

PAGE SORTER TAB

This tab provides a comprehensive overview of all Notebook pages. The pages appear in a miniature view which allows for the performance of a number of tasks relating to organizing pages and moving objects from page to page. The Page Sorter tab can be used to:

- † Move objects from a currently active page to another page in the Notebook.
- † Organize material by changing the order of pages and adding or removing pages.
- † Quickly find and open a page by pressing the thumbnail page.
- † Rename, clear, and clone pages.
- ‡ To **change the location** of the **Page Sorter**, do one of the following:
 - ✦ Click on the **Page Sorter** tab and then drag it to the left side of the window.
 - ✦ Click the arrow beneath the tabs (see illustration at right) and then drag it to the left side of the window.
- ‡ To **remove** the **Page Sorter** from view, click anywhere in the whiteboard. The **Page Sorter** will disappear from view.
- ‡ To **keep** the **Page Sorter visible** during all sessions of **Notebook**, click the **Auto-Hide** check box at the bottom of the **Page Sorter** window.
 - ✦ When the check mark is removed, the information is saved for all sessions.
 - ✦ This means that the next time you open the Notebook software, the setting will be restored.
- ‡ To **resize** the **Page Sorter**, move the mouse pointer along the left edge of the Page Sorter until the mouse pointer changes to a black arrow and then drag to the left to make it larger or to the right to make it smaller.

