

Sorting items by column

You can sort the items listed in most windows and panes.

1. If you are in Thumbnail view, you need to display List view to see columns.
2. Click the heading of the column that you want to sort by.
A cone symbol appears in the column heading indicating that the list is now being sorted by that column, in either:
 - Ascending order (1 to 10) 
 - Descending order (10 to 1) 
3. To switch between ascending and descending order, click the column heading again.

If the cone symbol does not appear, you cannot sort by that column.