

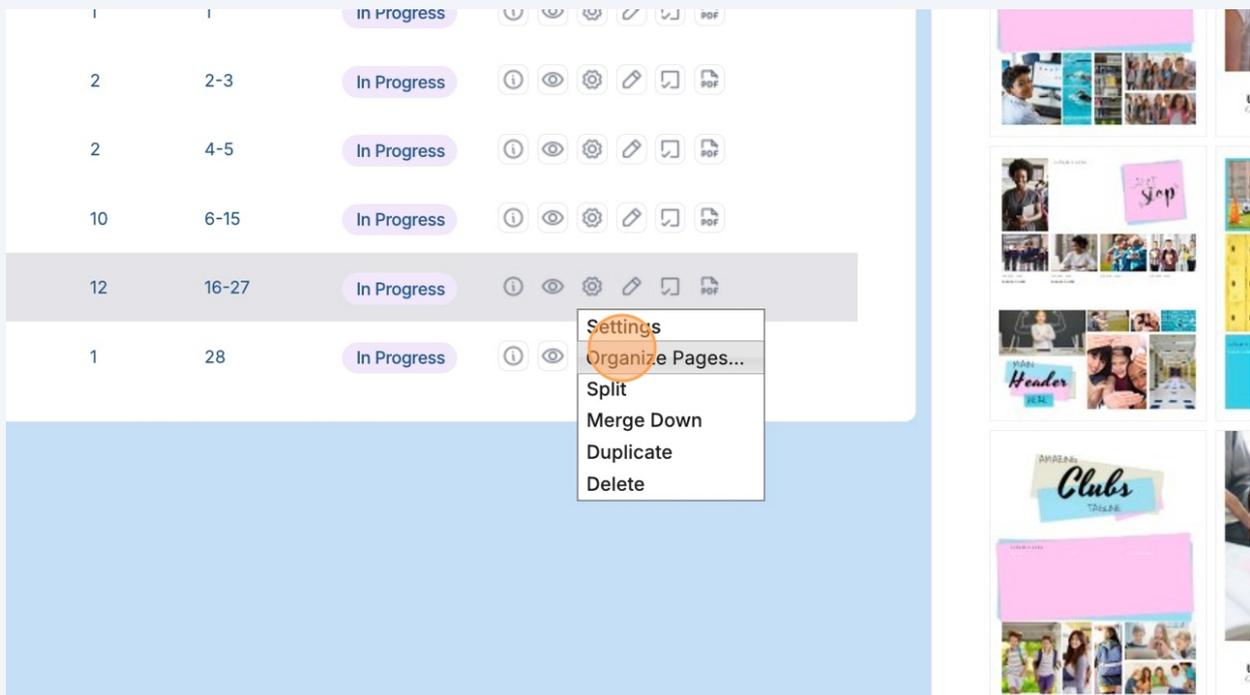
# Guide to Organize Pages in Section Settings.

1

Click the **Settings icon** in the desired Section's row to modify.

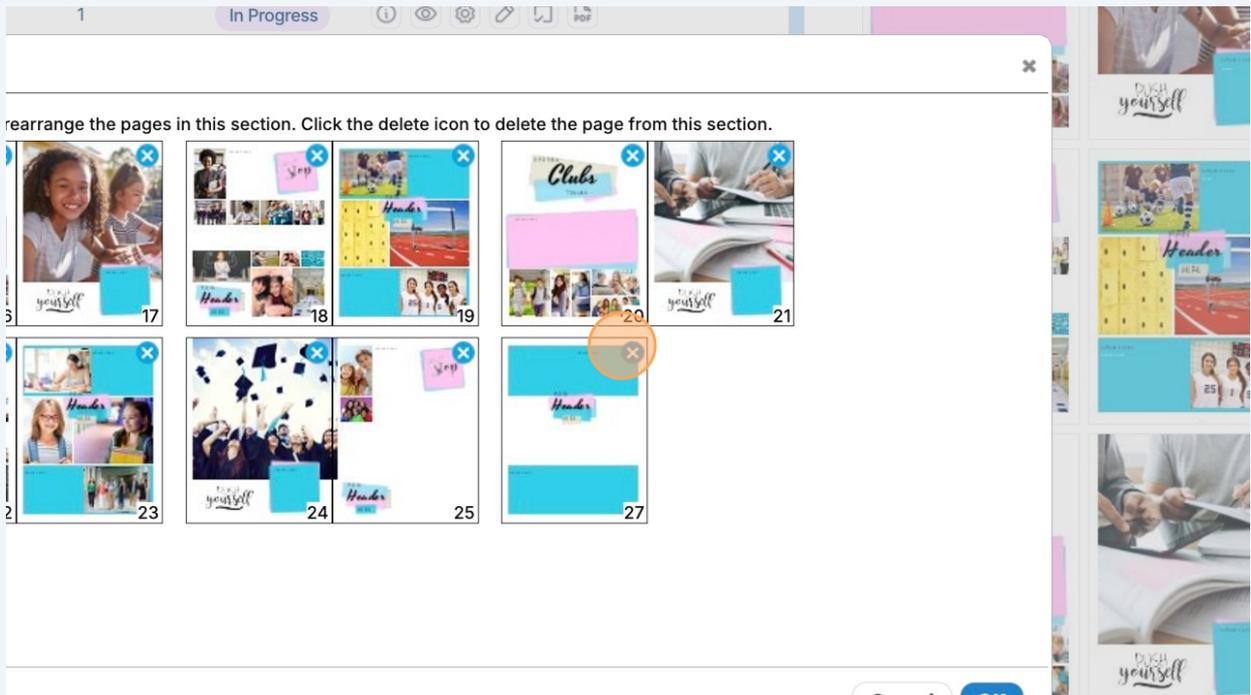
Click "**Organize Pages**" from the drop-down menu.

**Note:** You can only arrange pages for a section with a **status of "In Progress"**. You cannot arrange pages for a section with a status of "**Checked Out**", "**Complete**" or "**Reviewed**".



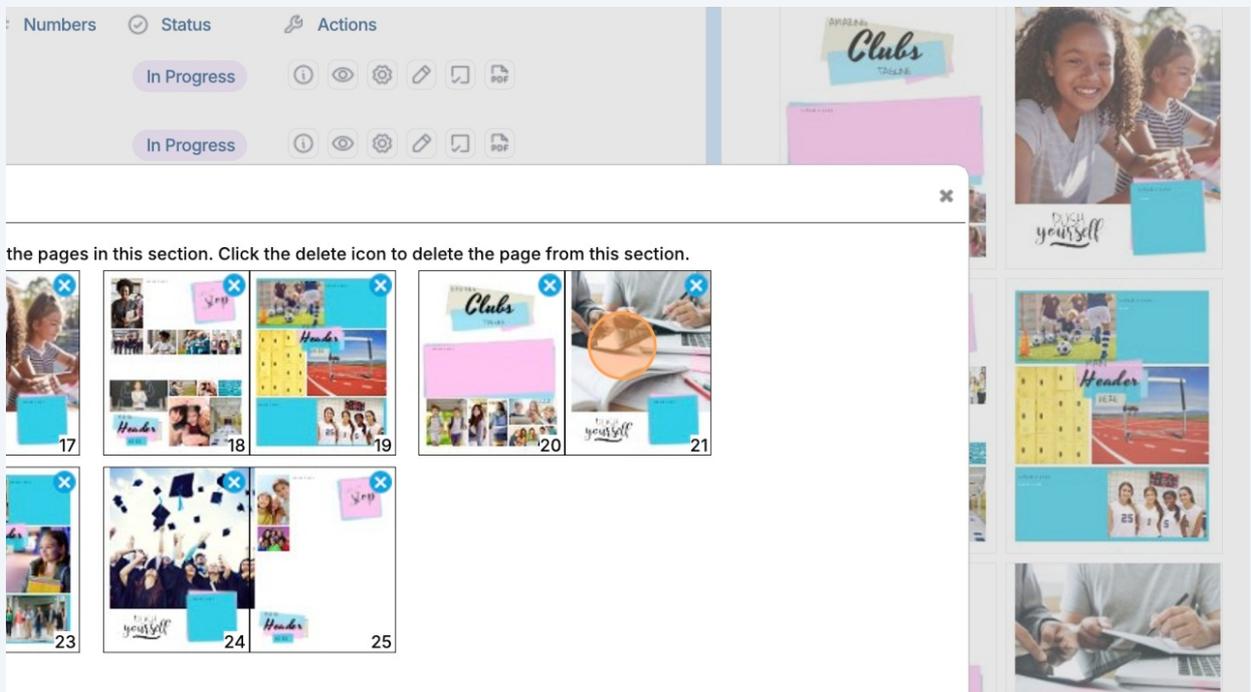
2

You can **delete pages** by clicking on the blue circle **X** located upper right of the page thumbnail.



3

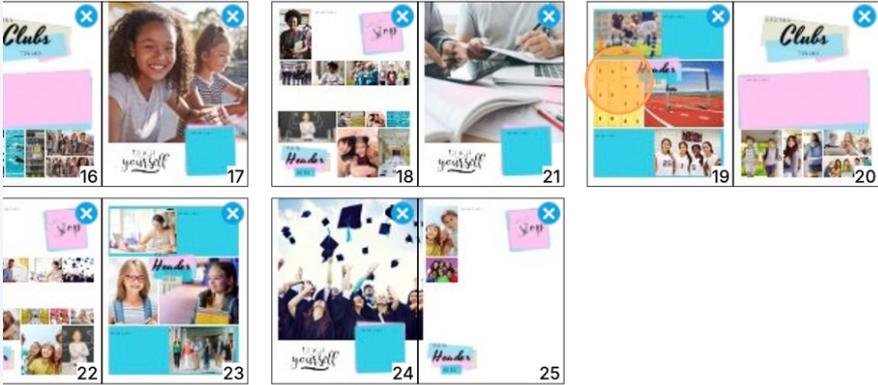
You can **move pages** by clicking and dragging a thumbnail, then dropping it in the desired location.



4 Click "OK" to save changes.

#	Pages	# Numbers	Status	Actions
1	-		In Progress	     
1	1		In Progress	     

and drag to rearrange the pages in this section. Click the delete icon to delete the page from this section.



5

If you delete pages, a **confirmation message** will appear stating:  
"Are you sure that you want to remove pages in this section?  
This cannot be undone.  
Enter YES below to confirm."

If you are certain you want to remove pages, select **YES** from the drop-down menu and click "**OK**" to save changes.

If you do not want any pages removed, click "**No**" on the Confirm dialog box, and then click "**Cancel**" to return to the ladder with no changes.

