

# 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', and 'Auto'. It also shows 'Slide Duration: 00:07.30', 'Branching', 'Lock', 'Presenter: Geoseffe Tembor', and 'Layout: No Change'. Below the toolbar is a table of slides with columns for '#', 'Title', 'Branching', 'Lock', 'Presenter', 'Layout', and 'Object'. Slide 1 is the root slide. Slides 2, 3, 4, and 5 are nested under Slide 1. Callouts highlight the 'Promote' and 'Demote' buttons, the collapse/expand icons on the left of Slide 1, and the 'Change the nesting level of a slide' callout pointing to the 'Promote' button on Slide 4.

#	Title	Branching	Lock	Presenter	Layout	Object
1	PowerPoint to Flash E...	5.0s	Default	None	No Change	+ Quiz + Interaction
2	Animations: Entrance Effects	6.5s	Default	Geoseffe T...	No Change	+ Quiz + Interaction
3	Animations: Exit Effects	7.3s	Default	Geoseffe T...	No Change	+ Quiz + Interaction
4	Animations: Emphasis Effects	7.5s	Default	Geoseffe T...	No Change	+ Quiz + Interaction
5	Animations: Line & Curve Motion Paths	7.5s	Default	Geoseffe T...	No Change	+ Quiz