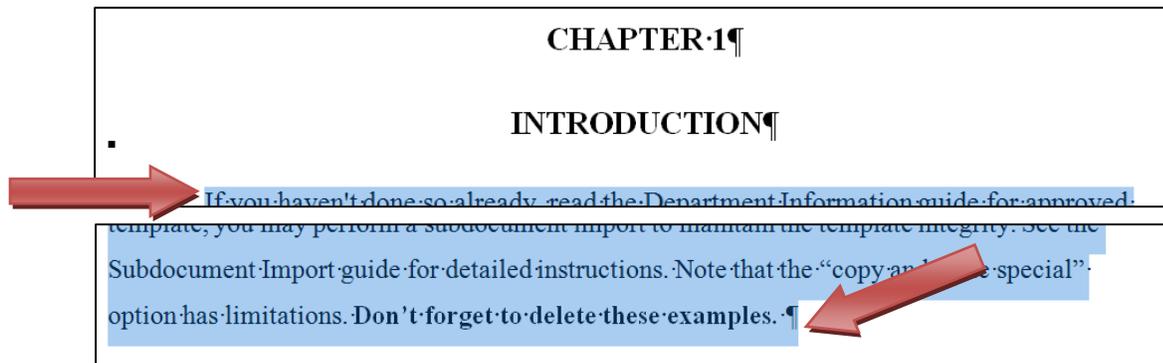
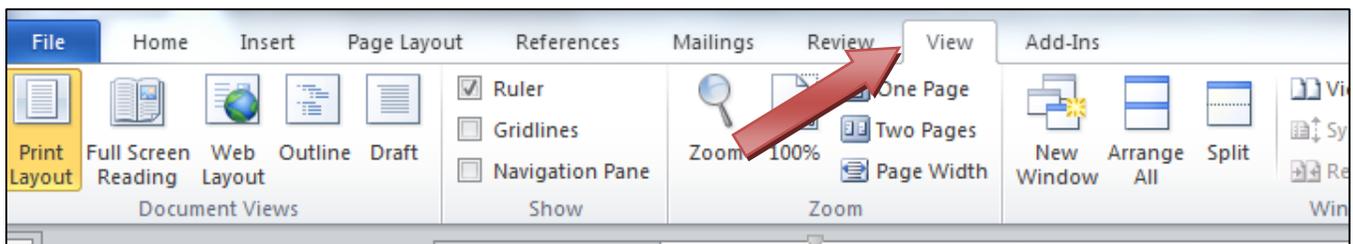


SUBDOCUMENT IMPORT

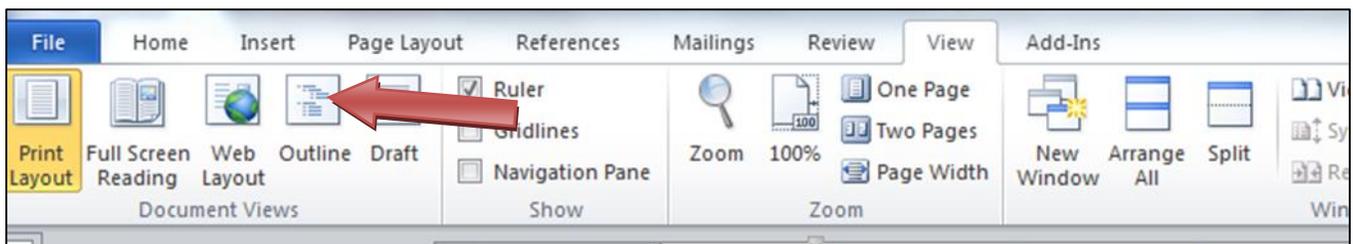
1. Open the original document. Scroll to the first page of the body text (or the actual “Page 1” of the thesis/project).
2. Select all body text, from the first chapter label or section title (ie: Chapter 1; Introduction) to the last sentence before the references.
 - Right click on the text and select, “copy.” Paste the body of your document into a *new* Word document and save it as a new file. Separating the text into sections will help to ensure that your document is organized properly.
 - Repeat these steps for the References and any Appendices. Close these new documents before beginning the subdocument import.
3. Open the SDSU Template and save it as a new document. This will ensure that you’ll have an unaltered template on hand in case something doesn’t work.
4. Working in your saved file of the SDSU Template. Scroll down to Chapter 1. Select all text from “If you haven’t...” through “...delete these examples.” Delete the selected text.
 - **Make sure you read the text included in the template before you delete the contents. There are a lot of instructions and examples included to help you with your formatting.**



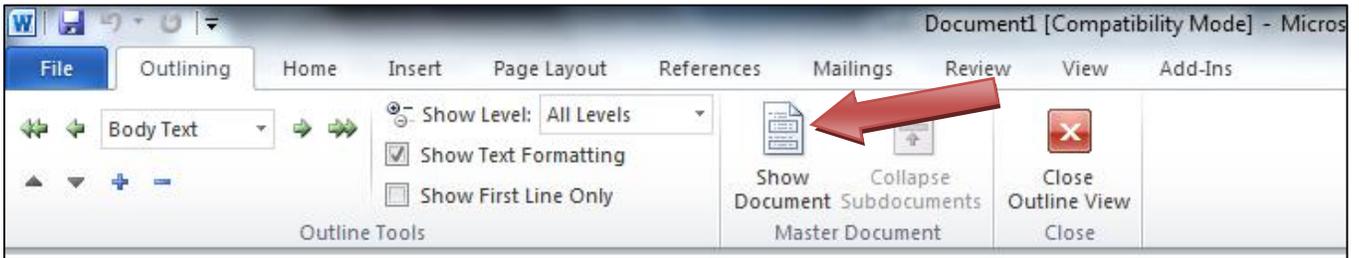
5. Select the “View” tab.



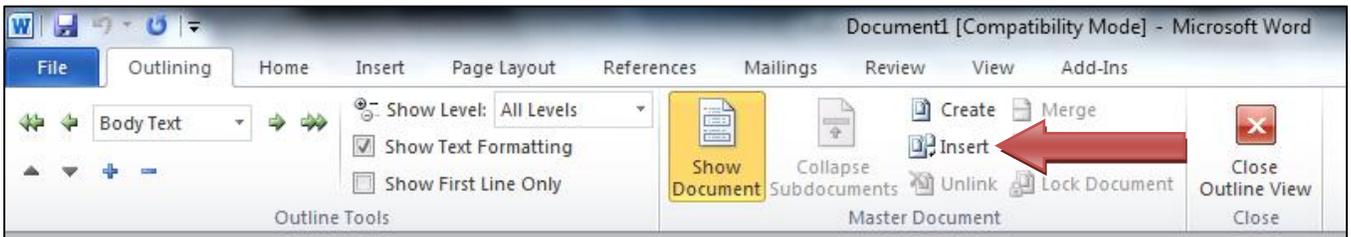
6. Select “Outline.”



7. Select “Show Document.”

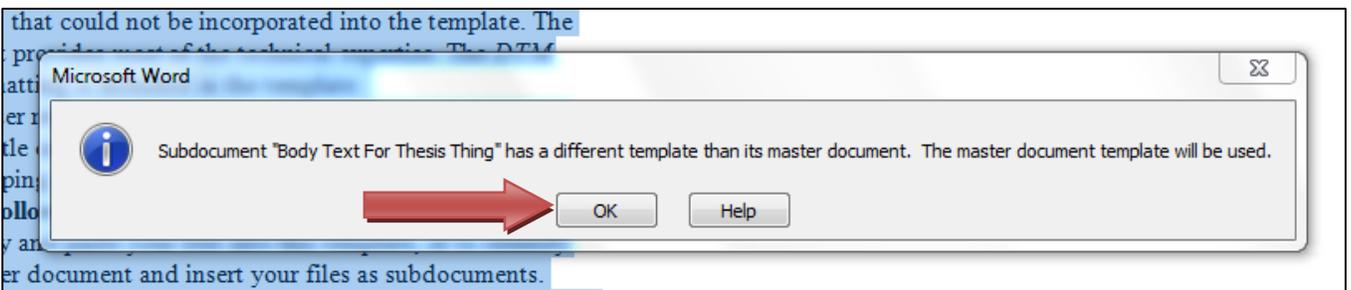


8. Select “Insert.”

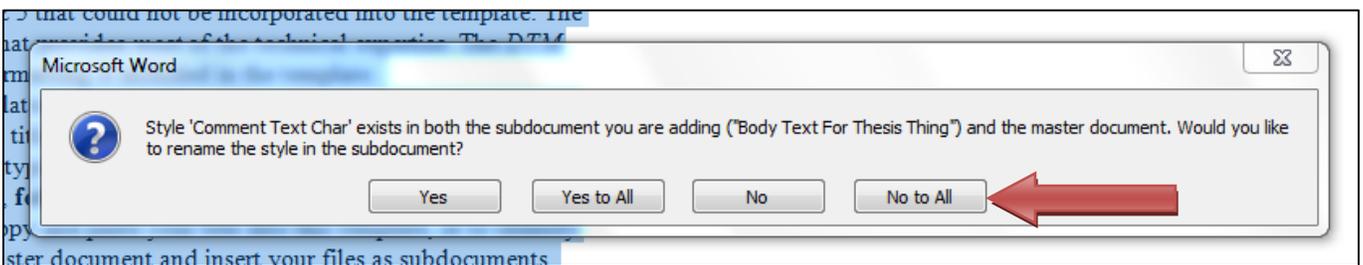


9. A file selection window will pop up. Select the document you wish to import.

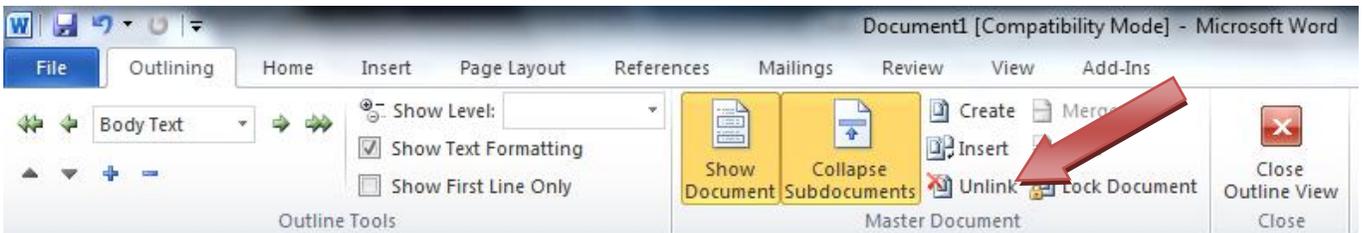
10. The following prompt box may appear. If so, select “OK”.



11. Another prompt box may appear. If so, select “No to All.”



12. Click anywhere in the body of the text, and select “Unlink” from the toolbar.



13. Repeat this process if you decided to separate your sections for References and any Appendices. Scroll to the corresponding section in the SDSU Template, place your cursor in the section you want to replace and perform the subdocument import.
14. Performing a subdocument import will always add a section break before and after each section. These sections are superfluous and can cause errors in pagination and margins. Delete these section breaks after the subdocument import and before you begin formatting your thesis. To see section breaks in your document; go to the Home tab and click on the paragraph symbol
15. Delete any leftover sample text from the SDSU Template and save the new document*.

Now you may continue working on your document in the SDSU Template, which includes all of the styles needed to correctly format your thesis. You may verify the success of the import by checking the styles against the unaltered SDSU Template. Make sure that any extraneous styles transferred over from the original document are not being used, though the subdocument import process should have eliminated this potential error.

***Note: When using Word 2013 or later, you must save your file in the Word 97-2003 Document file type. Failure to do so will create errors in your document.**