

# 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 and a table of slides. The toolbar includes 'Save & Close', 'Hide Slide', 'Promote' (green left arrow), 'Demote' (green right arrow), 'On-Click' (blue mouse icon), and 'Auto' (blue clock icon). The table has columns for '#', 'Title', 'Branching', 'Lock', 'Presenter', 'Layout', and 'Playlist'. Slides 1, 5, and 6 are marked as 'hidden'. Red callout boxes highlight the 'Promote' and 'Demote' buttons with the text 'Change the nesting level of the selected slides', and the 'hidden' status of slides 1, 5, and 6 with the text 'Collapse/Expand nested slides'.

#	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