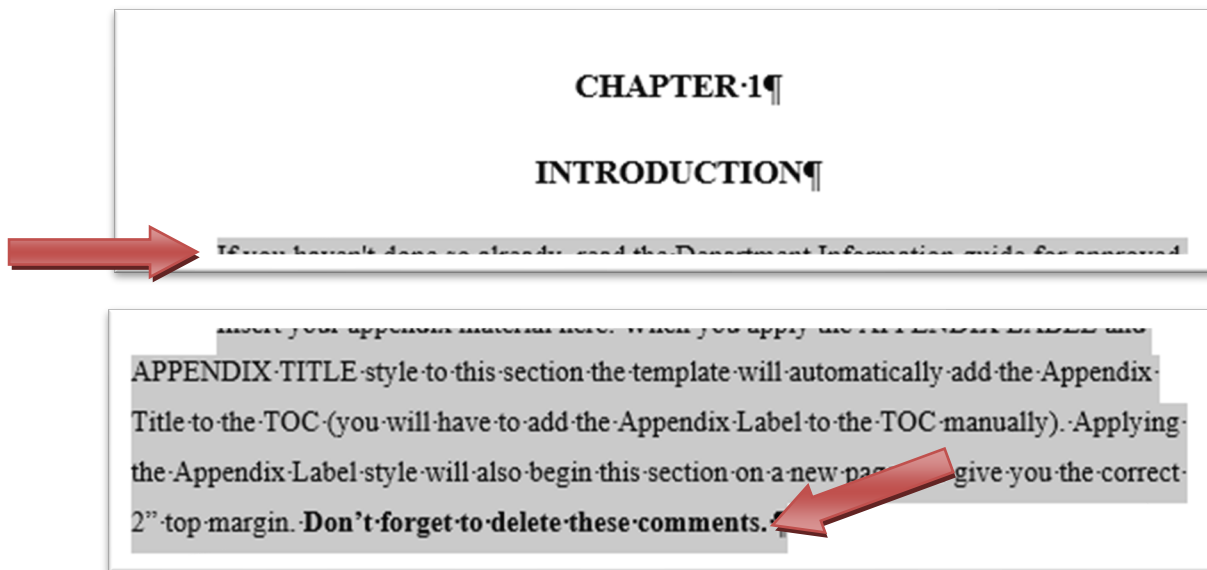
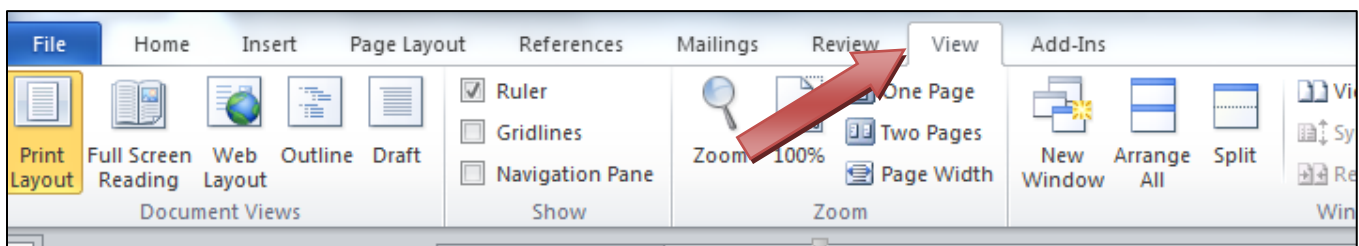


SUBDOCUMENT IMPORT

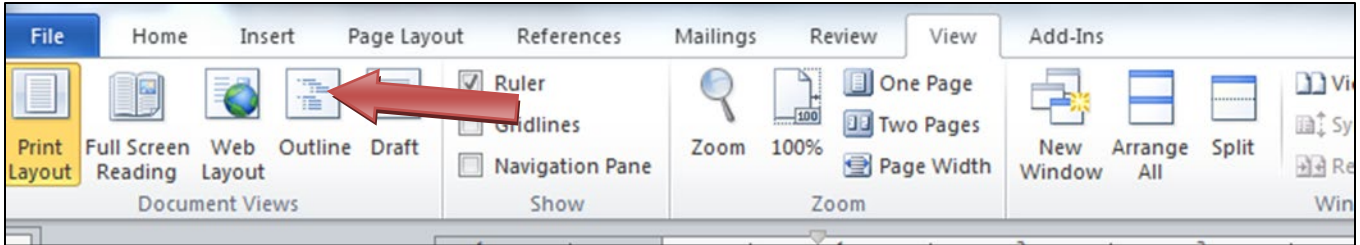
1. Open the original document. Scroll to the first page of the body text (or the actual “Page 1” of the thesis/project).
2. Select all body text, from the first chapter label or section title (ie: Chapter 1; Introduction) to the end of the document.
 - Right click on the text and select “copy.” Paste the body of your document into a *new* Word document and save it as a new file.
 - Close the new document before beginning the subdocument import. *If you don’t do this, the import will not work properly.*
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 the text on the last page. **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.**
 - *Note: The following screenshots were used on Microsoft Word on a PC. The process will be similar on other devices, though icons may appear differently.*



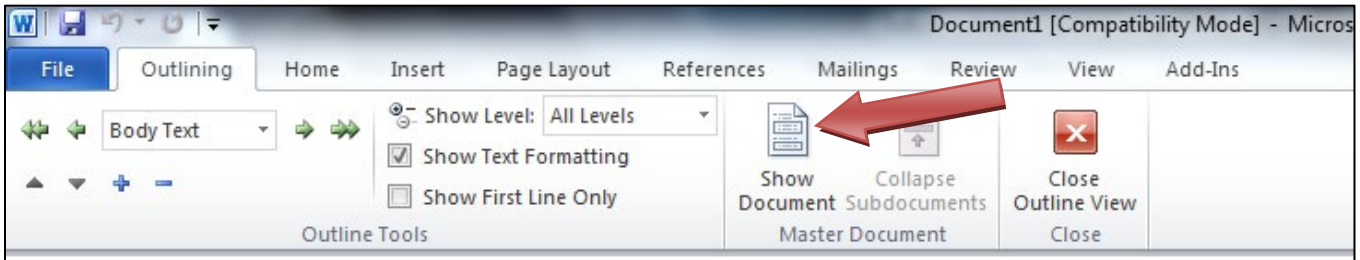
5. Select the “View” tab.



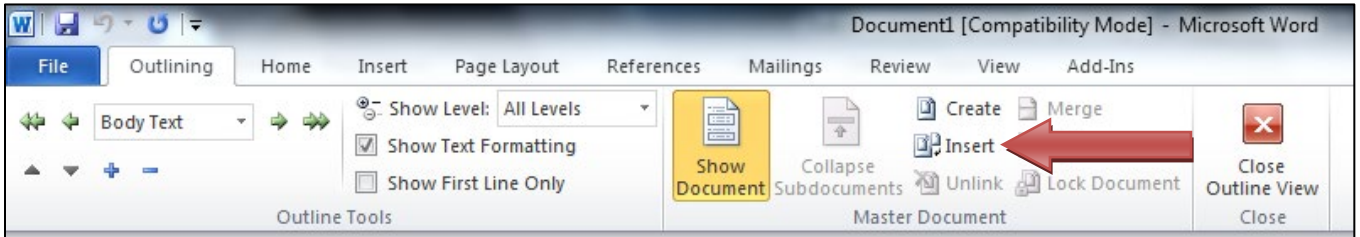
6. Select “Outline.”



7. Select “Show Document.”

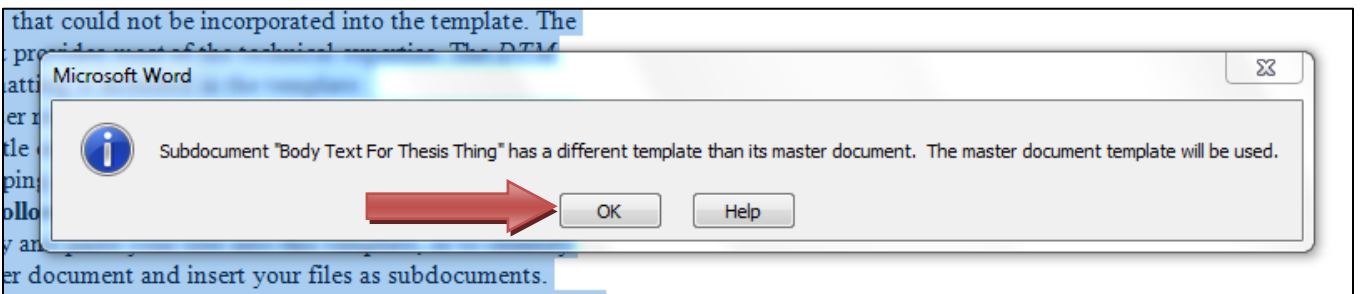


8. Select “Insert.”

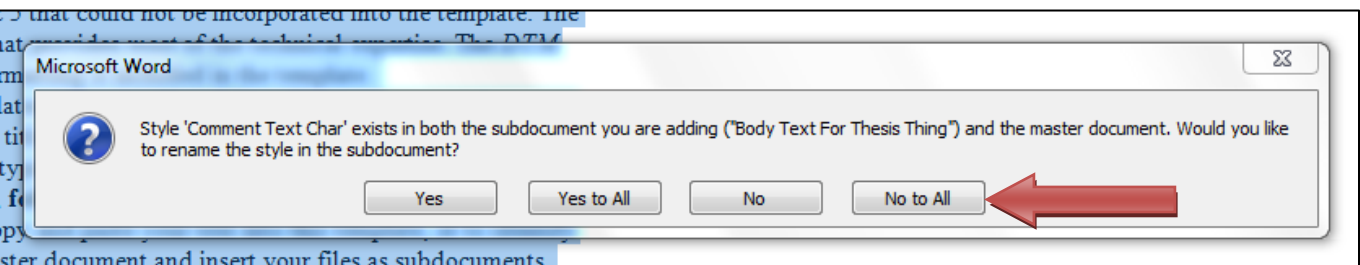


9. A file selection window will pop up. Select the document you wish to import.

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

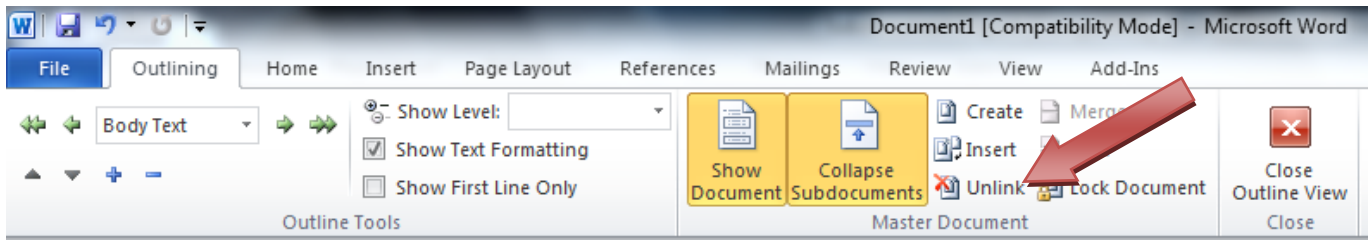


11. Another prompt box may appear. If so, select “No to All.”



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

- *If you do not Unlink the new text, the import will **not work**, and you will have to start over.*



13. 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

14. Save the 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.

15. Make sure to fill in all of your newly formatted preliminary pages with your information.

***Note: When using Word 2013 or later, you may need to save your file in the Word 97-2003 Document file type.**