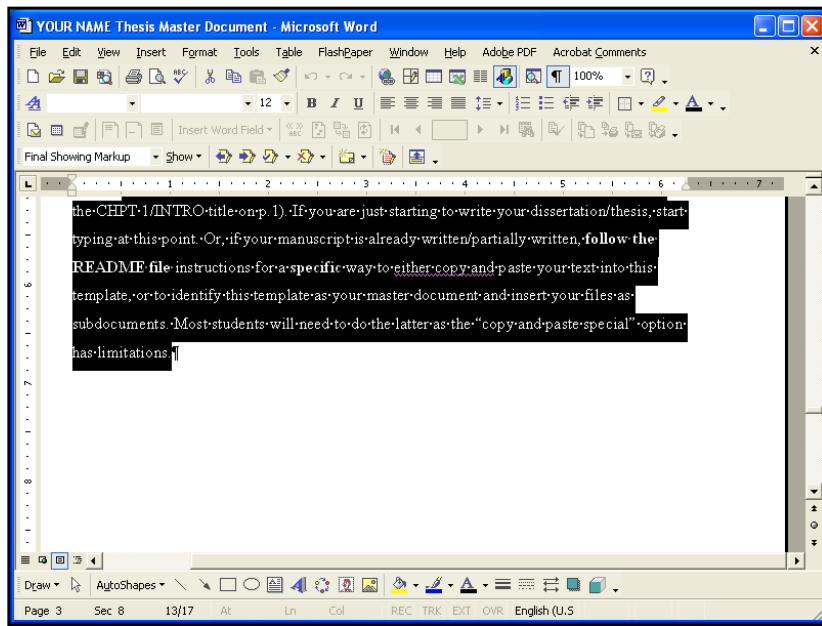
## Inserting a Subdocument into a Main Document

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### Step 4d

Position your mouse pointer after the last period following the word "limitation" BUT BEFORE the paragraph marker. Now, hold down the SHIFT key and click the left mouse button. Those three pages of text should now be highlighted.

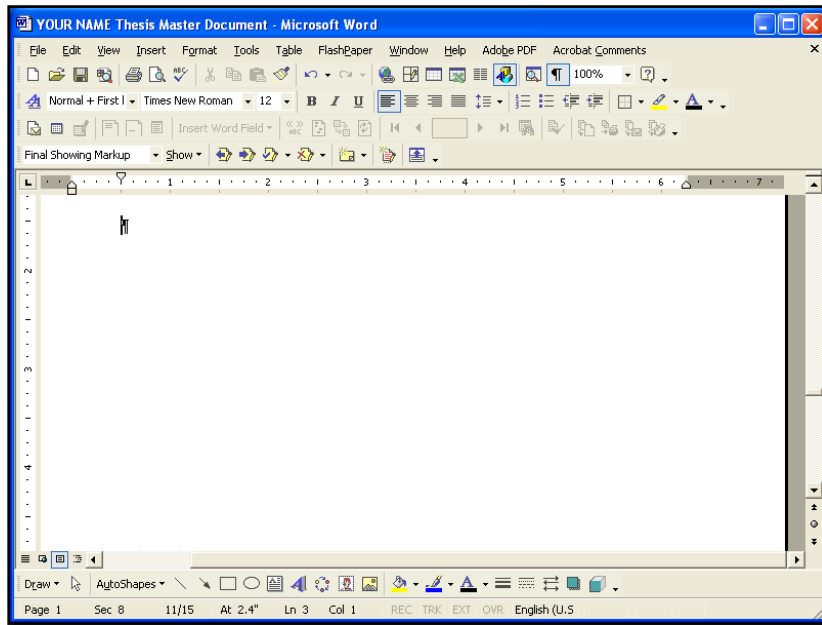


### Step 4e

With the text highlighted, press the delete key to get rid of this text that you no longer need.

## Inserting a Subdocument into a Main Document

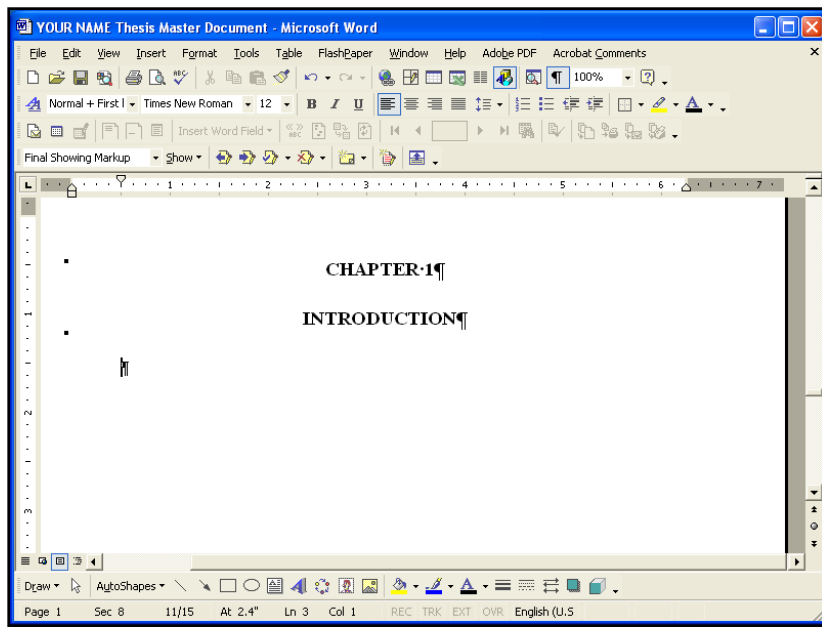
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### Step 4g

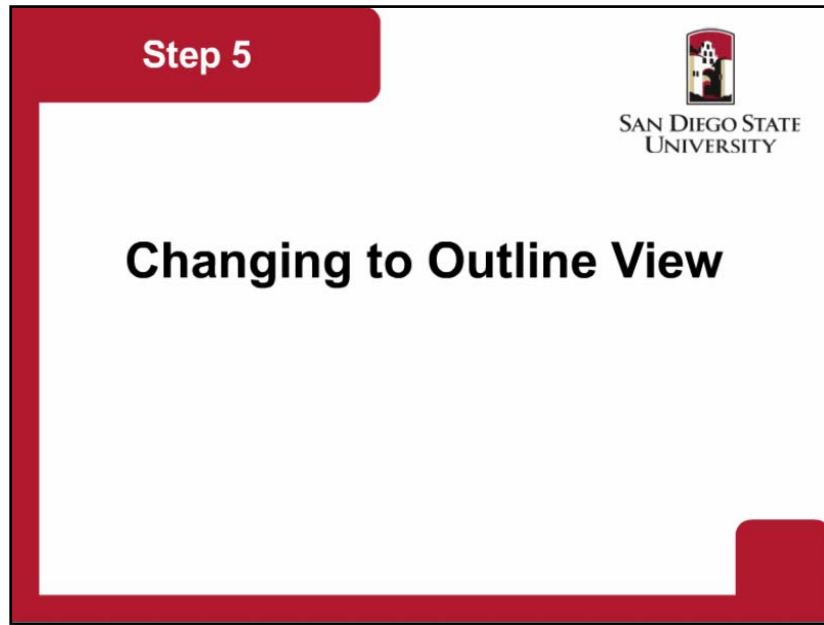
This action should delete any unnecessary text in this section of the document. Slide the vertical scroll bar up to see the words "Chapter 1" and "Introduction."

Slide the scroll bar up



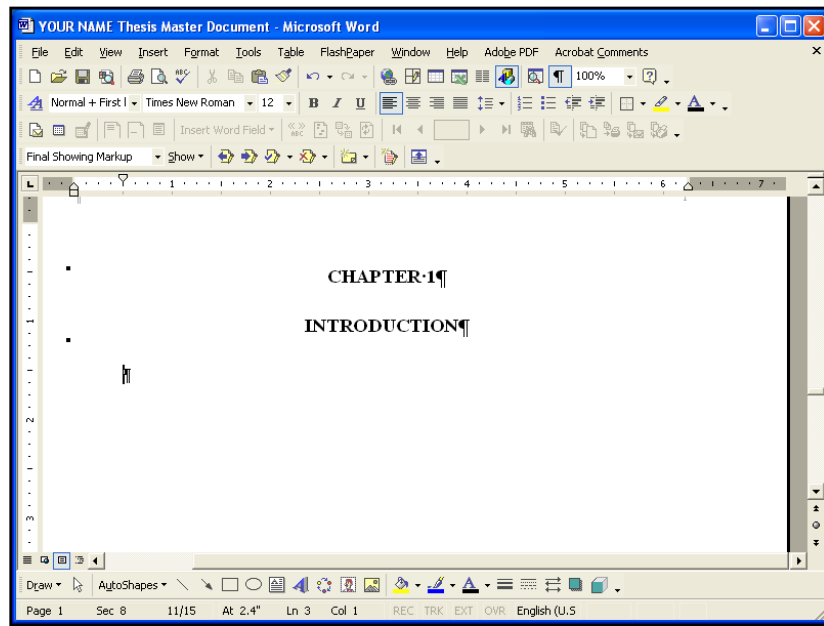
### Step 4h

(Chapter 1 text displayed)



Step 5 - Changing to Outline View

At this point, you need to change your Word window to Outline View. This will allow you to insert subdocuments and remove their links. Inserting subdocuments and removing their links can only be done from the toolbar that appears in the Outline View.



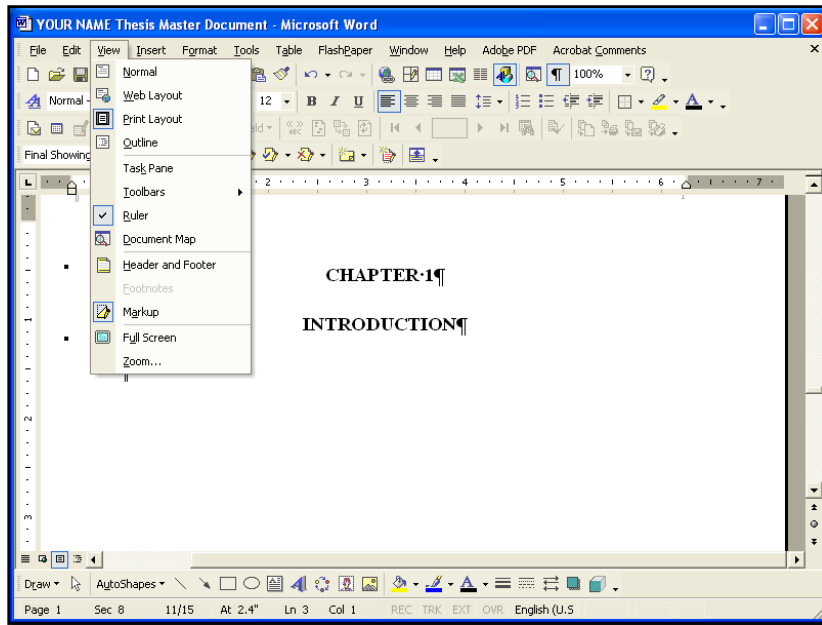
Step 5a

Select the View menu

To do so, move your mouse pointer to the Menu Bar and click on the word "View"

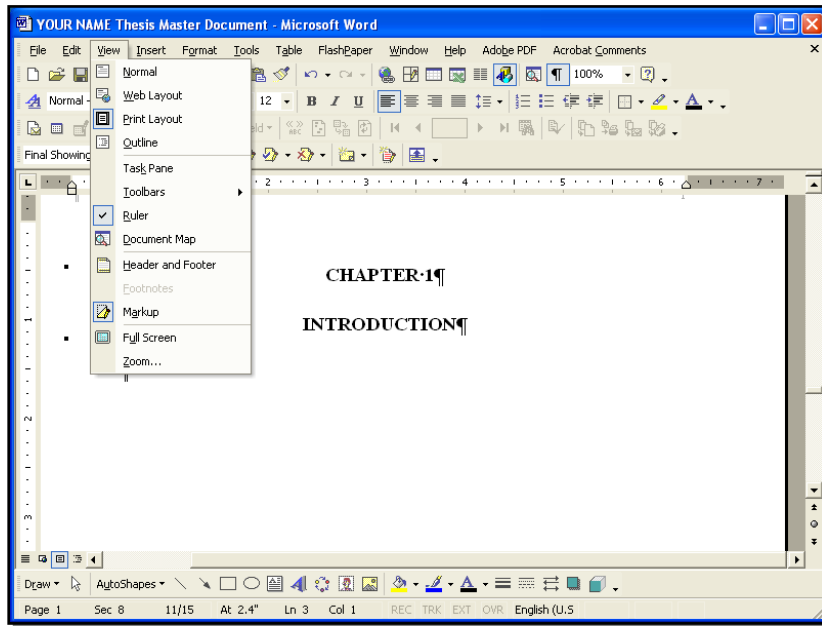
## Inserting a Subdocument into a Main Document

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Step 5b

(View menu selected)



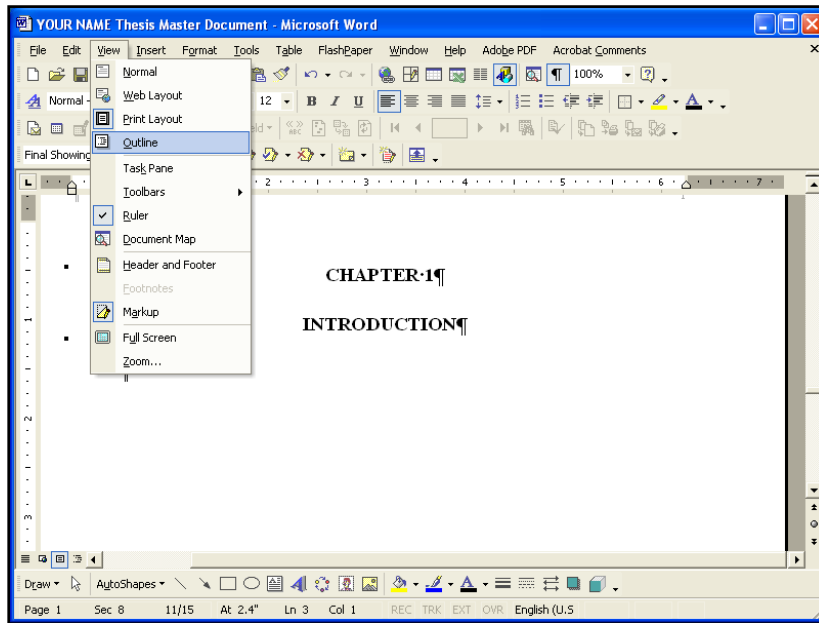
Step 5c

Select the Outline menu item

Move your mouse pointer down the drop down menu and click on the word "Outline."

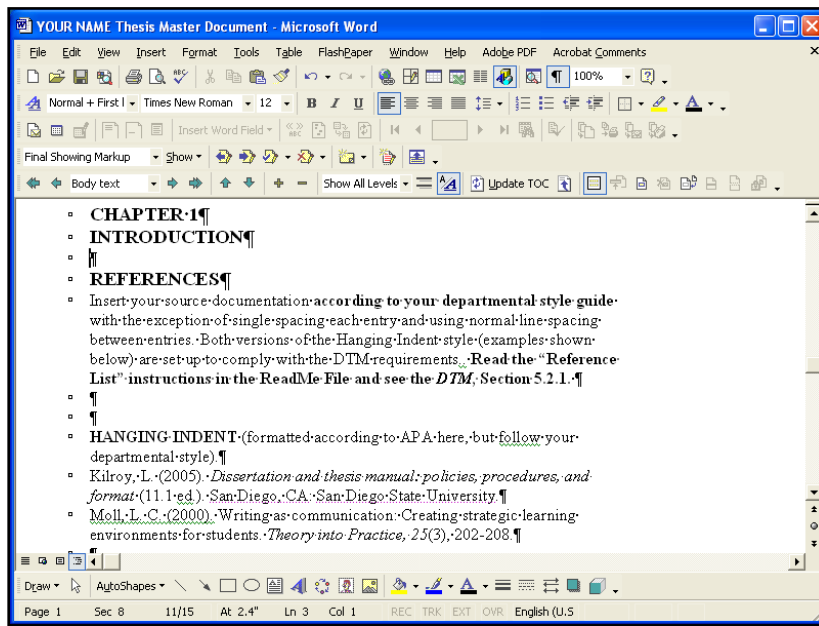
## Inserting a Subdocument into a Main Document

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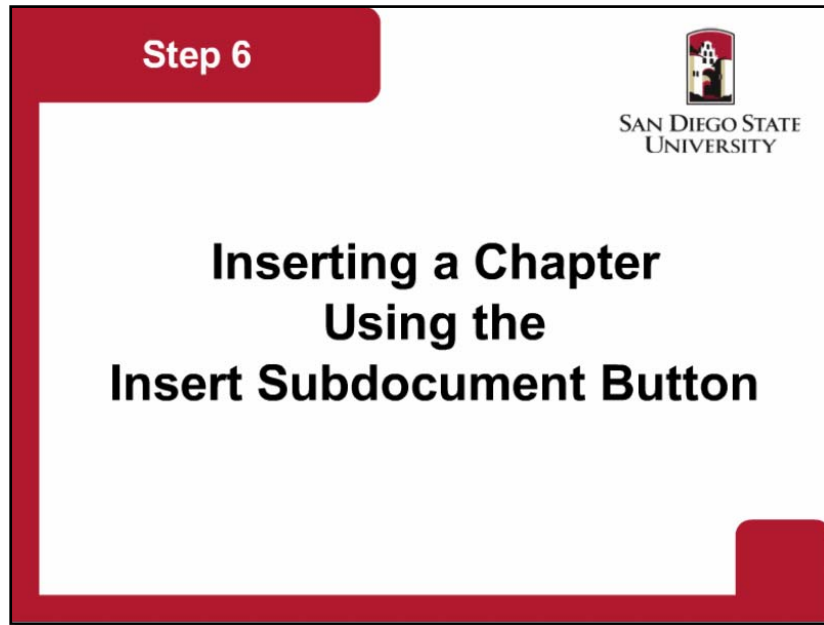
Step 5d

(Outline menu item selected)



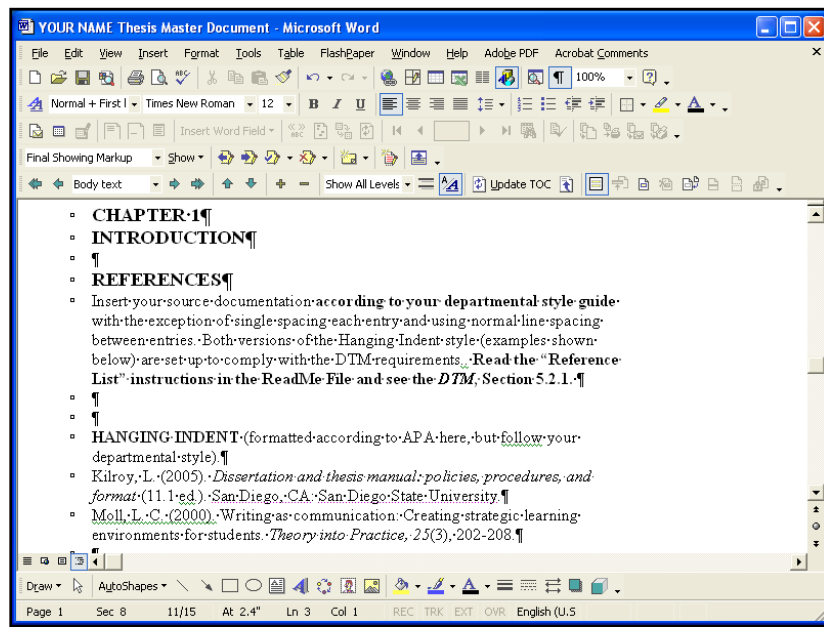
Step 5e

Your Word window should now be in Outline View.



Step 6 - Inserting a Chapter

You are going to insert a chapter using the "Insert Subdocument" button. This step is only possible while in the Outline View. Also, the "Show All" button should still be on.

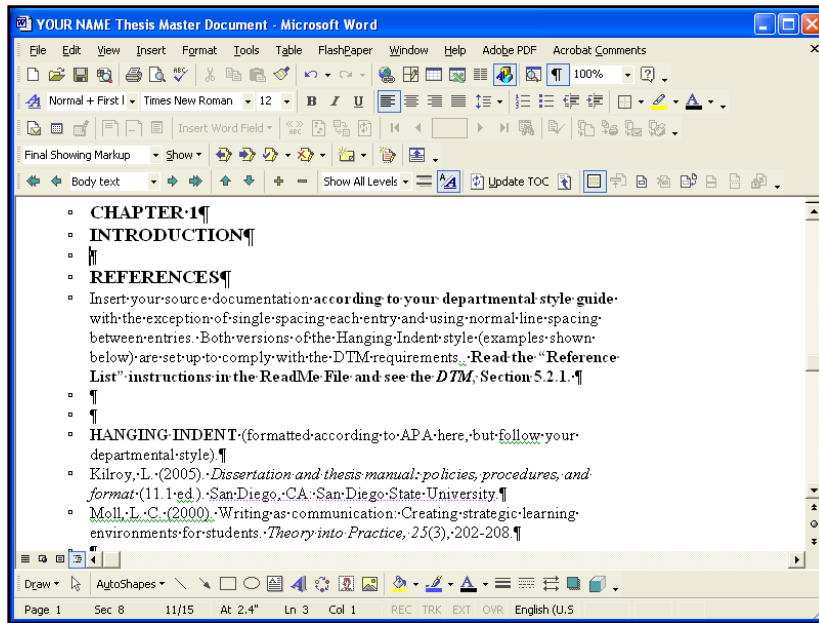


Step 6a

Place your mouse pointer on the line below the word "Introduction" and above the word "References." Click to the left of the paragraph marker.

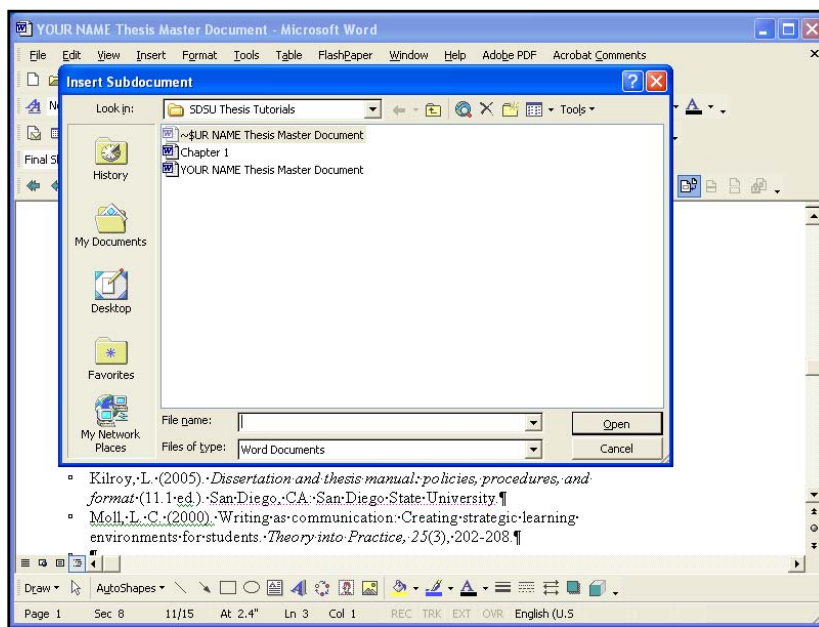
## Inserting a Subdocument into a Main Document

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Step 6b

Then, move your mouse pointer to the "Insert Subdocument" button on the Outline Toolbar. Click on the "Insert Subdocument" button.

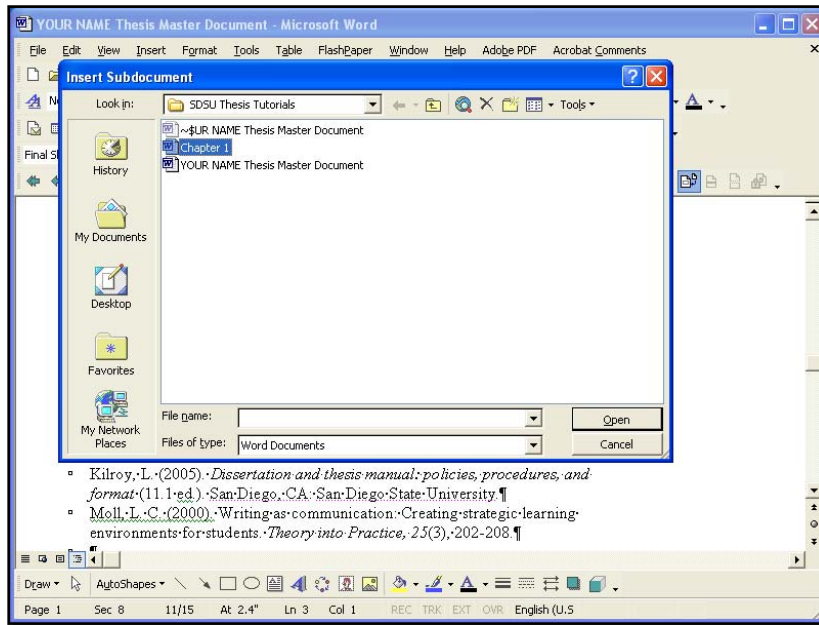


Step 6c

An "Insert Subdocument" dialog box will appear on your screen. Here we will select the document called "Chapter One." Your document might have a different name and file location.

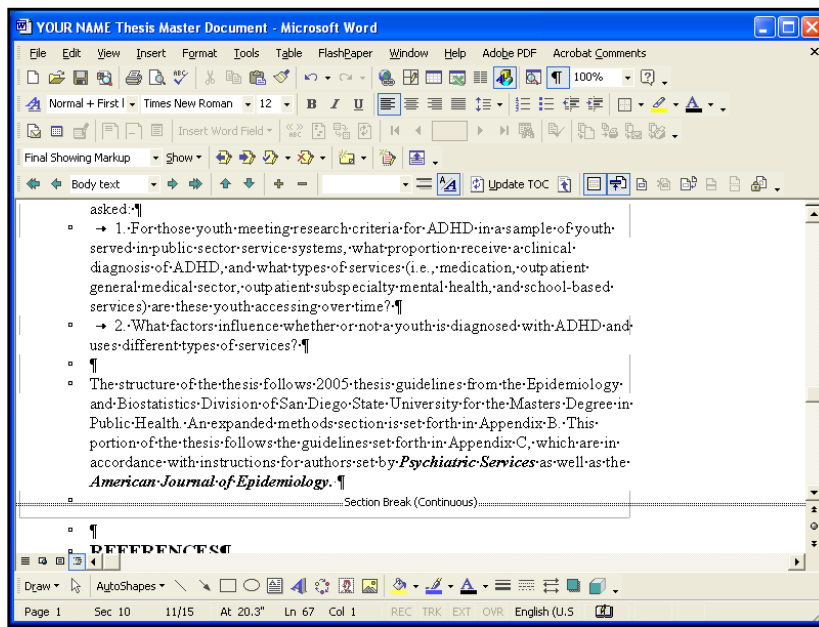
## Inserting a Subdocument into a Main Document

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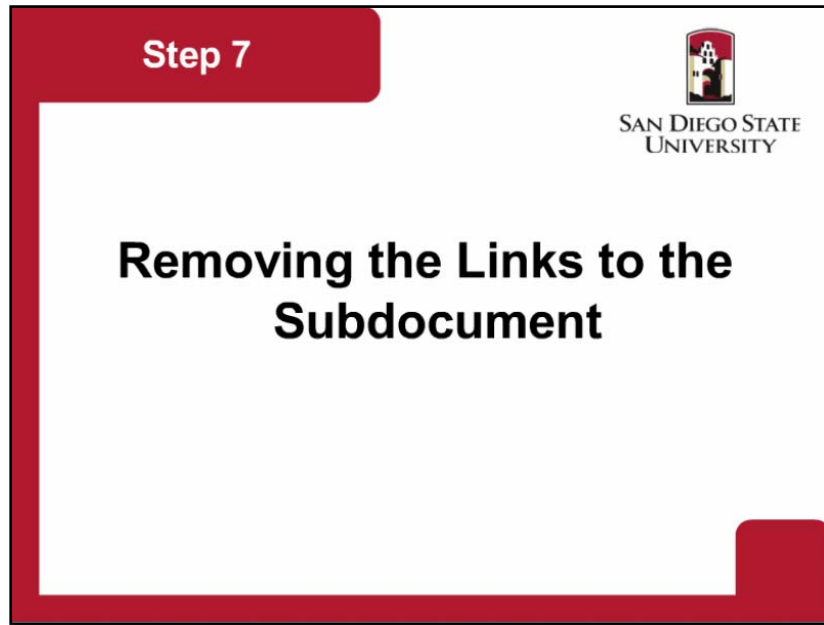
### Step 6d

Click on the "Open" button to insert the chapter into your thesis template. Before you do this, make sure the document you are inserting is NOT already open.



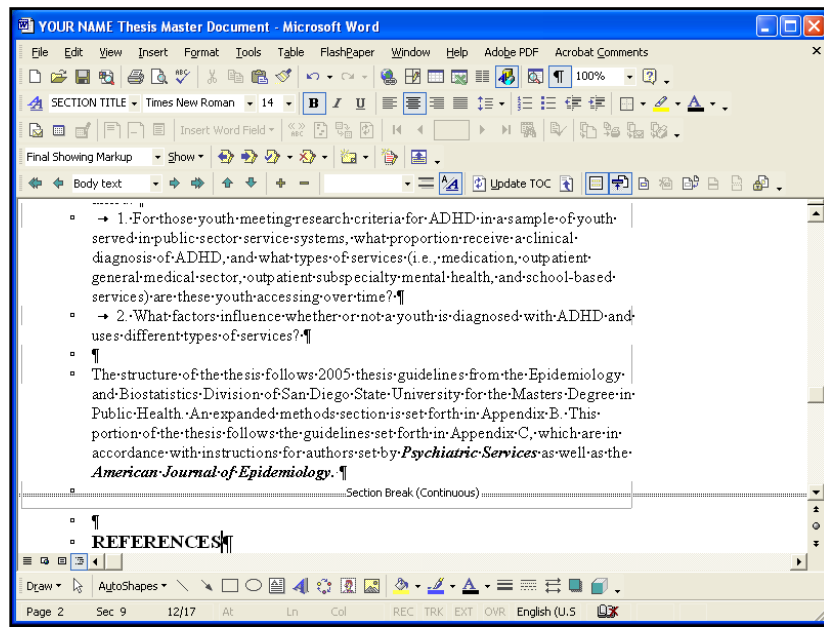
### Step 6e

Your subdocument now appears on your screen. However, it still has a link attached to it. We know this because what we inserted is surrounded by a broken, gray border. Before we move to the next step, notice that your cursor is still situated on the blank line above the word "References."



Step 7 - Removing Links

This step will remove the links to the subdocument. This step is only possible while in the Outline View.

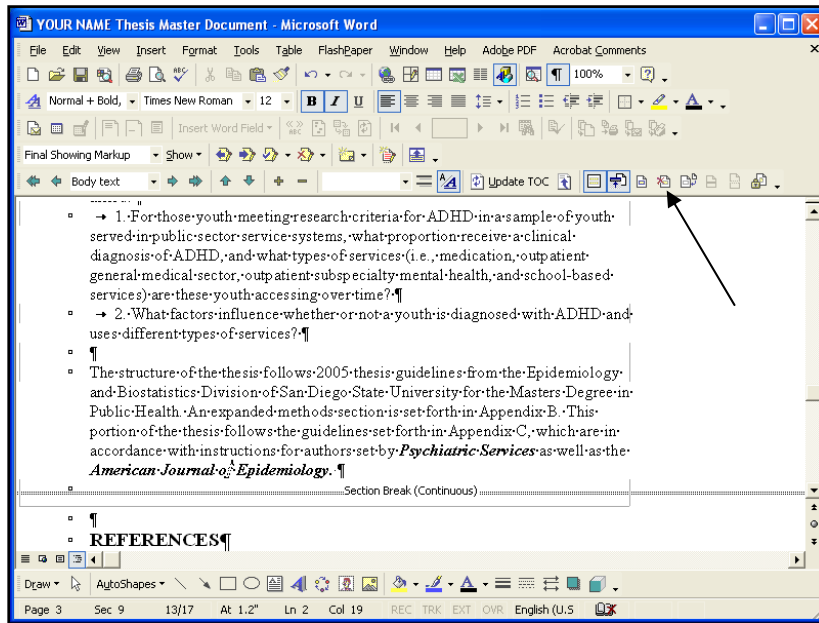


Step 7a

You will notice a dashed gray box surrounding your inserted document. Move your mouse pointer anywhere inside the area of the chapter you just inserted and click to position your cursor there.

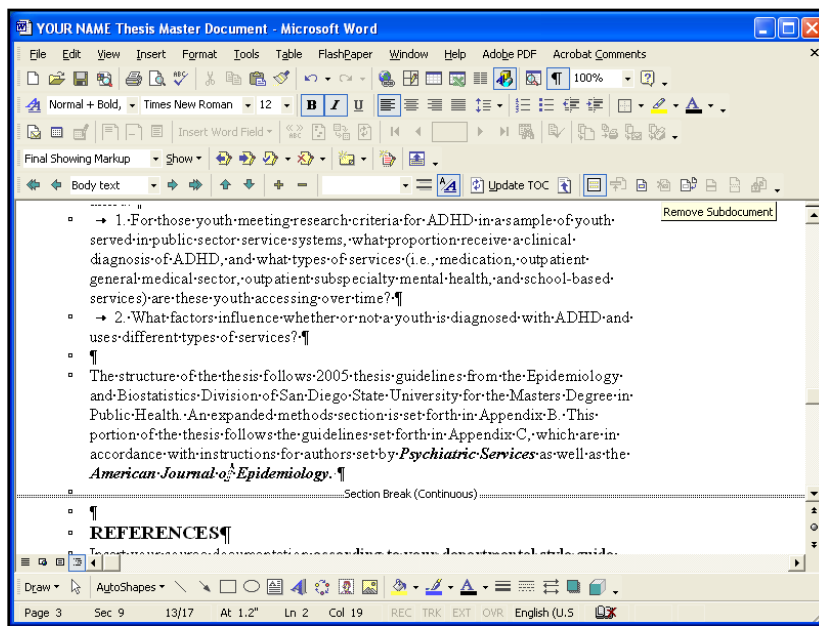
## Inserting a Subdocument into a Main Document

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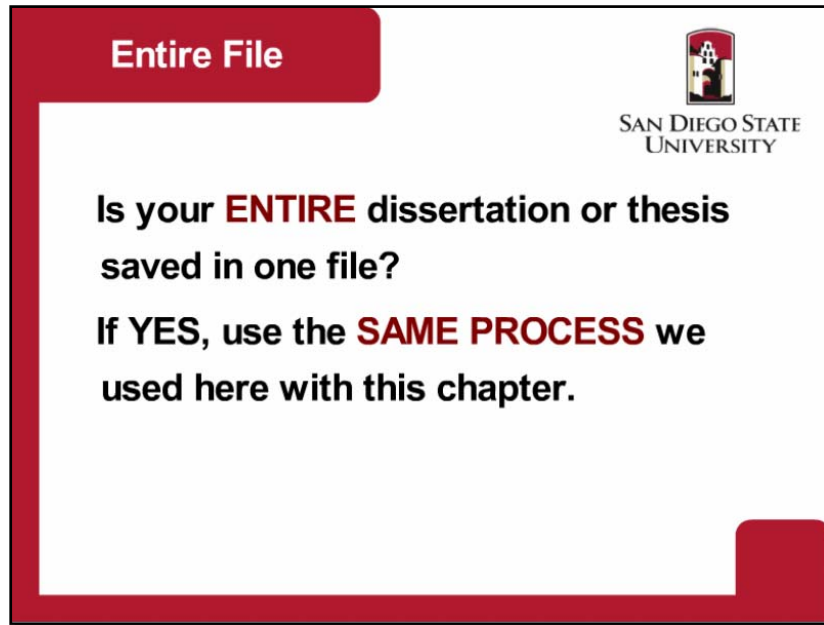
### Step 7b

Now, move your mouse pointer over to the "Remove Subdocument" button on the Outline Toolbar. (It's the button with the red X.) Click on the "Remove Subdocument" button to remove the link to the subdocument.




### Step 7c

The gray border around your inserted chapter should have disappeared from your screen. You have now permanently embedded this chapter into your master thesis document.



**Entire File**

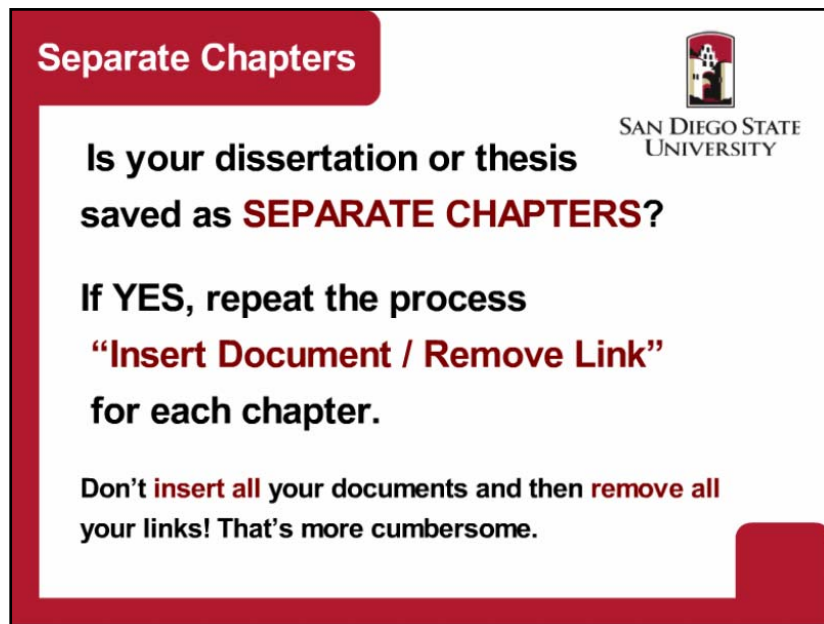
  
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Is your **ENTIRE** dissertation or thesis saved in one file?


If YES, use the **SAME PROCESS** we used here with this chapter.

#### Entire File

If your entire thesis is saved in one file, you would insert that document using the same process as we did here with this chapter.



**Separate Chapters**

  
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Is your dissertation or thesis saved as **SEPARATE CHAPTERS**?

If YES, repeat the process **“Insert Document / Remove Link”** for each chapter.

Don't **insert all** your documents and then **remove all** your links! That's more cumbersome.

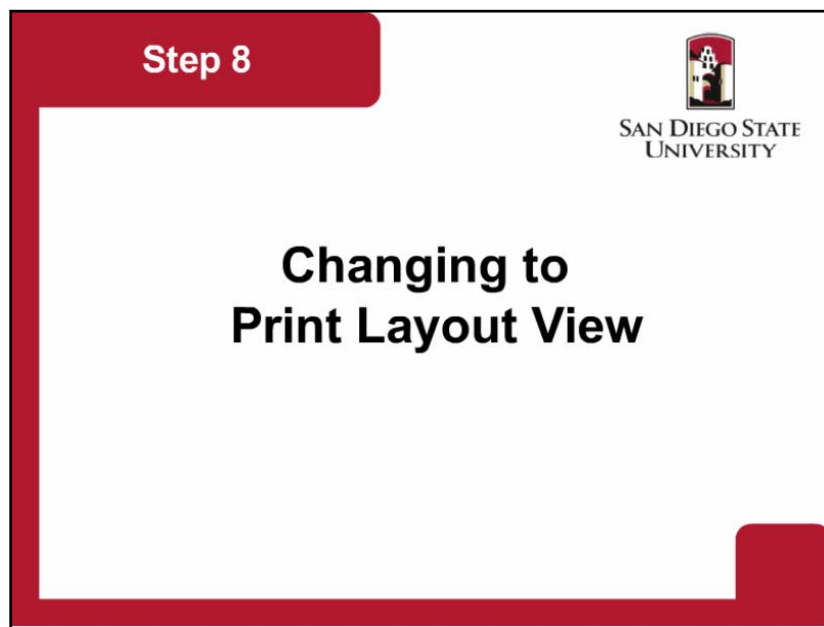
#### Separate Chapters

If your thesis is saved as separate chapters, you would repeat this process of "Insert Doc / Remove Link" for each chapter. Insert Doc, remove link, insert doc, remove link.



Warning!

You should NEVER copy and paste from a Word document that was NOT created within the Template or the template will be corrupted.

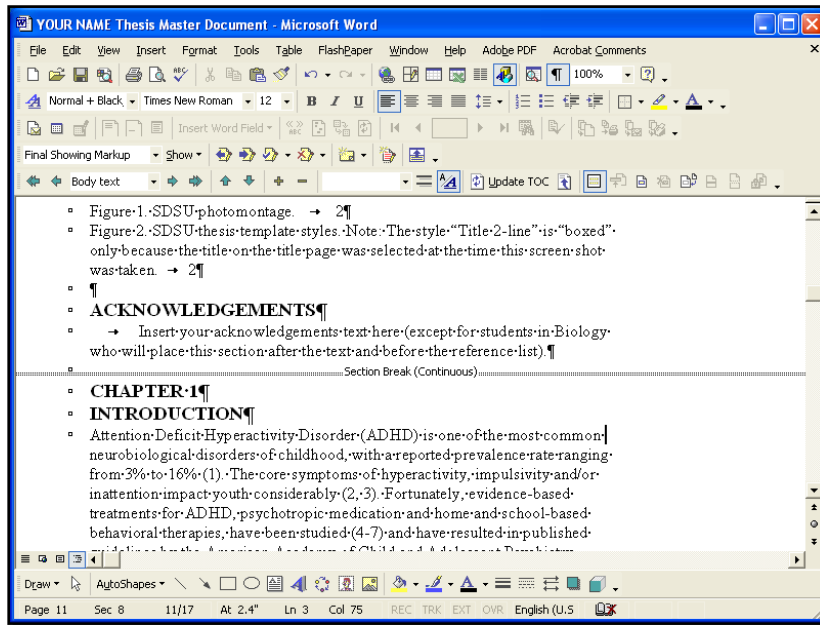


Step 8 - Changing to Print Layout View

Once you've completed the insert subdocument process, change your Word window back to Print Layout View to verify the placement of your subdocuments and begin formatting.

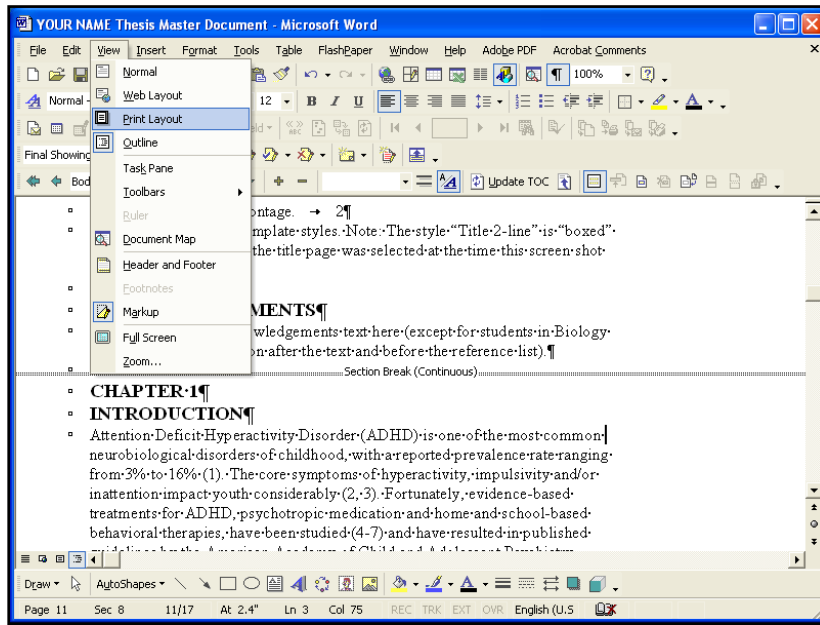
# Inserting a Subdocument into a Main Document

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Step 8a

Move your mouse pointer up to the Menu Bar and click on the word "View."

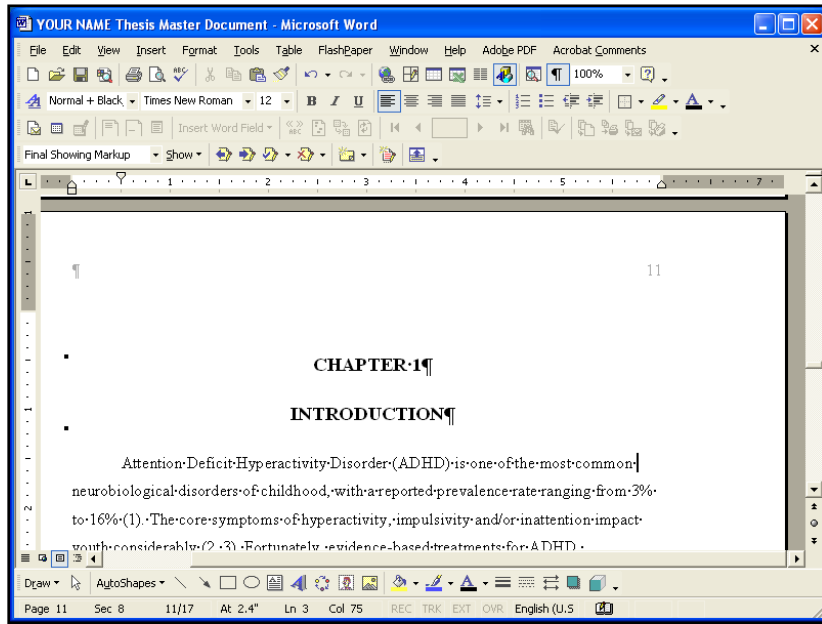


Step 8c

Move your mouse pointer down the drop down menu and select "Print Layout."

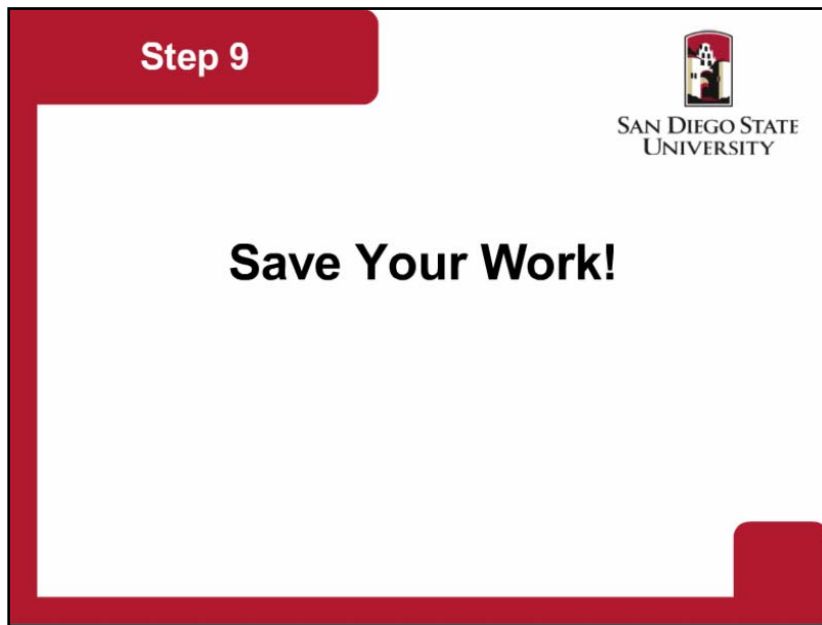
## Inserting a Subdocument into a Main Document

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Step 8e

Your Word window should now be in Print Layout View.



Step 9 - Save Your Work

At this point, you want to make sure to save your work. We recommend that you save your changes as a new revision each time. That way if you revise something incorrectly, you can go back to the previous version and start again.