Sometimes it is necessary to change the order of pages or group pages together in your presentation. Both of these functions can be accessed from the Page Sorter Tab.

**SORTING PAGES**

1. First add a new page clicking the **Add Page** icon.

   ![Page Sorter Tab](image)

   **NOTE:** You need to have more than one page to be able to sort pages.
2. Click and drag the page you would like to move into its new position. You should see a blue line in between the pages. That is your cue to release the mouse button.

3. The page should now be in its new position.
GROUPING PAGES

1. Click the **Groups** button.

2. Choose the **Edit Groups** button.
3. Click **Add New Group**.

4. Give the new group a name.

**NOTE:** A blank page will automatically be placed in the new group. To delete this page, right-click on the page thumbnail and select **Delete Page**.
5. Drag-and-drop the pages you want to add to the new group. Again, a blue line will show where you will drop the page.