

## Microsoft Word 2013: Combine and Merge Multiple Documents

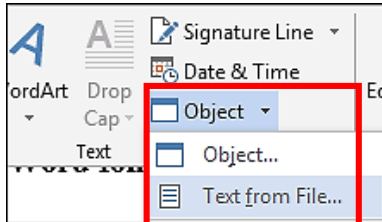
While working on documents using Microsoft Office Word, sometimes users may need to combine and merge many multiple documents into one single document. For example, when an author is writing a novel book by saving each chapter as individual documents this makes a lot of document files for a single book. When the novel is finished and completed, the author may wish to combine and merge all separate documents into one single document in order to create table of contents and indexes for the whole book in one go.

**To merge and combine multiple Word documents in Microsoft Word follow steps the below:**

1. Create a new blank document, and then configure the page layout settings for the documents that are going to be merged. Save this document.
2. Put your cursor on the place in the document when you want the inserted files to be inserted.
3. Click **Insert** tab on the ribbon.



4. Click on the down arrow at the right side of **Object**. This is found in **Text** group. Click on **Object** and choose the **Text from File...** option.



5. In the **Insert File** dialog window, select all Word documents that you want to merge and combine into one. To select multiple files, press and hold down CTRL key while clicking on the files one by one.
6. Click on Insert button. All documents selected now merged and combined into a single document file. Remember to then save the file.