



Figure 125: Linking sections

You can update links automatically or manually. See “Updating links” on page 130.

Write-protecting sections

To write-protect the section so that its contents cannot be edited, select **Protect** in the *Write protection* area (Figure 126).

Note

Write-protection protects only the section's contents, not its attributes or format.

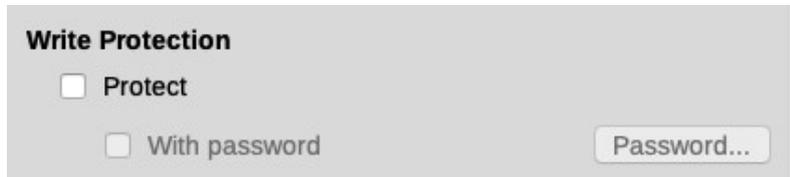


Figure 126: Write-protecting sections

Password-protecting sections

Caution

Be very careful to remember or safely store the password, because it cannot be retrieved without advanced tools.

To prevent others from editing the section's attributes or format, you can additionally protect the section with a password, as follows:

- 1) Select **Protect** and **With password**.
- 2) On the Enter Password dialog, type a password in the **Password** field and again in the **Confirm** field.
- 3) Click **OK**.

Anyone who tries to edit the section's attributes or format will be prompted to enter the password.

Hiding sections

You can hide the section so that it will not be displayed on the screen or printed. You can also specify conditions for hiding the section. For example, you can hide the section only from certain users. Hiding is very useful for creating a single source document containing students' and teachers' copies of a document such as a test.

Note

You cannot hide a section if it is the only content on the page or if the section is in a header, footer, footnote, endnote, frame, or table cell.