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**