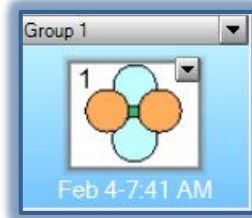


Group Pages

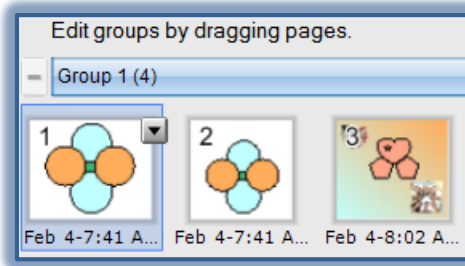
Pages can be grouped in a file which enables you to find a particular group quickly and display the pages in the Page Sorter. This could be useful when there are a lot of pages in the file.

Create/Edit a Group

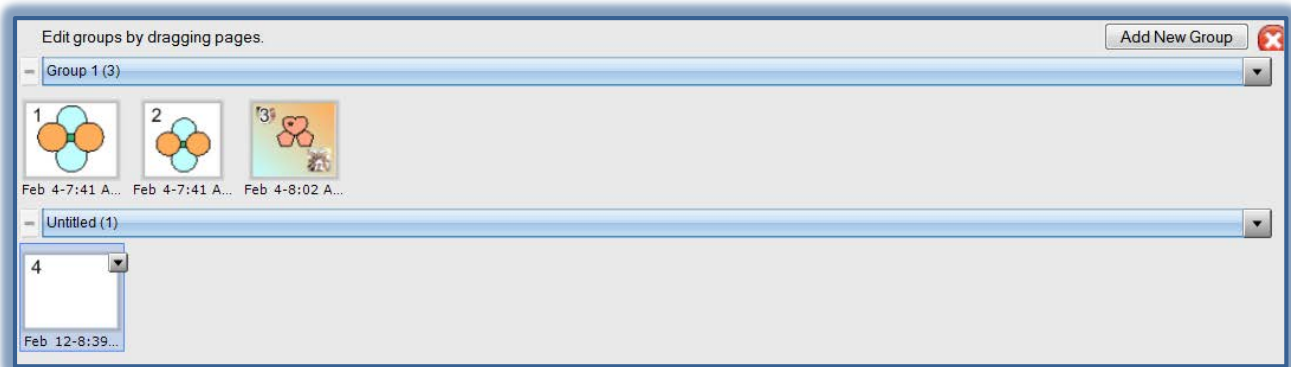
- ✦ Press or click the **Page Sorter** button in the bar on the left side of the window (see illustration at right).
- ✦ Press or click the **Menu Arrow** for the first group (see illustration below).



- ✦ Select **Edit Page Groups** from the list that displays.
 - * All the groups and pages for the current file will display in the right frame.
 - * Groups appear as blue bars.
 - * Pages appear as thumbnails.
- ✦ The **Edit Groups** window will display (see illustration below).



- ✦ A default **Group 1** appears. This group contains all the pages and thumbnails for the file.
- ✦ Press or click the **Add a New Group** button on the right side of the window.
- ✦ A new group with a new blank page will display (see illustration below).



- ✦ Double-click **Untitled** in the blue box for the new group.
- ✦ Input a new name for the group
- ✦ Do the following to add pages to the group:
 - * **Move a Page Into Group** – Press the page thumbnail and drag it below the group's blue bar and to the right of the thumbnail that it is to follow.

- * **Rearrange Order of Pages** – Press or click the page thumbnail and drag it to the right of the thumbnail it is to follow.
- * **Rearrange Order of Groups** – Press the blue bar for the group and drag it below the blue bar of the group it is to follow. The order of the group can also be changed by pressing the blue bar **Menu Arrow** and selecting **Move Up** or **Move Down**.
- * **Delete Group and Keep Its Pages** – Move all the pages in the group to a different group. When all the pages have been removed, the group will be deleted.
- * **Delete Group and All Pages** – Press or click the blue bar **Menu Arrow**. Select **Delete Group** from the list.

Access Group in Page Sorter

- † Press or click the **Page Sorter** in the bar on the left side of the window.
- † Press or click the first group **Menu Arrow**.
- † Select the name of the group that is to be accessed.
- † The thumbnail for the first page in the selected group will display.

Exit the Window

- † Press or click the **Close** button in the upper right corner of the window.

