

Updating links manually

A protected section must first be unprotected before it can be updated.

To update a link manually:

- 1) Open the document that contains the link.
- 2) Choose **Edit > Links to External Files**.
- 3) The list in the Edit Links dialog (Figure 133) displays the names of all the files that are linked to the current document. Select the file that corresponds to the link that you want to update.
- 4) Click the **Update** button. The most recently saved contents of the linked file appear in the current document. To close the Edit Links dialog, click **Close**.

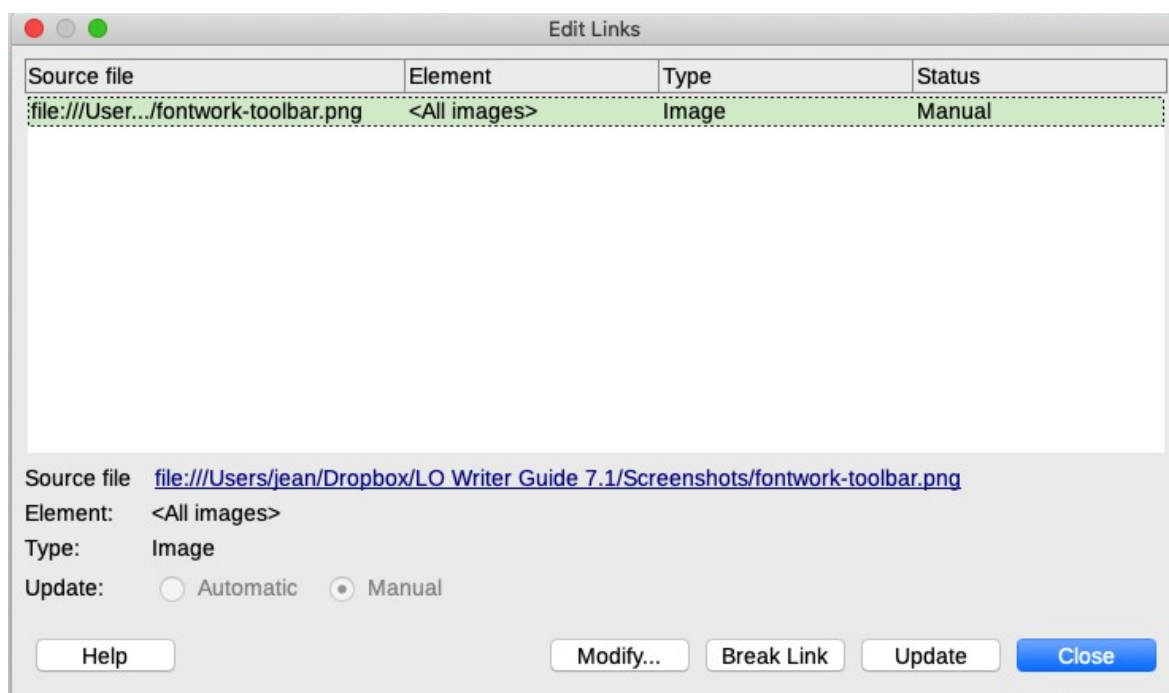


Figure 133: Edit Links dialog

Removing links

To remove a link to a file and embed its contents, go to the Edit Links dialog, select the file that corresponds to the link you want to remove, and click the **Break Link** button. This action does **not** delete the text in the Section; it just breaks the link. If desired, the text must be removed manually.

Changing page orientation within a document

A document can contain pages in more than one orientation. A common scenario is to have a landscape page in the middle or end of a document, where the other pages are in portrait orientation. Here are the steps to achieve it.

Setting up a landscape page style

- 1) If you wish to keep the margins the same as on other pages, then note the margin settings of the current page style. (You can find the margin settings on the *Page* tab of the Page Style dialog.)
- 2) On the Styles deck of the Sidebar, right-click **Landscape** in the list of page styles and choose **Modify**.