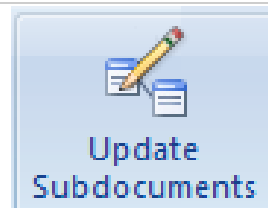
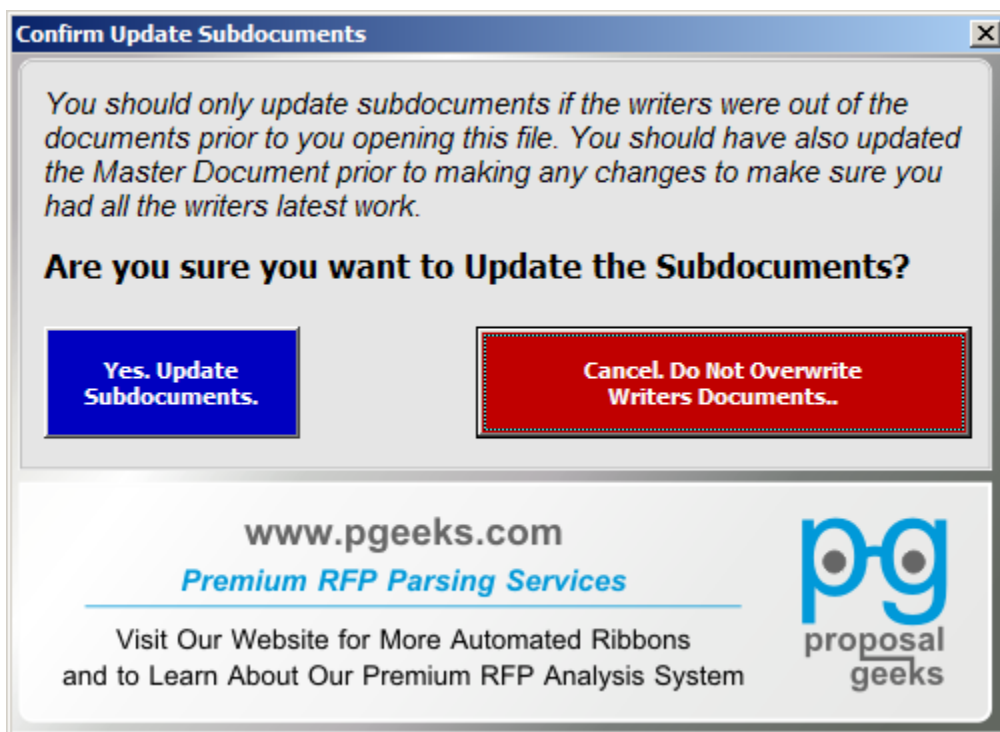


## Update Subdocuments

The “Update Subdocuments” command is EXTREMELY powerful and should ONLY be used with careful consideration. It will REPLACE the Subdocuments with changes from the Master document. **DO NOT** use this command unless you know that the Master Document is the correct document. If a Writer is currently writing in the document and you are also making changes, you will **ERASE** all the changes that have been made. This command should only be used when the writers are NOT in their documents. The use of this command is very valuable for "Final Editing" but should only be used by a VERY experienced Desktop Publisher or Editor. It is the fastest way to make global changes or adjust pagination among the entire document.



To use the command, click the *Update Subdocuments* command. You will get a special warning before you can confirm the action. This will prevent any accidental use of this command.



After you have read the warning and are sure you want to Update your Subdocuments, press the *Blue Yes, Update Subdocuments* option.

Word will open and save all the subdocuments with the changes that are in the Master Document.