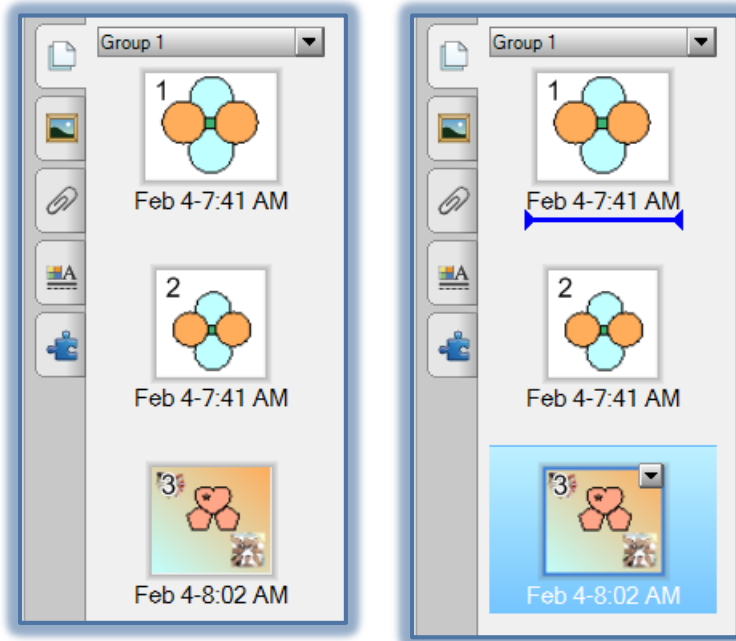


REARRANGE PAGES

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 or click the **Page Sorter** tab (see illustration at right) to open the **Page Sorter**.
- ✦ Press or click 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** (see illustration below left).
- ✦ A thick blue line with triangular ends will show where the page will go (see illustration below right).



- ✦ Release the mouse button.
- ✦ The page will appear in its new position within the file.