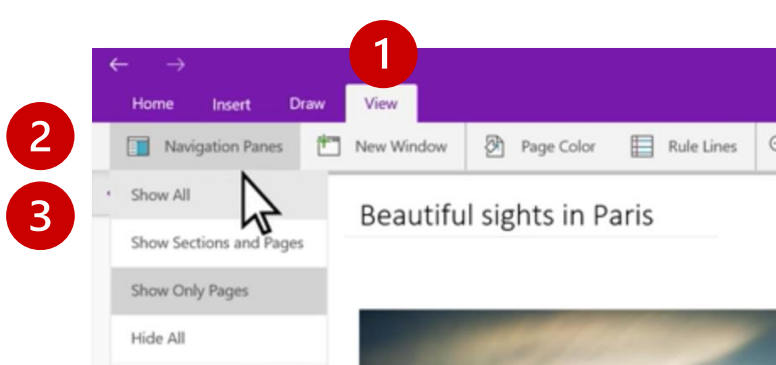


# Organize Your notebooks

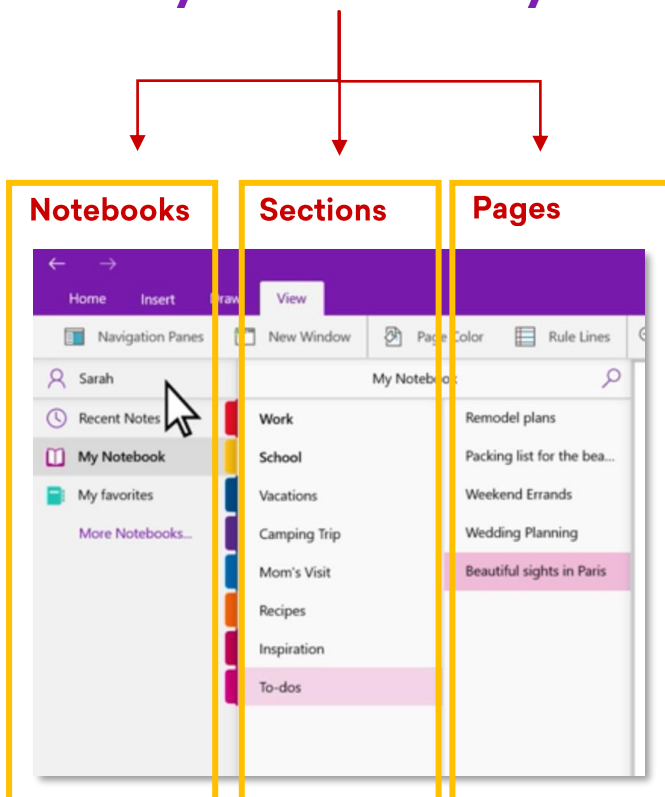


## To organize your notebook:

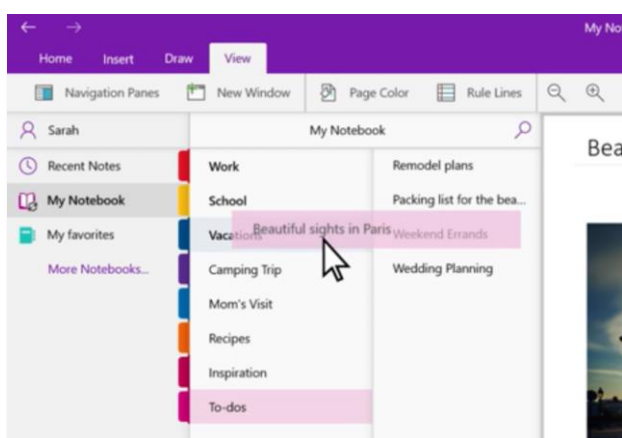
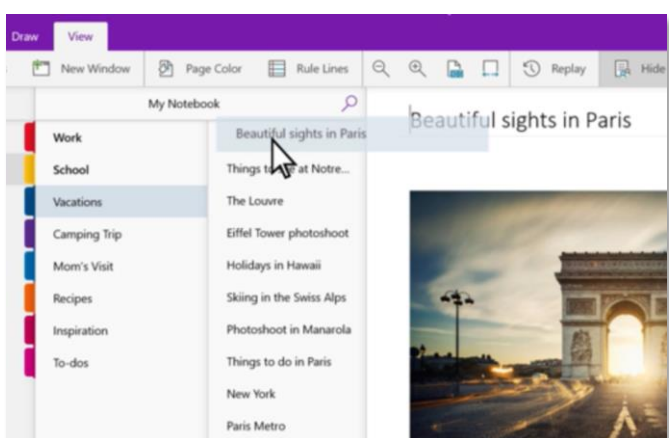
1. Select **View**.
2. Select **Navigation Panes**.
3. Select **Show All**.



## Now you can see all your



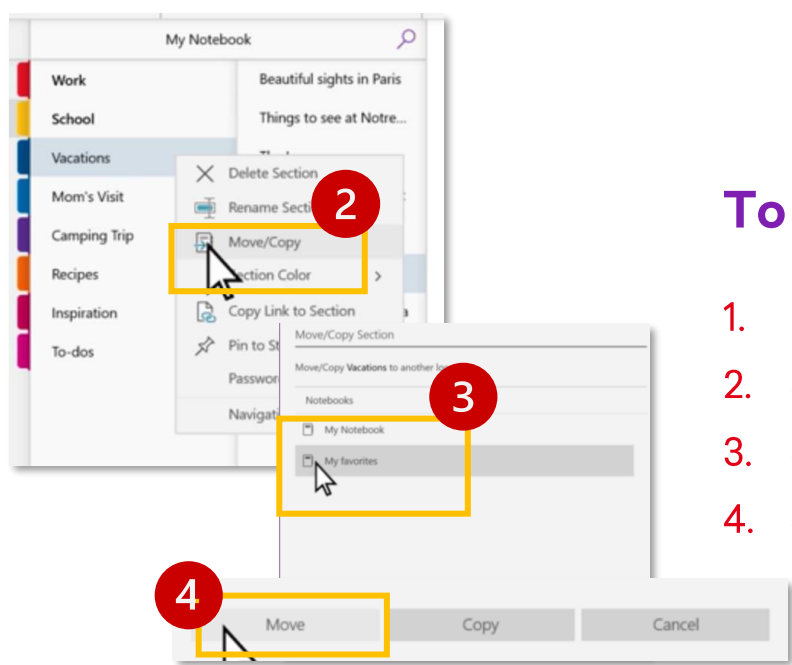
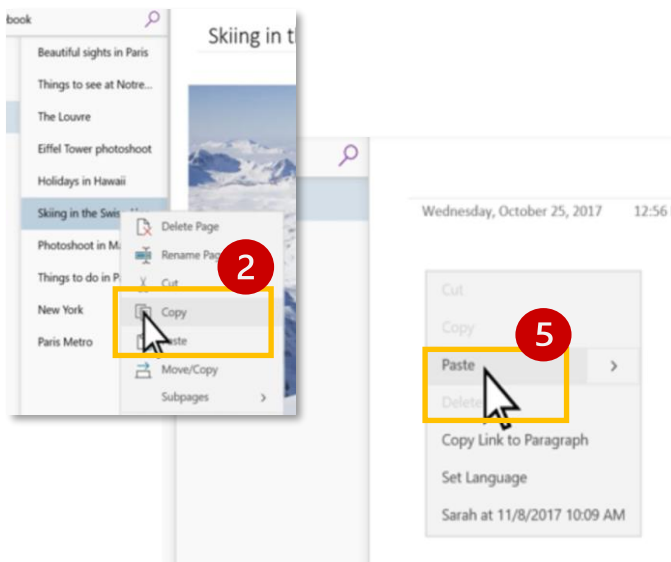
To **move a page** from one section to another drag it to the section you want



To **rearrange** sections or the pages within a section drag the title of any page to where you want it.

## To copy a page:

1. Right click it
2. Select **Copy**
3. Go to the destination you want
4. Right click the page
5. Select **Paste**



## To move or copy a section:

1. Right click it
2. Select **Move/Copy**
3. Select the destination notebook
4. Select **Move/Copy**

## When you're done:

1. Select **View**.
2. Select **Navigation Panes**.
3. Select **Show Only Pages**.

