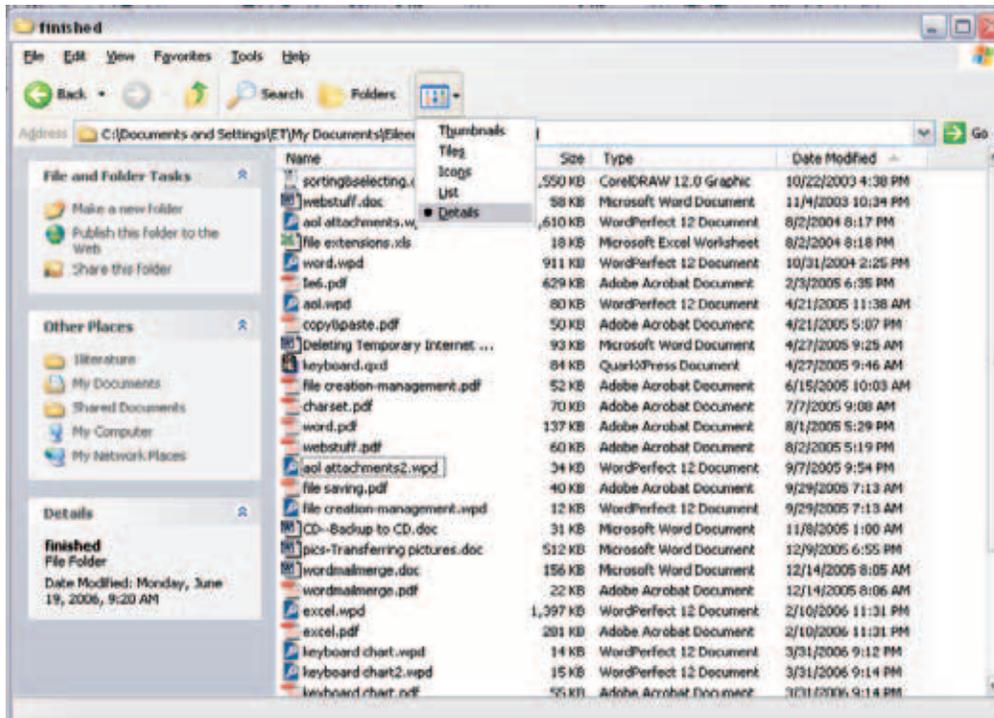# Sorting Items in a Window

In an <u>folder window</u>, or in a <u>Save</u> or <u>Open</u> dialog box, you can view and sort the contents different ways. Folders and files will each be grouped together and sorted by the criteria you specify (default sort order is alphabetical (by name), and folders are followed by files in the list).

1. **View** the contents by **Details** (use the **View** menu, or the button on the toolbar).
2. Click a column header to sort by that criteria:

   Name to sort alphabetically (click again to reverse the sort: A-to-Z, or Z-to-A)
   Size to sort by the size of the file (works only for files, not folders)
   Type to sort by file type
   Date Modified to sort by the date the file was last modified

Or, right-click in the white space of the window, click **Arrange Icons By**, then choose the desired criteria.

Selecting Multiple Items in a Window

To select <u>multiple items</u> in a window, use <u>Control-Click</u>:
1. Select (click) the first item..
2. Press and hold the **Ctrl** key.
3. Click additional items to select them (clicking an item a second time de-selects it).
4. Release the **Ctrl** key when you have all the desired items selected.

To select <u>a range of items</u> in a window, use <u>Shift-Click</u>:
1. Select (click) the first item.
2. Press and hold the **Shift** key.
3. Select (click) the last item of the desired range (all the files between the two will also be selected).
4. Release the **Shift** key.

To select all items in a window, use the **Select All** command (**Edit** > **Select All**, or **Ctrl-A**).

Whenever multiple items are selected, an action to any file affects all selected files.
For example: **Deleting** one item deletes all selected items.
   Dragging one item to move it drags all selected items.