

REARRANGING PAGES

After a Notebook file has been created, it is sometimes necessary to change the order of the pages. This is a very simple process when the Notebook software is being used.

- ✦ Press the **Page Sorter** tab to open the **Page Sorter**.
- ✦ Press on the page that is going to be moved to select it.
- ✦ **Click** the left mouse button and **drag** the page to a new location in the **Page Sorter**.
- ✦ A thick line with triangular ends will show where the page will go (see illustration at right).
- ✦ Release the mouse button.
- ✦ The page will appear in its new position within the file.

