



Figure 387: Exporting a master document to an Open Document Text (.odt) file

If you wish to eliminate some or all of the sections to have a plain text document, select the sections you wish to remove, and click **Remove**. The contents of those sections remain in the document; only the section markers are removed. Click **OK**.

Anchoring images

An image (graphic) anchored “to page” in a subdocument is not displayed when the subdocument is opened as part of a master document. Because the master document reorganizes the page flow, page numbers, and cross-references when it collates all the subdocuments together, the absolute reference to a page X in a subdocument is lost in the master document. The image loses its anchor reference and simply disappears.

To avoid this problem but keep images positioned precisely on a particular page, anchor the pictures as follows:

- 1) Right-click the image and choose **Properties** in the context menu.
- 2) On the *Type* tab of the Image dialog (Figure 388), set the anchor to **To character** or **To paragraph**.
- 3) Under *Position*, choose suitable horizontal and vertical references to the page. Click **OK** to save the changes.

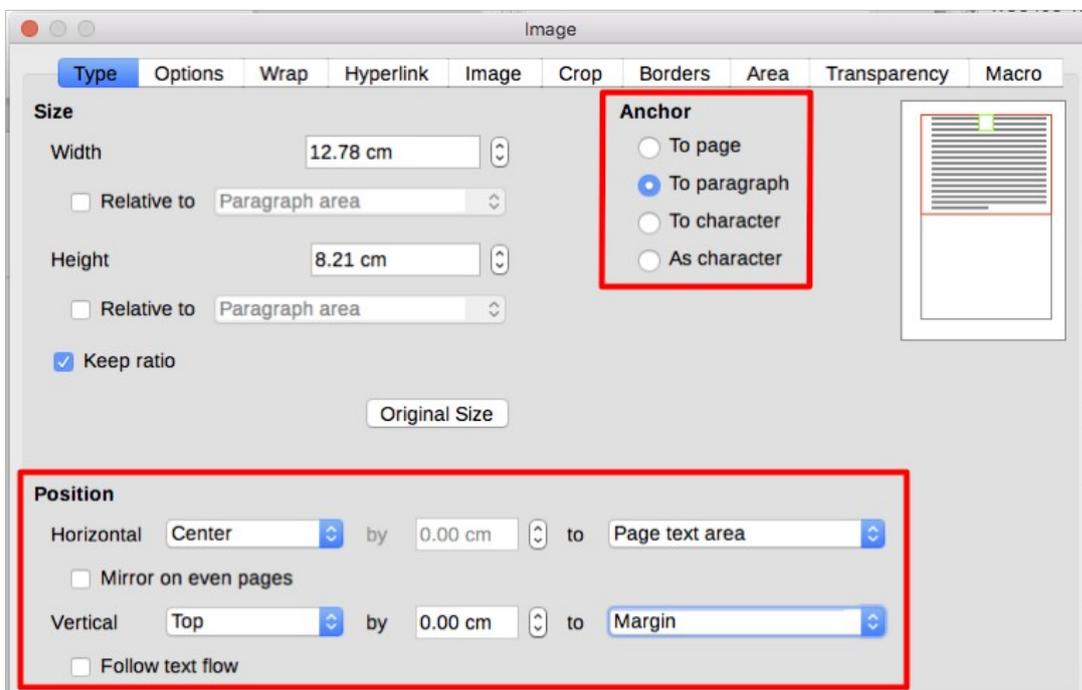


Figure 388: Anchoring a graphic and setting its position on a page