

# 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 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', 'Auto', 'Branching', and 'Lock'. The main area displays a list of slides with columns for '#', 'Title', 'Advance', 'Branching', 'Lock', 'Presenter', and 'Layout'. Slide 1 is the root. Slides 2, 3, 4, and 5 are nested under it. Red callout boxes highlight the 'Promote' and 'Demote' buttons, the collapse/expand icons, and the 'Change the nesting level of a slide' text.

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