

CHAPTER 3

InFocus

MULTIPLE DOCUMENTS

A distinct advantage of working with a word processing application is the ability to work with multiple documents simultaneously. For instance, having multiple documents open at the same time can be useful if you are creating a summary report, drawing information from a number of different source documents.

To assist you in working with multiple documents, you are able to easily switch between them or display multiple windows on the screen side-by-side or tiled underneath each other.

In this session you will:

- ✓ learn how to open multiple documents simultaneously
- ✓ learn how to switch between multiple open documents
- ✓ learn how to arrange all open documents
- ✓ learn how to view two documents side by side
- ✓ learn how to use synchronous scrolling
- ✓ learn how to reset the window position when using side by side view.

OPENING MULTIPLE DOCUMENTS

Opening multiple documents in Word enables you to work with them at the one time; very convenient if you want to locate information from a document created previously and insert it into

another document. There are several ways to open a document in Word – you are probably already familiar with opening one document at a time – now let's see how to **open multiple documents**.

Try This Yourself:

Open File

Before starting this exercise you should close all Word files that are currently open...

1 Click on the **File** tab and click on **Open** to display the **Open** dialog box

2 Navigate to and double-click on **Course Files for Word 2010** in the **Folders** list

This will display the files available in this folder...

3 Locate and click on **W817 Multiple Documents_1.docx** to select it, then click on **[Open]**

The one document will now be open. More documents can be opened at any time, either individually or several at the same time...

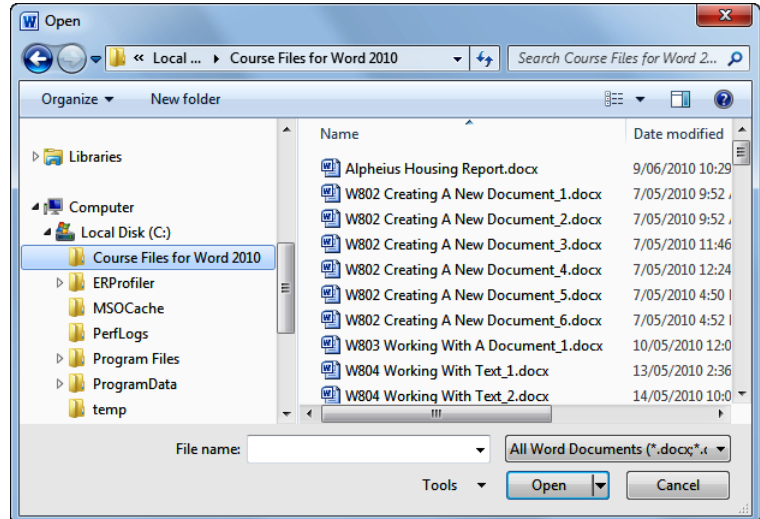
4 Repeat step **1** to display the **Open** dialog box

5 Click on **W817 Multiple Documents_2.docx**

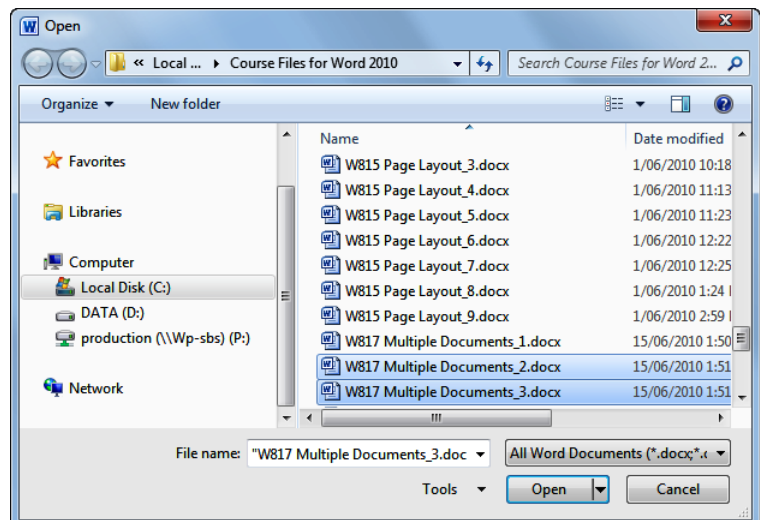
6 Hold down **[Ctrl]** and click on **W817 Multiple Documents_3.docx**

The two documents will now be selected...

7 Click on **[Open]** to open both documents simultaneously



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For Your Reference...

To **open multiple documents** simultaneously:

1. Click on the **File** tab and click on **Open**
2. Hold down **[Ctrl]** and click on the documents to open
3. Click on **[Open]**

Handy to Know...

- To select a range of contiguous files in the **Open** dialog box, click on the first file then hold down **[Shift]** and click on the last file in the range – all files in between will be selected.
- You can display the **Open** dialog box by pressing the keyboard shortcut **[Ctrl] + O**.

SWITCHING BETWEEN OPEN DOCUMENTS

Having **multiple documents** open in Word is only of use to you if you can then **switch between** them. Moving from one document to another will enable you to work between them,

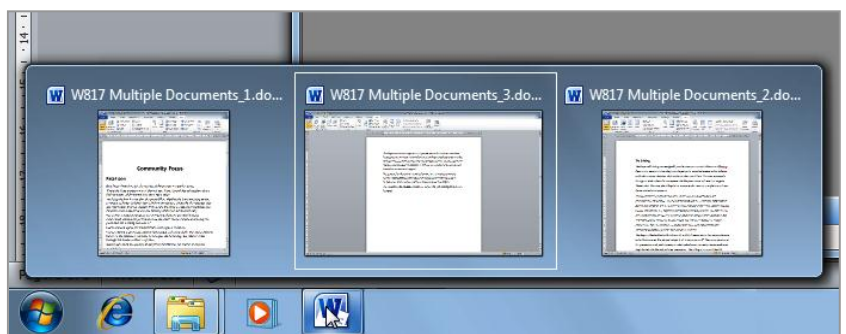
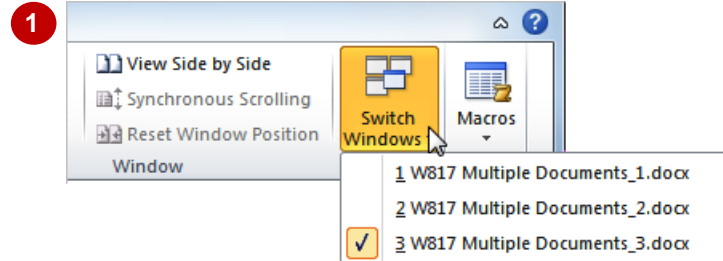
moving or copying information for instance, or enable you to cross-reference information from one to another. There are a couple of different methods to **switch between** open Word documents

Try This Yourself:

Before starting this exercise the following files must be open:
W817 Multiple Documents_1.docx,
W817 Multiple Documents_2.docx &
W817 Multiple Documents_3.docx.

There are currently three Word documents open, but only one will be visible – this is known as the active document...

- 1 Click on the **View** tab on the ribbon, then click on **Switch Windows** in the **Window** group
A list of open documents will be displayed. The tick indicates the currently active document...
- 2 Select **1 W817 Multiple Documents_1.docx** to make this the active document
- 3 Repeat steps 1 and 2 to display **2 W817 Multiple Documents_2.docx** and then **3 W817 Multiple Documents_3.docx**
You can also use the taskbar to switch documents...
- 4 Hover over the Word icon in the taskbar to display a preview of the three open documents
- 5 Click on the preview button for **W817 Multiple Documents_1.docx** to make it the active document



- 4 Notice that the currently active document is highlighted with a white border in the preview.

For Your Reference...

To **switch between open documents**:

1. Click on the **View** tab on the ribbon, then click on **Switch Windows** and select the document
Or
Point to the Word icon in the taskbar and click on the desired preview button

Handy to Know...

- You can right-click on the Word icon in the taskbar to open a **jump list**. This list includes the ten documents that you've most recently opened, and consequently, all open documents are usually displayed at the top of the list.

ARRANGING ALL

One of the ways in which Word simplifies working with multiple documents, is to enable you to **arrange all open documents** on the screen so that you can see them all simultaneously. This

option is particularly useful when you have a small number of documents open, as arranging large numbers of documents in a single screen will likely only make matters more confusing.

Try This Yourself:

Continue using the previous three files with this exercise.

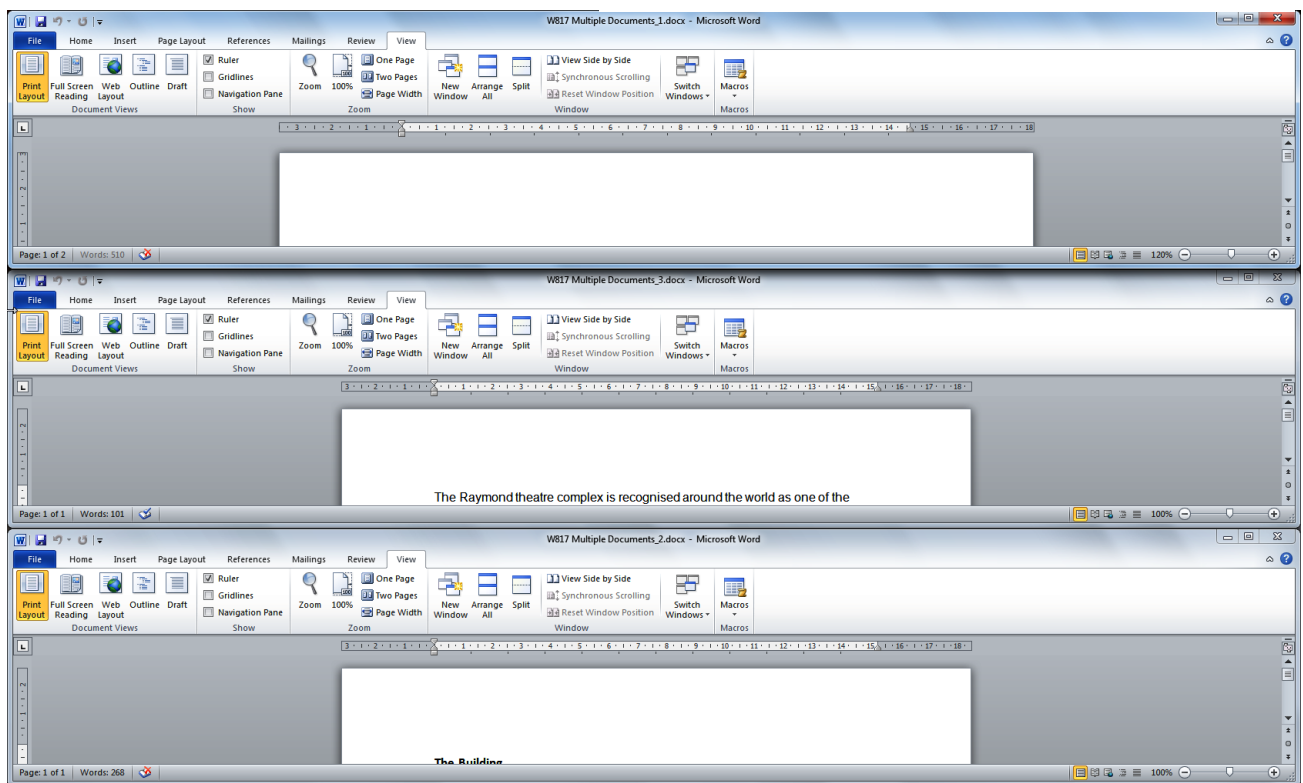
Although there are three documents open, only the active document is visible. Let's arrange the document windows to see all three on the screen at once...

- 1 Click on the **View** tab on the ribbon then click on **Arrange All** in the **Window** group

The three windows will be "tiled" underneath each other on the screen, each window occupying an equal amount of space.

As you can see, even three windows are rather squashed, as each document is displayed in its own window, complete with its own copy of the ribbon and Quick Access Toolbar.

Notice that only one document can still be the active document. It is indicated by a blue (versus grey) title bar.



For Your Reference...

To **arrange all** open documents:

1. Click on the **View** tab on the ribbon, then click on **Arrange All** in the **Window** group

Handy to Know...

- To undo the **Arrange All** arrangement of multiple documents, you need to maximise each document window independently.


VIEWING SIDE BY SIDE

There are several options for viewing multiple documents simultaneously within Word. One of the techniques for automatically arranging documents is to view them **side by side**. In this

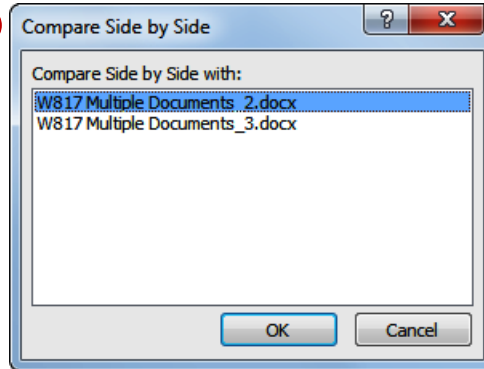
way Word enables you to align documents on the screen and easily work between them. This logical arrangement is constrained by Word to only two documents.

Try This Yourself:

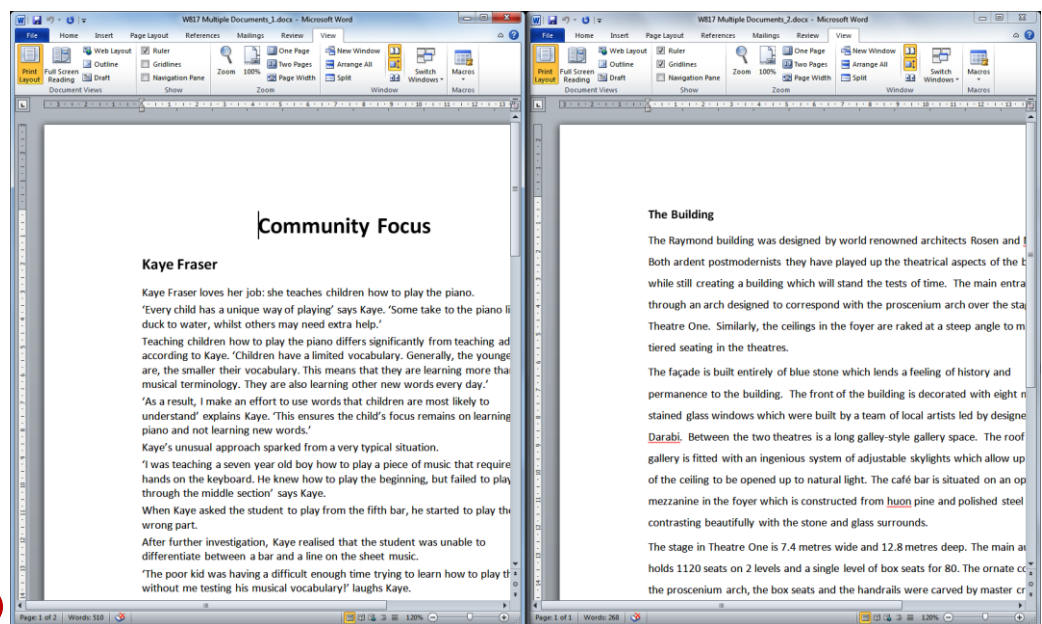
Continue using the previous three files with this exercise...

- 1 Ensure **W717 Multiple Documents_1.docx** is the active document
- 2 Click on the **View** tab on the ribbon and click on **View Side by Side**  in the **Window** group
The Compare Side by Side dialog box will open...
- 3 Click on **W717 Multiple Documents_2.docx** to select it
- 4 Click on **[OK]** to display the two documents side by side

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For Your Reference...

To **arrange** two documents **side by side**:

1. Display one of the documents
2. Click on the **View** tab and click on **View Side by Side**  in the **Window** group
3. Select the second document and click on **[OK]**

Handy to Know...

- The **Compare Side by Side** dialog box will only display if more than two documents are currently open. If you have only two documents open, Word will automatically arrange these side by side.




SYNCHRONISED SCROLLING

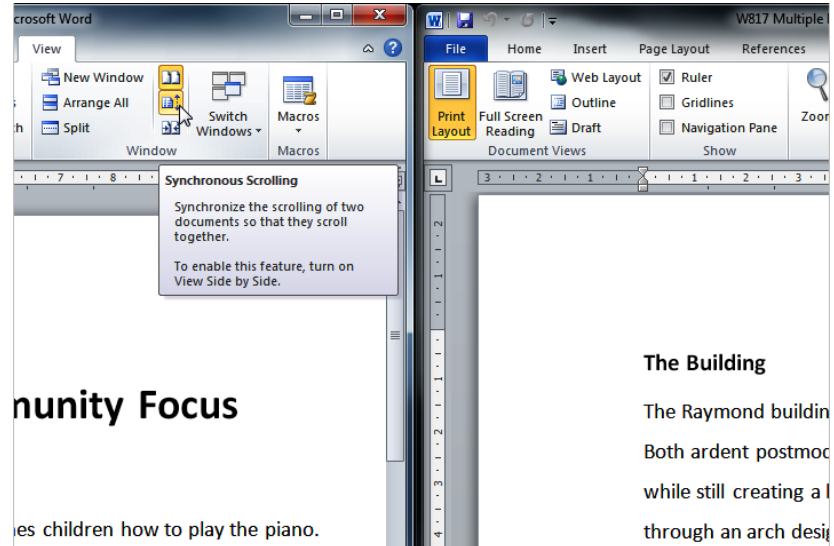
When viewing two documents in a side by side arrangement, Word automatically activates **Synchronous Scrolling** so that you can browse through the two documents at the same pace,

without having to **scroll** each document independently. This is particularly useful for comparing two versions of one document, to quickly see where changes have been made.

Try This Yourself:

Continue using *W817 Multiple Documents_1.docx* and *W817 Multiple Documents_2.docx*...

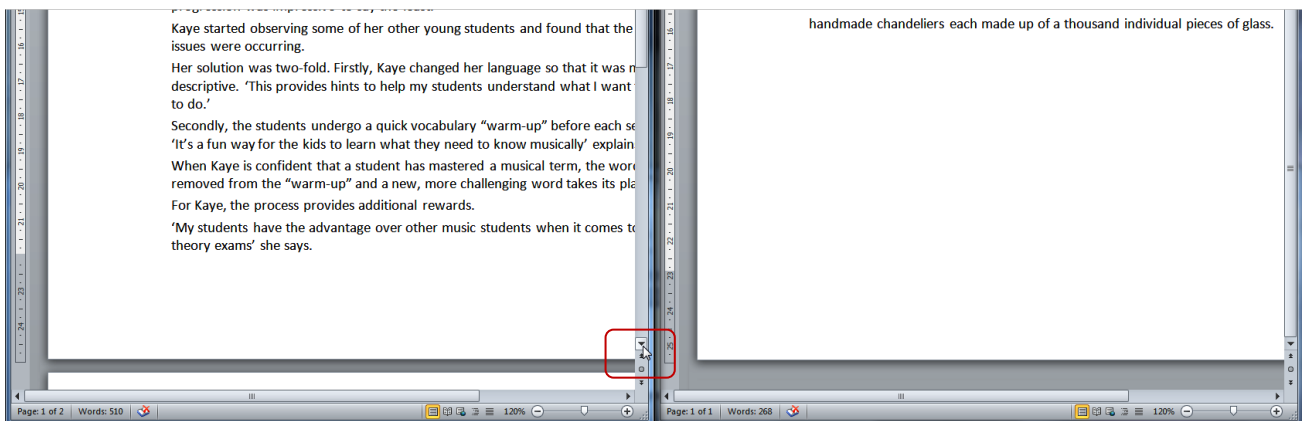
- 1 Ensure that the two documents are still displayed in a side by side arrangement
If not, display one document then click on **View Side by Side**  in the **Window** group on the **View** tab
Synchronous Scrolling will be automatically activated and the Synchronous Scrolling tool  will appear highlighted in the Window group...
- 2 Click on the down arrow  at the bottom of the vertical scroll bar for either document



1

2


Regardless of the scroll bar that you move, both documents scroll at the same rate – in this example, you can see that the bottom of page 1 in both documents was reached simultaneously



Handy to Know...

- If the two documents are of unequal lengths and you are using the scroll bar of the longer document, when the end of the shorter document is reached it will stop scrolling but the longer document will continue moving.

Handy to Know...

- Synchronous Scrolling** is an option that can be toggled on and off simply by clicking on **Synchronous Scrolling**  in the **Windows** group. Turning it off enables you to scroll through one document while keeping the other document in the same position.


When you are working on two documents arranged in a side by side fashion, you might resize one of the windows to work on it at a higher magnification. For instance, if you want to

focus on one of the documents, you might choose to maximise the window size. When you are ready to work side by side with the other document again, you can easily reset the window's position.


Try This Yourself:

Continue using *W817 Multiple Documents_1.docx* & *W817 Multiple Documents_2.docx*...

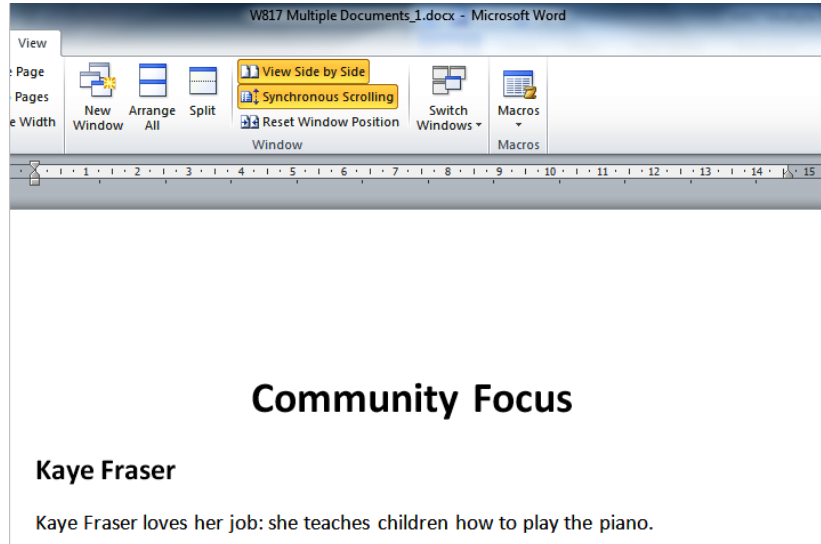
1 Ensure that the two documents are still displayed in a side by side arrangement

2 Click on **Maximise**  for **W817 Multiple Documents_1.docx** to enlarge the window

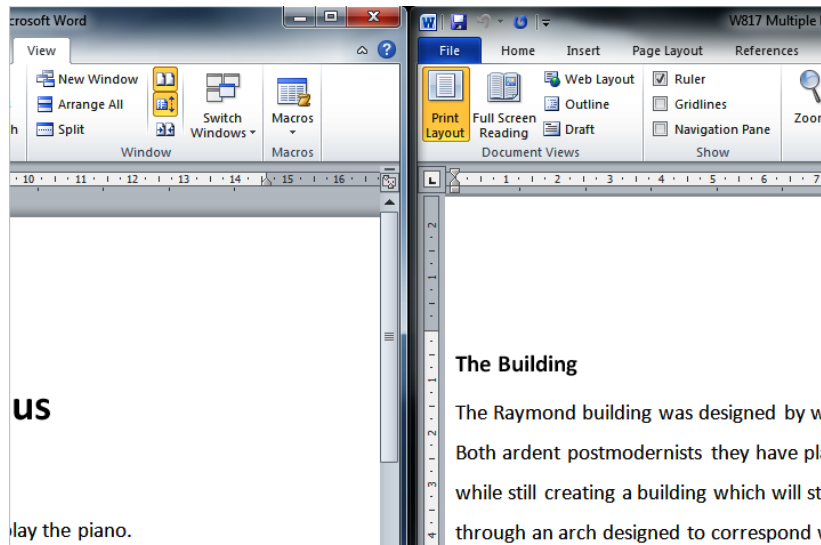
The two documents will no longer be displayed side by side, but you can easily reset them to their original size and positions...

3 Click on the **View** tab on the ribbon and click on **Reset Window Position**  in the **Window** group

The two documents will resume their side by side arrangement




2



3

For Your Reference...

To **reset window position**:

1. Click on the **View** tab on the ribbon and click on **Reset Window Position**  in the **Window** group

Handy to Know...

- The size and position of the side by side windows can also be altered by clicking and dragging. If you click and drag on the edge of the window you will resize it or, if you click and drag on the title bar, the window can be repositioned.

Multiple Documents