

# Organizing Your Presentation into a Hierarchy

You can adjust the nesting level of slides to organize multilevel navigation in your presentation with the **Promote** and **Demote** buttons (green arrows to the right of slide thumbnails).

Available levels will increase each time you move a slide to a subsequent level. For example, when all slides of your presentation are assigned to the top level (1), you can add only one nested level (2). Once you move any slide to Level 2, you will be able to move the following slides to Level 2 or 3 and so on. Nesting depth of your presentation may reach five levels. You can collapse and expand nested slides using the "-" and "+" icons to the left of a top level slide.

The screenshot shows the 'Presentation Explorer' window with a toolbar at the top. The toolbar includes buttons for 'Save & Close', 'Hide Slide', 'Promote' (left green arrow), 'Demote' (right green arrow), 'On-Click' (mouse icon), 'Auto' (clock icon), 'Slide Duration' (00:11,57), 'Branching' (fork icon), 'Lock' (lock icon), 'Presenter' (person icon), 'Layout' (dropdown), and 'Playlist' (dropdown). Below the toolbar is a table of slides with columns: #, Title, Branching, Lock, Presenter, Layout, and Playlist.

#	Title	Branching	Lock	Presenter	Layout	Playlist
1	iSpring Converter	Default		None	Full	None
2	iSpring Converter Pro	Default		Monique ...	Full	None
3	ing Started	Default		Monique ...	No Sidebar	Background music
4	Create Your Course in PowerPoint	Default		Monique ...	Full	Background music
5	Set Up Presentation Structure	Default		None	No Change	None
6	Add Audio Narration	Default		None	No Change	None

Callouts in the image:

- A red box points to the 'Promote' and 'Demote' buttons with the text: "Change the nesting level of the selected slides".
- A red box points to the '-' and '+' icons to the left of slide 2 with the text: "Collapse/Expand nested slides".
- A red box points to the 'On-Click' and 'Auto' buttons with the text: "Change the nesting level of a slide".

At the bottom of the window, it says: "Slides: 12 Duration: 2m 37s".