

You may also want to turn off number recognition so that Writer will not try to format numbers if you want them to be plain text. To turn number recognition off:

- 1) Place the cursor in a table, and then select **Table > Number Format** on the Menu bar.
- 2) On the Format Number dialog (Figure 123), make sure the *Category* is set to **Text**.
- 3) Click **OK**.

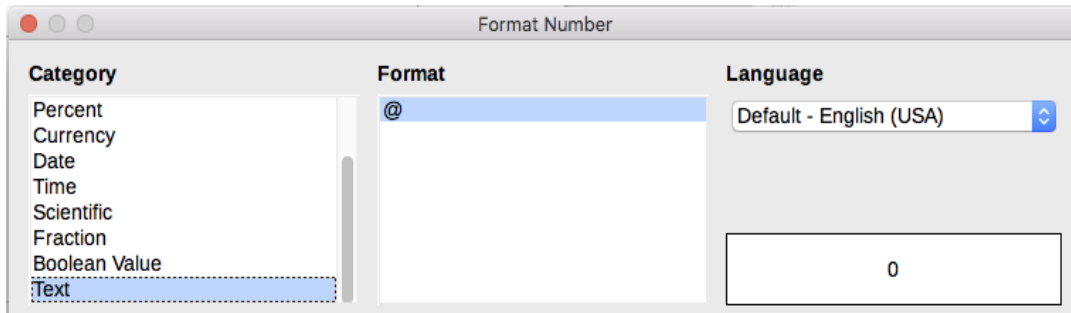


Figure 123: Setting number format to Text



Tip

If you use this table format often, you may want to save it as a table style, using **Table > AutoFormat Styles**. See “Creating table styles” in Chapter 13, Tables of Data.

Using sections for page layout

A section is a block of text that has special attributes and formatting. You can use sections to:

- Write-protect text.
- Hide text.
- Dynamically insert the contents of another document.
- Add columns, margin indents, a background color, or a background graphic to a portion of your document.
- Customize the footnotes and endnotes for a portion of your document.

Creating sections

To create a section:

- 1) Place the cursor at the point in your document where you want to insert the new section. Or, select the text that you want to place in the new section.
- 2) On the Menu bar, choose **Insert > Section**. The Insert Section dialog (Figure 124) opens.
- 3) Choose settings for each page of the dialog as described below. Click **Insert**.

The Insert Section dialog has five pages:

- Use the *Section* page to set the section's attributes.
- Use the *Columns* page to format the section into columns.
- Use the *Indents* page to set indents from the right and left margins of the section.
- Use the *Background* page to add color or a graphic to the section's background.
- Use the *Footnotes/Endnotes* page to customize the section's footnotes and endnotes.