

ADDING/DELETING A PAGE

As with other programs, when using Notebook software, it is possible to add and delete pages from a file.

Add a Page

† Do one of the following:

- ✦ Press the **Insert Blank Page** button on the toolbar (see illustration at right).
- ✦ Press **Insert** on the **Menu Bar** and then press **Blank Page**.
- ✦ Press the **Menu Arrow** for the current page on the **Page Sorter** and then select **Insert Blank Page**.



Delete a Page

† Select the page that is to be deleted.

† Do one of the following:

- ✦ Press **Edit** on the **Menu Bar** and then press **Delete Page**.
- ✦ Press the **Delete** key on the keyboard.
- ✦ Press the **Menu Arrow** in the **Page Sorter** and then select **Delete Page**.
- ✦ Use the keyboard combination **Ctrl + D**.