

Figure 129: (Left) Evenly distributed columns; (Right) Newspaper-style columns

Indenting the section from margins

Use the *Indents* tab (Figure 130), to set indents from the right and left margins of the section.

Enter the desired left-margin indent in the **Before section** box. Enter the desired right-margin indent in the **After section** box. The preview box on the right-hand side of the tab shows you how the section will look with the indents applied.

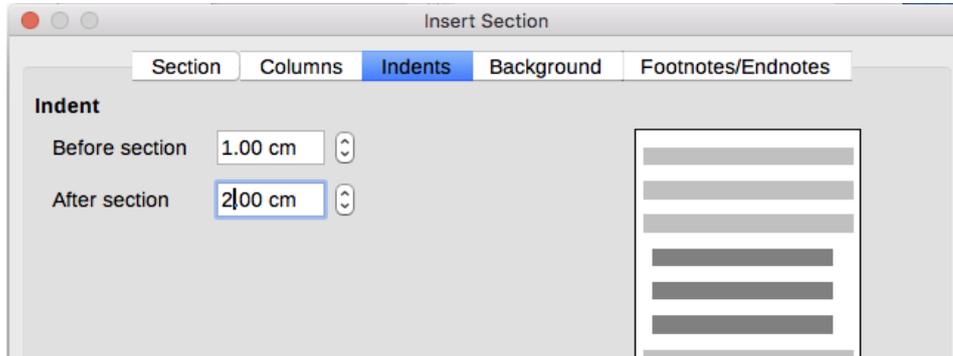


Figure 130: Indenting sections

Changing the background of the section

Use the *Background* tab to add color or an image to the background of the current section. This page is similar to the Background tabs for paragraphs, frames, tables, and other objects. For more information, refer to “Defining borders and backgrounds” on page 136 and to the *Draw Guide*.

Customizing footnotes and endnotes in a section

Use the *Footnotes/Endnotes* page of the Insert Section dialog (Figure 131) to customize the current section’s footnotes and endnotes.