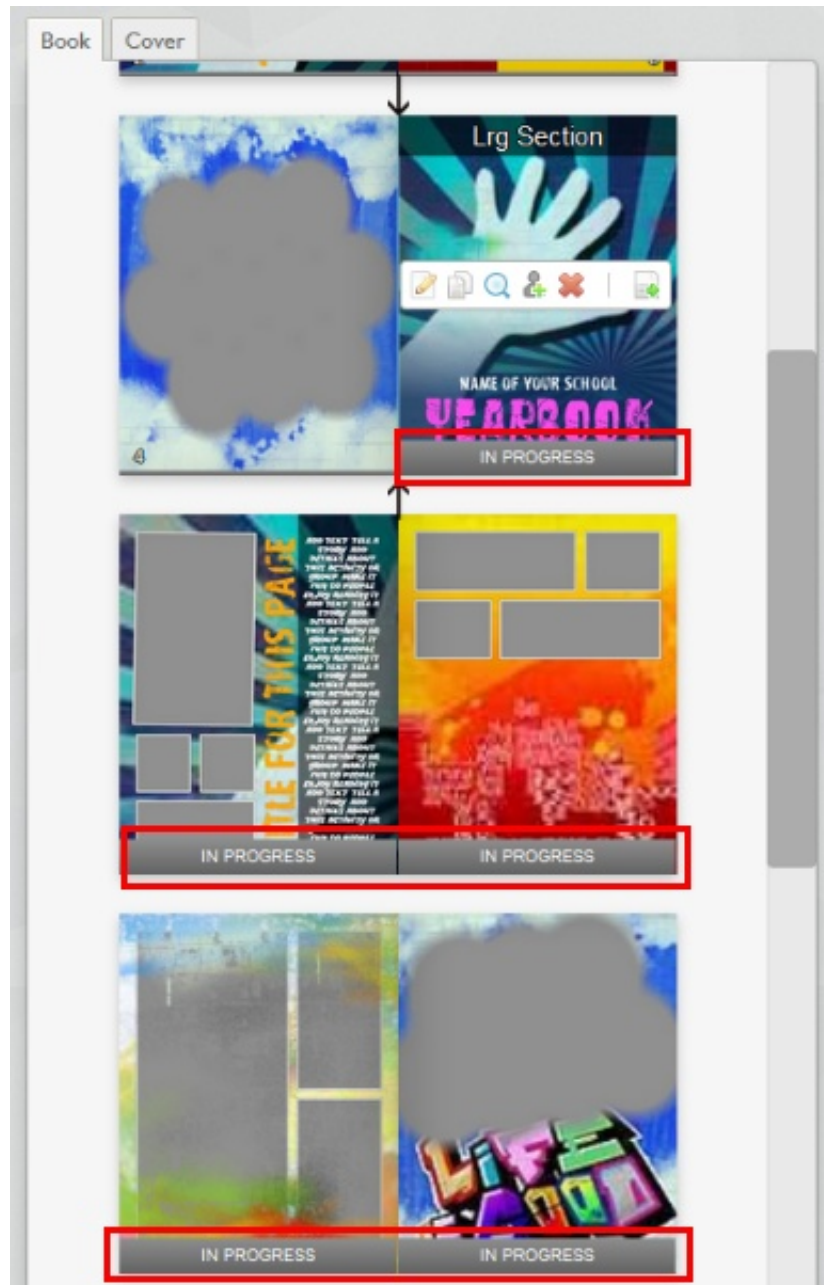


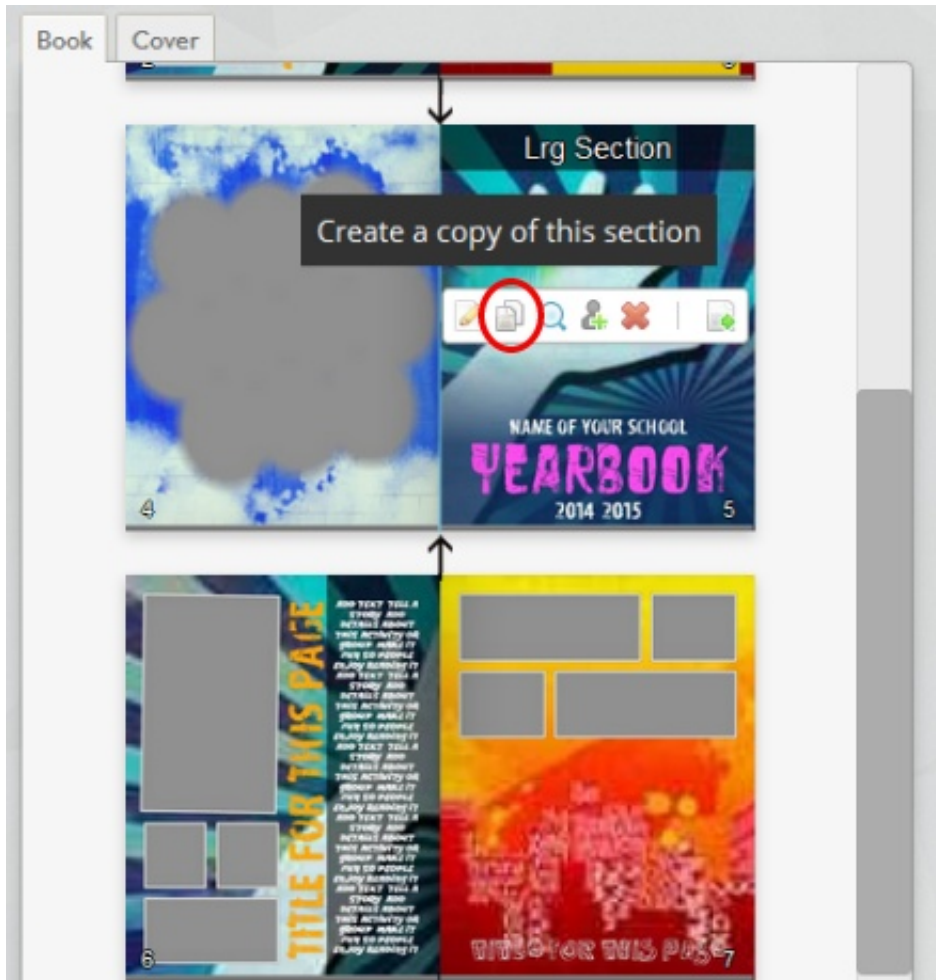
How do I split my large section into smaller sections to allow for more than one person to work at the same time?

Date : January 27, 2017

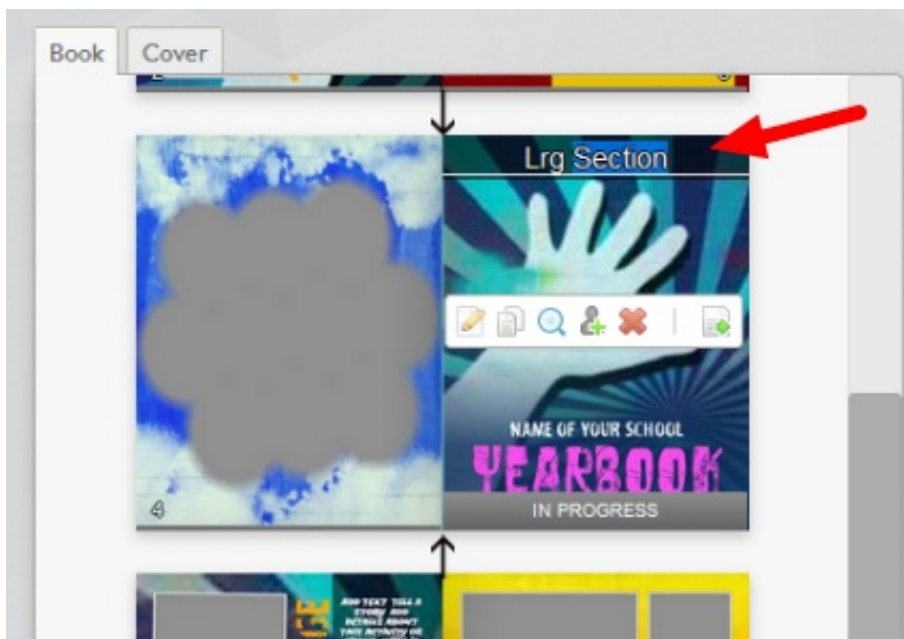
When you hover over the section you will notice that all the pages that are part of the large section become underlined and will indicate their current status, whether in progress or not started.



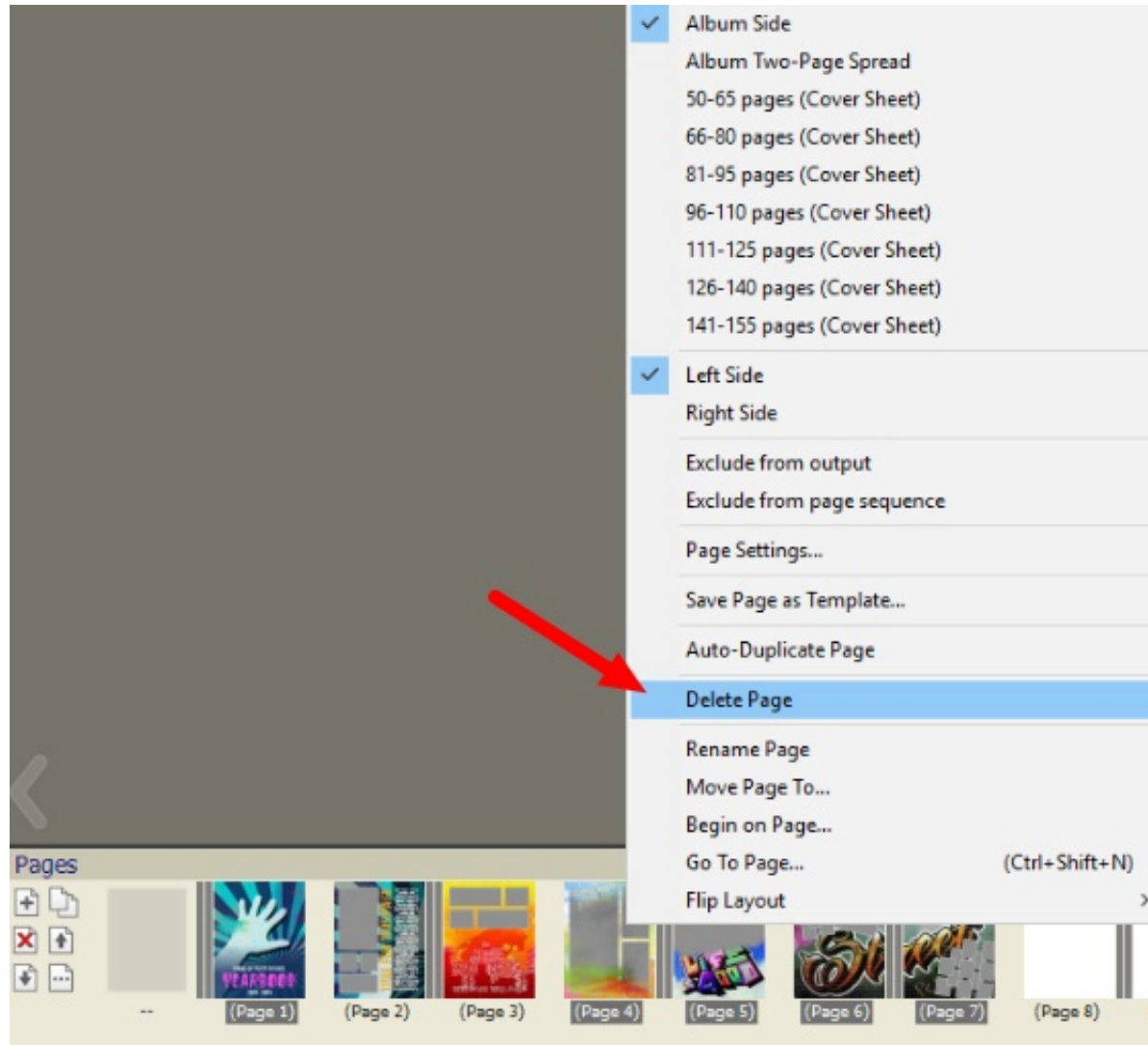
To separate this section into smaller more manageable sections, first, duplicate the section by hovering over any page of the large project and click the icon to create a copy of the section.



Rename the newly created section to a name that describes what the section will be. ie Grade 6 portraits. To rename any section on your ladder, double click the title on the first page of the section to make the change. As soon as you click off the ladder the change will automatically save.



Next, open the duplicated section in the editor and delete all the pages except for the ones that will be part of the new smaller section by right mouse selecting the thumbnail on the pages hover and choosing delete. Tip: Hold down Ctrl on your keyboard to multi-select pages to delete at the same time. Then save and close.



Hit Save & Close at the top right and repeat the process again using the original project, as many times as required to split your large section into smaller more manageable sections.

