

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' pane in Microsoft PowerPoint. The toolbar at the top includes 'Save & Close', 'Hide Slide', 'Promote' (left green arrow), 'Demote' (right green arrow), 'On-Click', 'Auto', 'Slide Duration' (00:08.66), 'Branching', and 'Lock'. The main area displays a hierarchy of slides:

- Slide 1: PowerPoint to... (Level 1)
- Slide 2: Animations: Entrance Effects (Level 2, nested under Slide 1)
- Slide 3: Animations: Exit Effects (Level 3, nested under Slide 2)
- Slide 4: Animations: Emphasis Effects (Level 3, nested under Slide 2)
- Slide 5: Animations: Basic Motion Path Effects (Level 3, nested under Slide 2)

Annotations with red callouts highlight the 'Promote' and 'Demote' buttons, and the '-' and '+' icons used for nesting.

#	Title	Advance	Branching	Lock	Presenter	Layout
1	PowerPoint to...	[On-Click, Auto]	2.0s	Default	None	No Change
2	Animations: Entrance Effects	[On-Click, Auto]	10.0s	Default	Geoseffe T...	Full
3	Animations: Exit Effects	[On-Click, Auto]	8.6s	Default	Geoseffe T...	Maximized Video
4	Animations: Emphasis Effects	[On-Click, Auto]	1s	Default	Geoseffe T...	Maximized Video
5	Animations: Basic Motion Path Effects	[On-Click, Auto]	19.0s	Default	Geoseffe T...	Full