



Sorting Files and Folders

How do I sort my files and folders?

As well as changing the way in which your files/folders are displayed on screen, you can also sort your files and folders to make them easier to locate.

- Know the name of the file? Sort by filename.
- Looking for a particular type of file, for example, a word document? Sort by file type.
- Trying to locate a large file? Sort by file size.

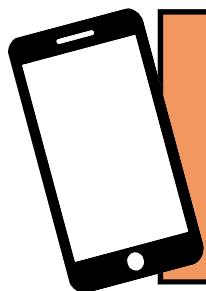
In 'Detail' view the column headers are displayed at the top of each column. These are typically Name, Date modified, Type and Size.

The arrow in the header row indicates which field and how the contents are being sorted. The tip of the arrow represents A, the oldest date or the smallest size.

Name	Date modified	Type	Size
Archived	18/12/18 11:31	File folder	
Office 2019	15/08/19 09:37	File folder	
Android Phone Guidance 2019 v1.1.indd	12/08/19 13:21	INDD File	2,008 KB
Android Phone Guidance 2019 v1.1	26/07/19 11:08	Adobe Acrobat Document	65 KB
New Staff Guidance 2019.indd	28/12/18 12:47	INDD File	3,068 KB
New Staff Guidance 2019	28/12/18 12:47	Adobe Acrobat Document	716 KB

In the example above the folder contents is being sorted by Name, and the arrow pointing upwards indicates it is being sorted A-Z.

1. Click the column header once to sort by that column.
2. Click the column again to reverse the sort.



For help and assistance call the ICT
Helpdesk: 0141-342 1570

Available during office hours. For critical support at other times refer to the out-of-hours phone list.



Part of the 'How do I...?' series of helpsheets. For more, visit ictsupport.key.org.uk