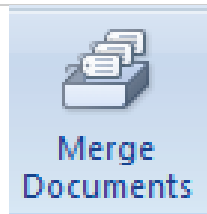


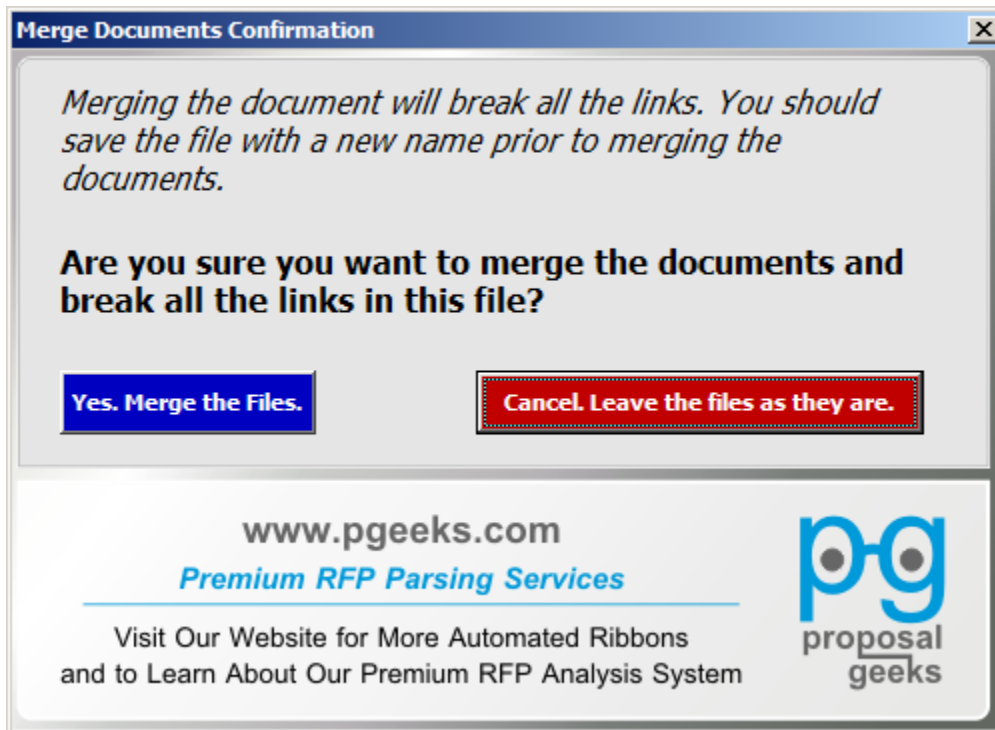
## Merge Documents

The “Merge Documents” command will break all the links and create one long document. YOU MUST PERFORM a SAVE AS command immediately following the “Merge Document” command. The new document can be saved as Pink Team Review, Red Team Review, Final Production, etc. After you merge the documents, any changes made by the writers will not show up. The original Master Document will still be linked to the subdocuments to enable the Proposal Manager to continue to monitor the proposal.



*NOTE: It is wise to run the “Update Master” command one last time prior to running the “Merge Documents” command. You should run the spell check and the “Drop All” graphics commands again to catch any misspelled words and bring in the latest graphics.*

To Merge all the Documents into one single document and break all the links so that the Master is independent of the linked documents, click the *Merge Documents* command. A dialog box to confirm the option will appear as shown below.



To merge all your document and break all the links, click the *Yes. Merge the Files* option.