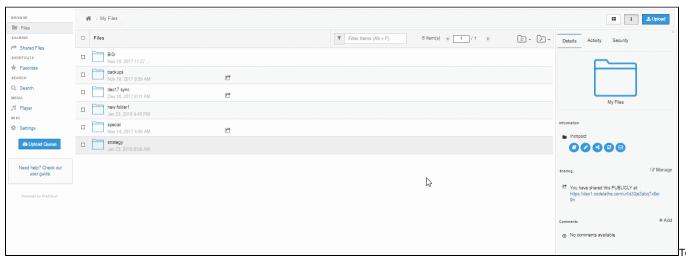
## 20.1 Sorting items in a folder



sort items in a folder, select the sort drop down menu and select the appropriate criteria.