

Sort Folder Content in Windows 7

The folders and files in a folder are by default sorted in alphabetical order by name. The subfolders shown first and then the files. The order may be changed to sort them by any properties shown in the Detail View.

To display or hide a property in Details view:

- 1. Rightclick the column heading and click More.**
- 2. In the Choose Details dialog box, select the check box of a property you want to display or clear the check box of a property you wish to hide.**
- 3. Click OK.**

To sort items in a folder window:

- 1. In Details view, click a column heading to sort the contents in ascending or descending order by that property. Click the heading a second time to sort the contents in the opposite order.**
- 2. In any view, rightclick the Content Pane, select Sort by, and then click the property by which you want to sort the items. Select ascending or descending on the shortcut menu to change the sort order of the selected property.**

From Step By Step Windows 7 by Joan Preppernau & Joyce Cox

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