

Tip

The names **Promote Chapter** and **Demote Chapter** might be better described as Move Up or Move Down (within the document, without changing the heading level) to distinguish them more clearly from **Promote Level** and **Demote Level**, which change the heading level—from Level 1 to Level 2, for example.

To quickly change the outline level of a heading:

- To change the outline level of a heading and its associated subheadings, select the heading in the Navigator, then click either the **Promote Level** or **Demote Level** icon. This action does not change the location of the headings, only their levels.
- To change the outline level of only the selected heading, but not its associated subheadings, hold down *Ctrl*, and then click the **Promote Level** or **Demote Level** button.

Inserting material from other documents

You may wish to reuse material from other files in the document you are writing. For example, you might be writing a set of instructions that include some common paragraphs. You could, of course, retype or copy and paste the common paragraphs into each document. However, if the common paragraphs are edited, you may need to update that information in every document where it occurs.

Writer provides some tools for making these tasks easier:

- The Section dialog, described in Chapter 6, *Formatting Pages: Advanced*.
- Two items in the Navigator's drag modes, described below.

To use the Navigator tools, first select the item you want to insert from the source document, then choose **Insert as Link** or **Insert as Copy**. You cannot create links or copies of graphics, OLE objects, references, or indexes using this method.

Insert as Link

Inserts the selected item as a *link* where you drag and drop in the current document. Text is inserted as a protected section, marked as linked to the source document. The contents of the link are automatically updated when the source is changed. To manually update the links in a document, choose **Tools > Update > Links**.

Insert as Copy

Inserts an independent *copy* of the selected item where you drag and drop in the current document. Text is in a section, but it is not protected. Copied items are *not* updated when the source is changed. You can remove the section, leaving the contents as normal text.

Line numbering

Line numbers in the margin are often used in legal documents, poetry, and lists of programming code. Writer can insert line numbers in an entire document or for selected paragraphs. Line numbers are included when you print the document. You can also add a separator between line numbers. Figure 56 shows an example with numbering on every line.

You can choose how many lines are numbered (for example, every line or every tenth line), the numbering type, and whether numbers restart on each page. In addition, a text separator (any text you choose) can be set on a different numbering scheme (one every 12 lines, for example).

To add line numbers to an entire document, click **Tools > Line Numbering** and select the **Show numbering** option in the top left corner of the Line Numbering dialog (Figure 57). Then select any options you want and click **OK**.