

IT'S EASY TO SORT FILES AND FOLDERS IN FILE EXPLORER

File Explorer offers the Sort tool for sorting the files and folders that you're viewing based on criteria such as their name, type, size, authors, and date.

To sort the files within a folder, open File Explorer (Windows +E) and follow these steps:

1. Open the target folder that you want to sort.
2. Click the View tab on the Ribbon and select *Details*.
3. Click on the column heading that you want to use as your sort routine.
 - a. Click on the column heading Name and the column will be sorted A to Z. Click again and the column will be sorted Z to A.
 - b. Click on the column heading Date Modified and the column will be sorted from most recent to earliest. Click again and the column will be sorted from the earliest to the most recent.
 - c. The remaining columns work similarly.