

Add, Move & Delete Pages

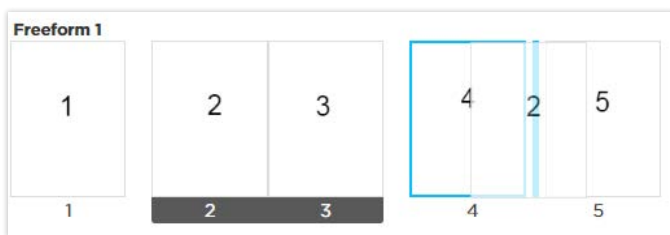
The **Section/Page Manager** gives you a bird's eye view of all the pages in your yearbook. In addition, this manager allows you to move sections, add pages, delete pages, and move pages.

To move pages:

- Select the **Section/Page Manager** link at the top of the **Sections** module in the Project Dashboard.
- Locate the section in the bird's eye view (you may need to zoom out)



- Drag and drop a page or spread to the desired position.

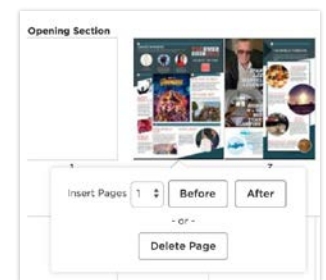


REMEMBER TO SAVE


When you have finished making your changes, remember to click the blue **Save** button. If you decide not to save your changes, simply click **Cancel**.


To add or delete pages:


- Click on any page to insert a new one either before or after the selected page.
- To delete a page, click on a page and select "Delete Page".




Understanding Warnings

 This warning will keep track of how many pages are being added to your project, which may change the price of your book.

 This warning will notify you when you attempt to add pages in front of a locked section, which would cause a shift in those locked pages.

 You will see this warning when pages designed for the left or right side of a project shift to the opposite side due to new/deleted/moved pages.

 These 'ghost page' warnings let you know how many new pages will need to be added to prevent the breaking of two-page spreads.

Rearrange sections:

- From Section/Page Manager, drag and drop the small arrow to the left of the section name to place them in the desired order.



WARNING!

Be sure to review any warnings that may be displayed at the bottom of Page Manager before saving your work. You can learn more about these warnings and how to fix them: pyb.zendesk.com/hc/en-us/articles/360008331253-Page-Manager-Guide.