GROUP YOUR FILES AND FOLDERS TO SUIT YOUR NEEDS

With File Explorer (Windows + E), you can group the files and folders that you're viewing based on criteria such as their name, type, size, authors, date, and more. To group the files within a folder, Open File Explorer and follow these steps:

1. Navigate to the folder whose contents you want to group.
2. Click the View tab on the Ribbon. The View tab is shown.
3. In the Current View section, click the *Group By* button. The *Group By* menu appears.
4. Click the grouping criteria that you want to use to apply it. The files and folders for your current location are now grouped using the criteria you selected.