**Rename Pages**

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

- Press or click the **Page Sorter** tab (see illustration at right) to open the **Page Sorter**.
- Do one of the following:
  - Double-press the thumbnail for the page that is to be renamed.
  - Press or click the **Menu Arrow** for the page that is to be renamed and then press or click **Rename Page**.
- The existing page title will be highlighted (see illustration below right).

- 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 or click on the window somewhere outside the title.
  - Press or click the **Enter** key on the keyboard.
- The new name will appear in the name box.