ATTRS=id: add-a-section; data-tags: convert,typeset;

Add a Section

However, it’s likely that you’ll need to re-classify some sections, or add new sections. In your Word manuscript, section breaks look like this:

sectbr.png

To add a new section break:

In the Hederis Edit Text pane, do the following:

1. Find the paragraph above which you want to add your new section, and click to select it.
2. In the top menu, select Insert Section, and choose the type of section you’d like to insert.

In Microsoft Word, do the following:

1. Insert a blank paragraph in the location where you want the new section to start.
2. Click inside your new blank paragraph.
3. Open the Styles pane (see “[Working With Microsoft Word](fine-tune-styles.docx)”), find the name of the correct section break type for this new section, and click to apply it to your section break paragraph.
4. To re-classify a section:
5. Click anywhere inside the section break paragraph that you want to re-classify.
6. Open the Styles pane (see “[Working With Microsoft Word](fine-tune-styles.docx)”), find the name of the correct section break type, and click to apply it to your section break paragraph.

Note

Hederis will automatically interpret any page break in your Word manuscript as the start of a new section.