

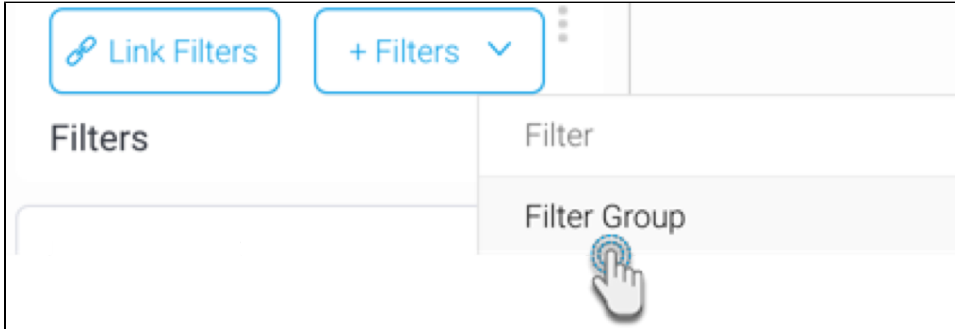
# Present Filter Groups

## Overview

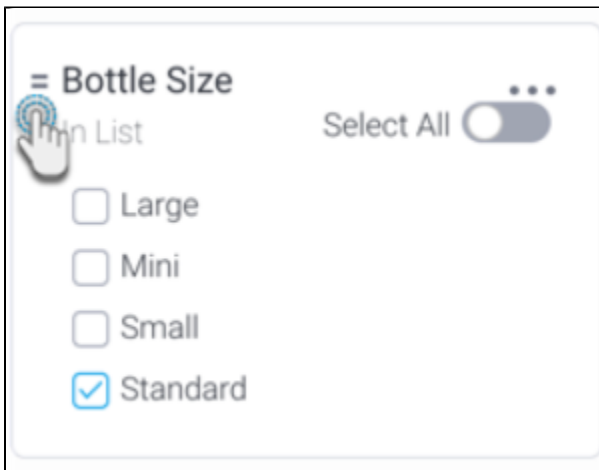
Filter groups allow you to define sets of filters for your presentation, making it easier to organize your Present filters.

## How to create filter groups

1. Add filters to the presentation. (See [here](#) for a tutorial).
2. To create a new filter group, click on the **+Filters** button and select **Filter Group**.



3. This will display a new text field. Enter a name for the filter group here, and press the enter key to save it.
4. Then drag a filter onto this filter group using the drag icon next to the filter name.



5. You can add multiple filters to a filter group in this manner.

## Filter group actions

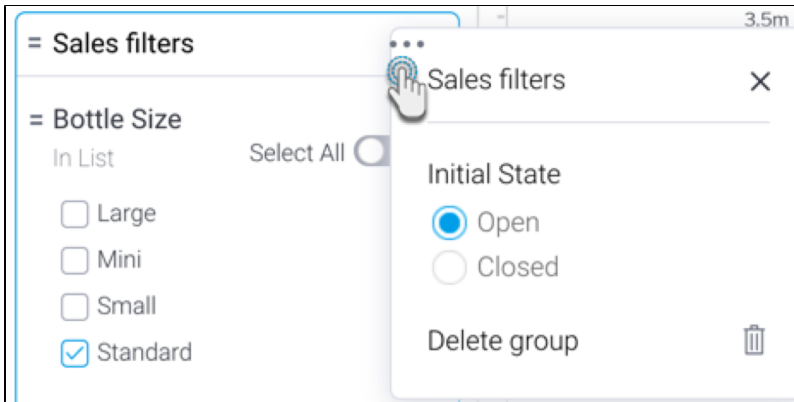
You can use the other steps to create multiple filter groups. Note that you can also drag a filter from one group to another group. However, you cannot nest filters: that is, drag a filter group into another group.

Here are some other things you can do.

### Initial state

Specify the initial state of the filter group. This allows you to choose whether to display the group filters

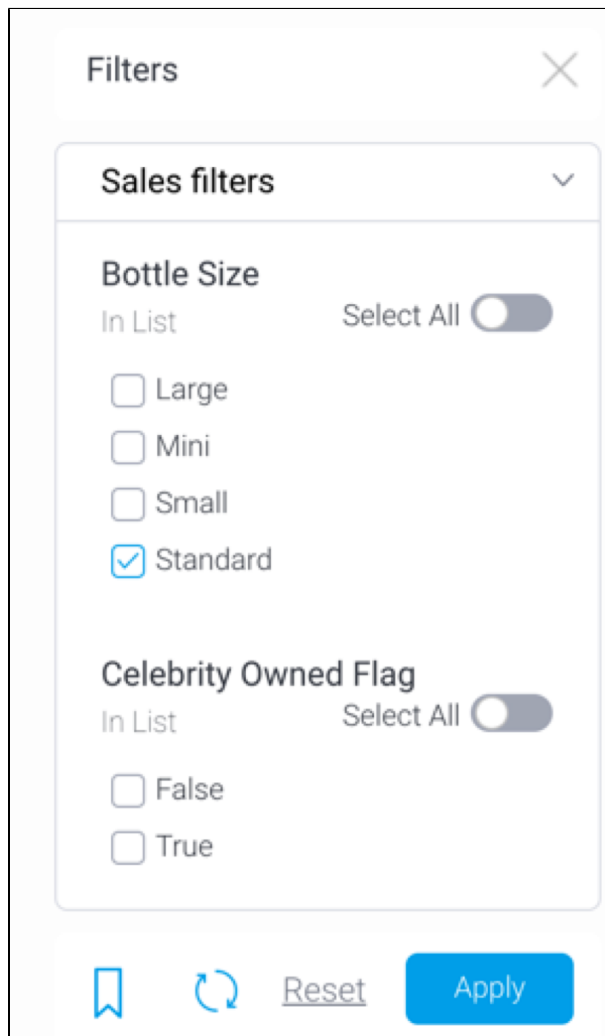
1. Click on the menu button next to the filter group name. This will bring up a menu.



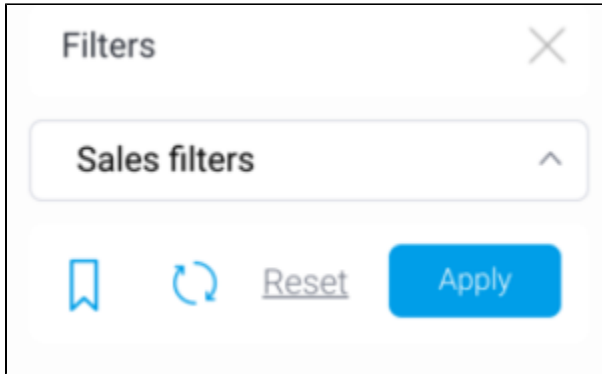
2. Choose an initial state for the group: select **Open** to display the filter group set expanded to show all the filters by default; or select **Closed** to close the filter group set by default.
3. Close the menu.

## Open vs Closed States

The published presentation will show the filter group set expanded if **Open** was selected as the initial state:



Or closed if **Closed** was selected.

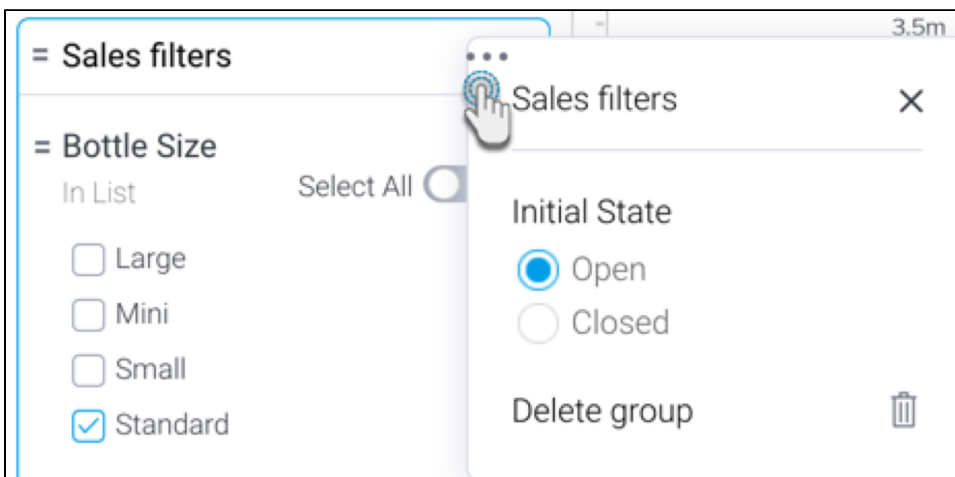


Either of these states can be changed by the user.

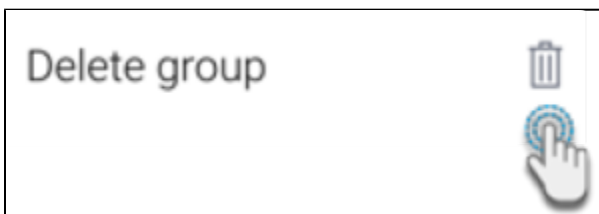
## Delete filter group

Delete a filter group and all filters added to it.

1. Click on the menu button next to the filter group name. This will bring up a menu.



2. Click on the delete icon to delete the filter group.



## Rename filter group

Double click on a filter group name to make it editable, and then rename it.

## Filters

= Sales filters

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