

PAGE SORTER TAB

The Page Sorter provides an overview of the pages in the current Notebook file. The Page Sorter can be moved to either side of the screen. It can be resized. It can also be hidden automatically when the whiteboard is being used. The pages are displayed as thumbnails in the Page Sorter.

The Page Sorter 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 **open** the **Page Sorter**, click the **Page Sorter** button.
- ‡ This button appears on the bar on the left side of the window.
- ‡ To **resize** the **Page Sorter**, move the mouse pointer along the 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.
- ‡ To **move** the **Page Sorter** to the other side of the window, click or press the **Move Sidebar** icon under the tabs.
- ‡ To **move** the **Page Sorter** back, click or press the **Move Sidebar** icon a second time.
- ‡ To **hide** the **Page Sorter** automatically, select the **Auto-hide** check box at the bottom of the window.
 - ✦ The **Page Sorter** will minimize the next time an object is selected in the whiteboard area.
 - ✦ To open the **Page Sorter**, press or click the **Page Sorter** button.
 - ✦ To disable the **Auto-hide** option, clear the **Auto-hide** check box.

