

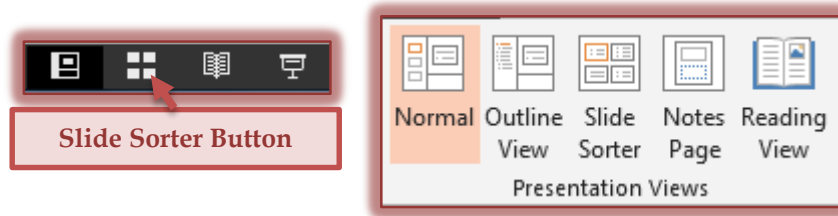
REARRANGE SLIDES IN SLIDE SORTER VIEW

This view gives an overview of the whole presentation with miniature slides. The slides appear in the order they were created. Slides may be moved by clicking and dragging the slide to a new location.

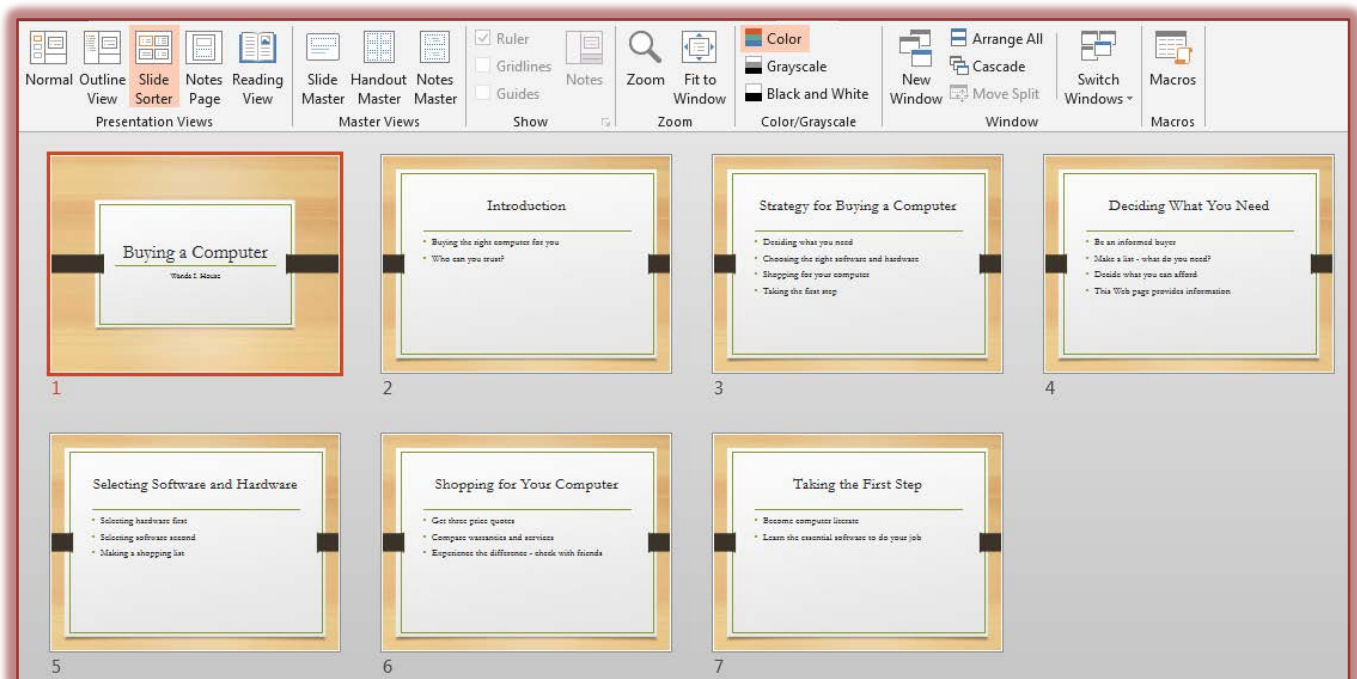
- ✦ To display Slide Sorter View, do one of the following:
 - ✦ Click the **View Tab**.
 - ✦ In the **Presentation Views Group**, click the **Slide Sorter** button (see illustration below left).

OR

- ✦ Click the **Slide Sorter** button on the **Views Toolbar** (see illustration below right).



- ✦ The slides will appear as shown in the illustration below.



- ✦ Move the mouse pointer over the slide to be moved.
- ✦ Press and hold down the left mouse button.
- ✦ Drag the slide to the desired location.
 - ✦ A line will appear while you are dragging, showing where the slide is being moved.
 - ✦ When the vertical line appears in the proper location, release the mouse button.
 - ✦ The line needs to appear to the left of where the slide is to be inserted.

- ✦ The slide should be placed in the proper position.
 - ✦ Slides may be rearranged in **Normal, Outline View** by clicking on the **Slide** icon and then dragging the slide to the desired position.
 - ✦ Slides may also be rearranged in **Normal, Slides** view by clicking on the **Slide** and dragging it to the desired location.
- ✦ You may also use cut, copy, and paste to move slides to a new location.

