Sorting allows you to list files by name, size, date last saved, or file type. This makes it easier to locate specific files.

- 1. Click File menu, Open, or <u>click</u> <u>here</u>.
- To view more information about your files, click the Details

button.

Sort the items by name, size, date, or type, by clicking the appropriate button on the bar above the list of files.