

# A Guide to Using the Merge Down Feature in Section Settings

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Click the **Settings icon** in the section row that you would like to merge with the section below it, and select "**Merge Down**" from the drop-down menu.

You can only merge two sections that are adjacent to each other in the book, and only if each has a status of **In Progress**. You cannot merge sections if either of them has a status of **Checked Out**, **Complete**, or **Reviewed**.

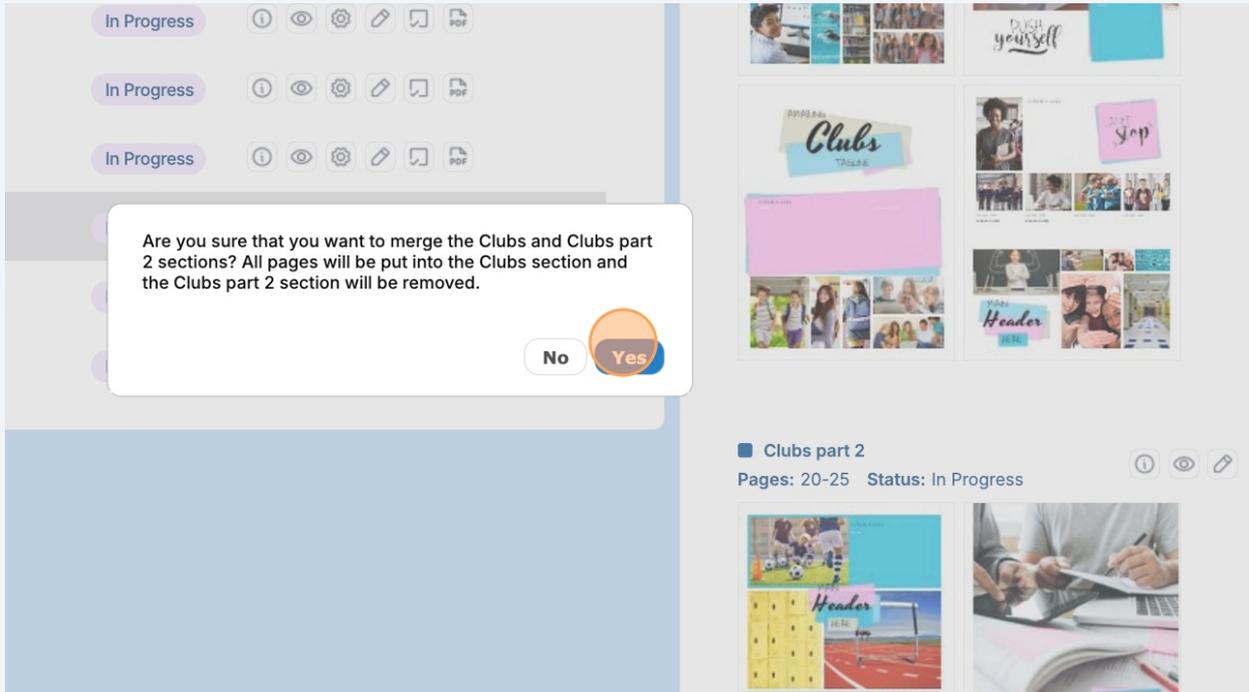
The screenshot displays a book editor interface. On the left, a table lists sections with their page counts and status. The second section (pages 16-19) is highlighted, and a context menu is open over its settings icon, with 'Merge Down' selected. On the right, a preview of the book shows a 'Clubs' section with a pink header and a 'Clubs part 2' section with a blue header. The 'Clubs part 2' section is currently in progress.

Section ID	Page Range	Status	Settings
10	6-15	In Progress	Settings, Organize Pages..., Split, Merge Down, Duplicate, Delete
4	16-19	In Progress	Settings, Organize Pages..., Split, Merge Down, Duplicate, Delete
6	20-25	In Progress	Settings, Organize Pages..., Split, Merge Down, Duplicate, Delete
1	26	In Progress	Settings, Organize Pages..., Split, Merge Down, Duplicate, Delete

Clubs part 2  
Pages: 20-25 Status: In Progress

2

A confirmation message will display listing the two section names that will be combined. Click on **"Yes"** to merge the two sections or **"No"** not to merge.



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Your two sections have now been merged into one section in the ladder.

Section Name	# Pages	# Numbers	Status	Actions
Hard Cover	1	-	In Progress	Info, Hide, Settings, Edit, Copy, PDF
Introduction	1	1	In Progress	Info, Hide, Settings, Edit, Copy, PDF
Staff	2	2-3	In Progress	Info, Hide, Settings, Edit, Copy, PDF
First Grade	2	4-5	In Progress	Info, Hide, Settings, Edit, Copy, PDF
Sports	10	6-15	In Progress	Info, Hide, Settings, Edit, Copy, PDF
Clubs	10	16-25	In Progress	Info, Hide, Settings, Edit, Copy, PDF
Index	1	26	In Progress	Info, Hide, Settings, Edit, Copy, PDF