

Using section

A section is a number of continued pages that apply the same set of page properties. These properties include page size, page orientation, page margin, visibility of header/footer, content of header/footer, etc.

Because section allows you to define different layouts for different pages, you can make pages that consist of wide tables show in landscape, with the other pages remain in portrait. You can also add content-specific header and footer.

By inserting a section break, pages that appear after the break will apply the same set of page properties as defined in the break. To insert a section break:

1. Select the content block where you want to insert a section break beforehand.
2. Click on the  button on the document's toolbar. A section page is inserted which moves the chosen content to a new page.

The layout of pages within a section are controlled by the setting configured in the section break. To configure a section break:

1. Right click on the section break.
2. Select **Edit...** from the popup menu. This shows the **Section Properties** window.
3. Edit the settings and click **OK** to confirm the change.

Here is a description of different parts of the **Section Properties** window.

Part	Name	Description
1		Follow previous section When checked, section properties will follow that defined in previous section. For the first section, it follows the properties set to the whole document.
2		Page size Determine the dimension of page.
3		Page orientation Orientation of page, either in portrait or landscape.
4		Measurement unit Unit of margin.
5		Top margin Determine the empty space at the top of a page. You can edit the margins size by entering the sizes into the text fields. Alternatively, click the spinner buttons to increase/ decrease the margin sizes.
6		Right margin Determine the empty space on the right hand side of a page. You can edit the margins size

Part	Name	Description
7	Bottom margin	<p>by entering the sizes into the text fields. Alternatively, click the spinner buttons to increase/ decrease the margin sizes.</p> <p>Determine the empty space at the bottom of a page. You can edit the margins size by entering the sizes into the text fields. Alternatively, click the spinner buttons to increase/ decrease the margin sizes.</p>
8	Left margin	<p>Determine the empty space on the left hand side of a page. You can edit the margins size by entering the sizes into the text fields. Alternatively, click the spinner buttons to increase/ decrease the margin sizes.</p>
9	Previous of page	Preview the effect of adjusting margin.
10	Header/Footer	<p>Show - Show the header/footer in document</p> <p>Hide - Hide the header/footer in document</p> <p>Separator - When checked, a line will be shown between header/footer and the main content.</p> <p>Continue with previous section - Following the previous section means to have the visibility of header, footer and separator follow that defined in the previous section. If you have added page number to header/footer, the numbering will continue with the previous section, too. If not to follow the previous section, the numbering will reset to 1.</p>