
Dim or Gray Fields

The text in the master view is actually a field that is pulling information from the subdocuments. By default, Word grays field codes so that you know you are working in a field. To turn this feature off, click the "Dim Fields" command. To turn it back to gray, click the "Gray Fields" command. You can actually type in the Master document. Just make sure to click in an area that is not grayed out. This is a great way to insert blank pages between major sections when you are working on double-sided print jobs and want the next section to start on a new page. You can also place Section Breaks between documents if you need to change the Header and Footer of a Subdocument.

