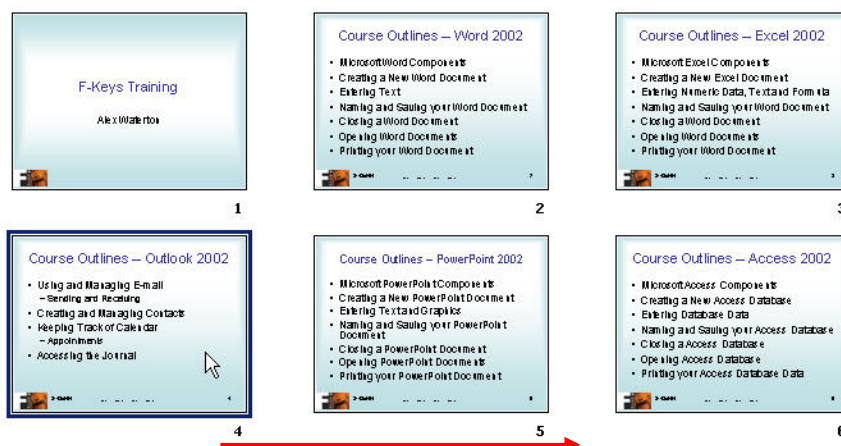
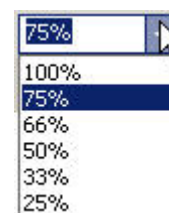
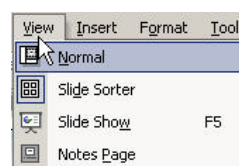


You may at sometime wish to change the slide order of the presentation, or move a slide from one position to another. The slide sorter view allows you to do this very easily.

To change to Slide Sorter View

1. Select **View, Slide Sorter** from the menu bar
2. From the Format toolbar click the zoom selector and choose a zoom value which enables you to see a number of slides and their content.
3. The slides will then be displayed similar to the following format



In order to change the slide order:

1. Click and select the slide you wish to move
2. Click and hold down the left mouse button, and then drag the slide to its new position i.e. slide 4 moved to between slide 5 and 6. A black line will appear between slide 5 and 6 to confirm the positioning
3. Releasing the mouse button will then place the selected slide (4) between slide 5 and 6 and then renumber the slides accordingly as shown below.



You will also find that the Outline view content will change accordingly for the slides moved while in Slide Sorter view.