

## RENAMING PAGES

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By default, each page in the Notebook software is given a title based on the date and time that it was created. This title can be changed by doing the following:

- ✦ Press the **Page Sorter** tab to open the **Page Sorter**.
- ✦ Do one of the following:
  - ✦ Double-press the thumbnail for the page that is to be renamed.
  - ✦ Press the **Menu Arrow** for the page that is to be renamed and then press **Rename Page**.
- ✦ The existing page title will be highlighted.
- ✦ Do one of the following:
  - ✦ Input a new title by typing over the highlighted area. The old title will disappear and the new title will appear.
  - ✦ Edit the existing title by pressing the arrow keys on the keyboard to move around in the title.
- ✦ When the title has been changed or edited, do one of the following:
  - ✦ Press on the window somewhere outside the title.
  - ✦ Press the Enter key on the keyboard.
- ✦ The new name will appear in the name box.