



Figure 132: Edit Sections dialog

Editing the format of a section

To edit the format of the selected section, click the **Options** button.

The Options dialog has four tabs: *Columns*, *Indents*, *Background*, and *Footnotes/Endnotes*. These tabs are the same as those in the Insert Section dialog described earlier.

To reset a tab to the conditions in place when the dialog opened, click the **Reset** button. To save the Options settings, click **OK**. You are returned to the Edit Sections dialog.

Removing sections

To remove the selected section, click the **Remove** button. This does **not** delete the contents of the section; the contents become part of the main document. If the contents were linked, they are now embedded.

Updating links

You can set Writer to update linked sections automatically, and you can also update links manually.

Updating links automatically

To set Writer to update links without prompting you, or to turn off automatic updating, follow these steps:

- 1) Choose **Tools > Options > LibreOffice Writer > General**. The dialog displays general text document settings.
- 2) In the *Update links when loading* section of the dialog, select one of the options:
 - **Always** if you want Writer to update links automatically, without prompting you, whenever you open a document that contains links.
 - **On request** if you want Writer to prompt you before updating links.
 - **Never** if you do not want Writer to update links.
- 3) Click **OK** to save your settings.