

Befriending the Big Hairy Beast - Tip No. 36

Online Submissions - One File Containing Multiple Documents and Different Headers

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A special request came in from a reader about email submissions that require one electronic file. Below you will find the description of the problem and one potential solution.

Description of Problem

"Many writing organizations sponsoring email submission contests want one electronic file that consists of a synopsis and the chapters. When it comes time to break out the synopsis, I have to rely on the first page, which has "Synopsis" centered on the page and hope the judge realizes the next pages are still the synopsis until I write END OF SYNOPSIS at the bottom of final synopsis page. I'm afraid I have wasted precious page space by manually typing in Synopsis and the page number under the header showing the manuscript title and page number.

Please address single file documents that include two or possibly three different headers."

One Potential Solution

For the purpose of this article, we are going to assume the criteria for the submission is to include a query letter, a synopsis and sample chapters in one electronic file with a page number appearing on each page. Here is the list of documents in three separate files that we will use to create the master submission file:

Query letter
Synopsis
Sample chapters

We are going to use section breaks after each document that is inserted into the master file, and then we will use the Header/Footer toolbar to modify the headers in the document sections.

Merge the files together to create the master submission file:

1. Open your query letter in Microsoft Word.
2. Click on the **File** menu, and then select **Save As**.
3. Provide the location where the new file should be saved.

4. Enter the file name in the File Name field of the Save As dialog box.
5. Click the **Save** button.
6. Go to the end of the file, and position your cursor after the last word on the page or on the last line.
7. Click on the **Insert** menu, and select **Break**.
8. Select **Next Page** in the Break dialog box.
9. Click the **OK** button.
10. Position your cursor on the first line of the new page.
11. Click on the **Insert** menu, and select **File**.
12. In the Insert File dialog box, locate and select your synopsis.
13. Click the **Insert** button.
14. Repeat steps 6-13 for the synopsis and sample chapter files.

Your master submission file has been created. All that needs to be done now is to fix the headers.

Fix the Headers on the master submission file:

Note: Working with headers and footers in a document like this can be a little tricky. Microsoft Word doesn't always behave as expected.

1. Go to the first page of the document.
2. Click on the **View** menu, and select **Header/Footer**.
3. Enter the required information in the header, including the page number.

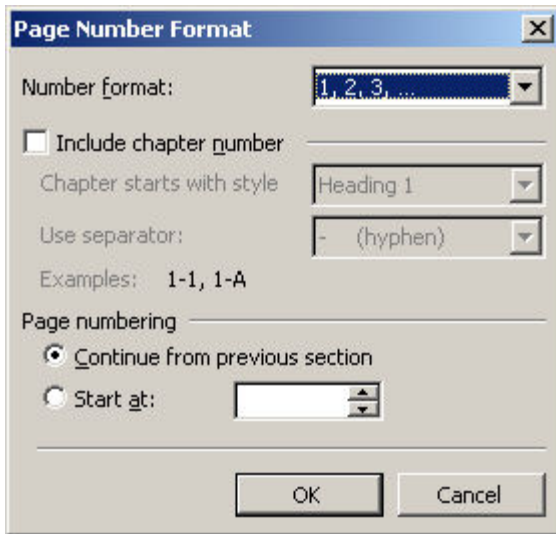
About the page number:

Be sure to use the Header/Footer toolbar to insert a page number if required.



Set the Page Number option to **Continue from Previous section**.





Click the **OK** button to close the dialog box.

4. Scroll down to the first page of the synopsis.
5. In the Header/Footer toolbar, click the **Link to Previous** button. This disconnects the page's header/footer from the previous header/footer.



Modify the text as necessary.

Because the page number is already set to Continue from Previous section, it should continue to increment normally.

If for some reason the number is not correct, click on the button to configure the page number in the Header/Footer toolbar.



Be sure **Continue from Previous Section** is selected, and then click the **OK** button.

6. Verify that the next page has the appropriate header.

In some cases, the document carries over the first page's header. If that happens, open the header as in step 5, and then click the **Link to Previous** button to disconnect the header from the previous (first page) header. Then modify the text as necessary.

7. Repeat steps 5-6 to modify the chapter section headers of the master document.

This tip was tested using Microsoft Word 2003.

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