Figure 124: Inserting a section using the Insert Section dialog

At any time before closing the dialog, you can reset a tabbed page other than the *Section* page to its default settings by clicking the **Reset** button. If you wish to undo changes to the *Section* page, you must do so manually.

Naming sections

Writer automatically enters a name for the section in the name box of the New Section list. To change the name, select it and type over it. The name is displayed in the Sections category of the Navigator window. Navigation is easier if you give your sections meaningful names.

Linking sections

You can insert the contents of another document into the section and then have Writer update it whenever the other document is updated.

> ✅ **Note**
>
> If you want to insert only a part of the other document, be sure that part exists as a section in the document.

To link the section to another document, follow these steps:

1) In the *Link* section of the dialog (Figure 125), select the **Link** option.
2) Click the **Browse** button to the right of the *File name* field. The Insert dialog opens.
3) Find and select the required document and click the **Insert** button. The name of the selected document appears in the *File name* field.
4) If you want to insert only a section of the selected document, select the desired section from the *Section* drop-down list.