

Additional Page Tasks

How Do I Organize Pages in My Section?

As a Section Editor, you are able to arrange your pages in a specific order from top to bottom. You may also “nest” pages by creating a hierarchy. To organize the pages in your Section is simple. From within the Section Workspace:

- Step 1.** Click on **Organize Pages**. A dialogue box will appear listing all the pages in your Section.
- Step 2.** Click and drag pages into new order. Release your Mouse button see the green pointer in the location you desire for that page.
 - If green pointer is between pages, the new page position will be on the same level as those pages.
 - If the green pointer is next to a page, the new page position will be “nested” under that page.
- Step 3.** Click **Save**

