

Hidden paragraphs

A conditional paragraph is hidden if the condition is true. To hide a paragraph:

- 1) Click in the paragraph to be hidden.
- 2) On the *Functions* tab (Figure 402) of the Fields dialog, select **Hidden Paragraph** in the *Type* list.
- 3) For this example, type ProLite EQ "Lite" in the *Condition* box.
- 4) Click **Insert** to create and insert the field.

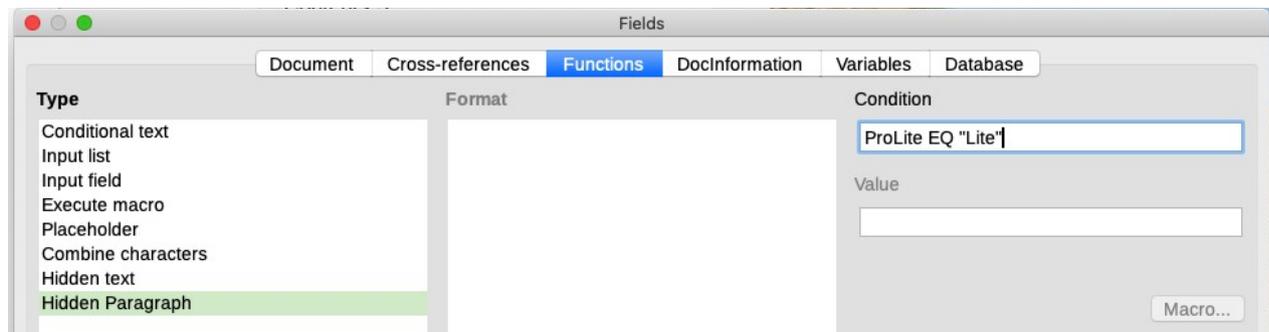


Figure 402: Creating a condition for a hidden paragraph

To show all hidden paragraphs so you can edit them, do one of the following:

- Choose **View > Field Hidden Paragraphs** on the Menu bar.
- On the **Tools > Options > LibreOffice Writer > View** page, select the **Display Fields: Hidden paragraphs** option.
- Double-click in front of the variable that you used to define the condition for hiding the paragraph, and enter a different value for the variable.

Hidden sections

A conditional section is hidden if the condition is true. To create a conditional section:

- 1) Select the text that you want to be included in the conditional section. (You can edit this text later, just as you can edit any other text.)
- 2) Choose **Insert > Section**. On the Insert Section dialog (Figure 403), go to the *Section* tab, then select **Hide** and enter the condition in the **With Condition** box. You can also give the section a name; this is strongly recommended, so you can find it again easily if you have several sections in your document.
- 3) Click **Insert** to insert the section into your document.

To show a hidden section so you can edit it:

- 1) Choose **Format > Sections**.
- 2) On the Edit Sections dialog (similar to the Insert Section dialog), select the section from the list.
- 3) Deselect **Hide** and click **OK**. You can now edit the contents of the section. Afterwards, you can choose **Format > Sections** and select **Hide** to hide the section again.

To make the hidden section a normal part of the document (that is, to remove the section markers, but not the contents of the section):

- 1) Show the hidden section, as described above.
- 2) On the Edit Sections dialog, select the section from the list.
- 3) Click **Remove**. The contents of the section are now a normal part of the document.