

Reorder a Text

1. Open the text you would like to edit
 - Learn how to [find and open texts](#)
2. Click **Sort Text Sections**
 - Find "Sort Text Sections" in the upper right corner of the page
 - A list of pages within the text will appear
3. To reorder the text manually:
 - a. Click and hold the icon next to the title you want to move
 - The title will be highlighted
 - b. Drag and drop the title to its new location
4. To prioritize certain texts:
 - a. Click **Show row weights** in the upper right corner of the page
 - A "Weights" column will appear
 - b. Click the drop-down menus to modify weights for each title
 - Pages with higher weights come first in the text
5. Click **Save Text Sections**
 - The main text page will appear
 - A message confirming the update will appear
 - The text will be reordered