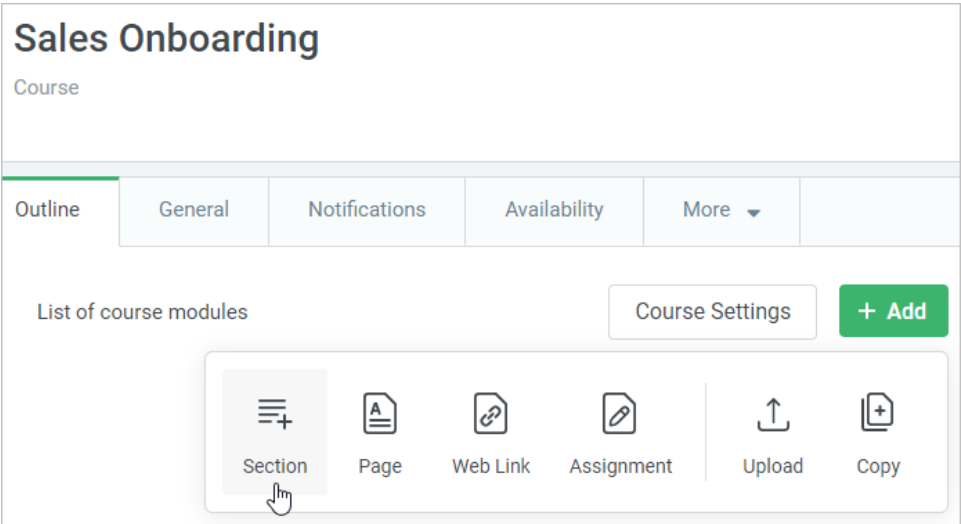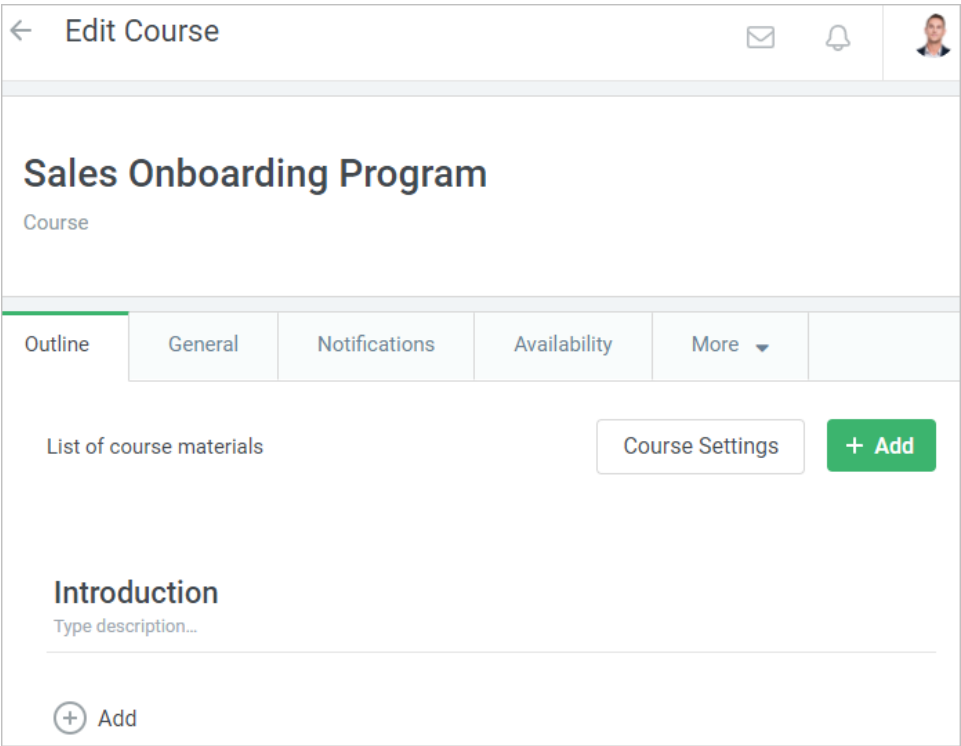# Adding Sections

To add a section:

1. Open the **Outline** tab, unfold the **Add** menu and select **Section**.

2. Then, enter its title (the maximum number of characters is 255) and description. That's it — the section is successfully added.

At any time, you can change the section name or remove it completely. If there are multiple sections, feel free to rearrange their order.