



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.