Working with a master document

DITA has the concept of a “map” file. The map is basically the table of contents of your content. You reference topics from a map file to construct your document. You can use a master document in Word to do roughly the same thing.

I am not very familiar with working with master documents, and learned from a few web sites, such as <https://www.dummies.com/software/microsoft-office-for-mac/word-for-mac/how-to-create-a-master-document-in-word-2013/>.

After you create the master document, every time you re-open the file, you have to manually return to outline view.

If you open a master document, and all you see is a list of hyperlinks to your other Word files, do not panic.

1. Go to the View tab.
2. Select Outline.
3. If you are not automatically redirected to the Outlining tab, go to the Outlining tab.
4. Select Show Document.
5. Select Expand Subdocuments.

Whenever you produce output by saving as or exporting to PDF, make sure all the subdocuments are expanded. Otherwise, you just get a PDF of the references.

You may need to go through the master document and find all your wDITA\_orderedlist styles and make sure that you select Restart at 1 for each new list. Otherwise the master document "helps" by treating all the ordered list items as one big long list.

Don't try to save as HTML. Word can't do it.

You may need to produce two separate master documents, showing how you can reuse the individual topics.