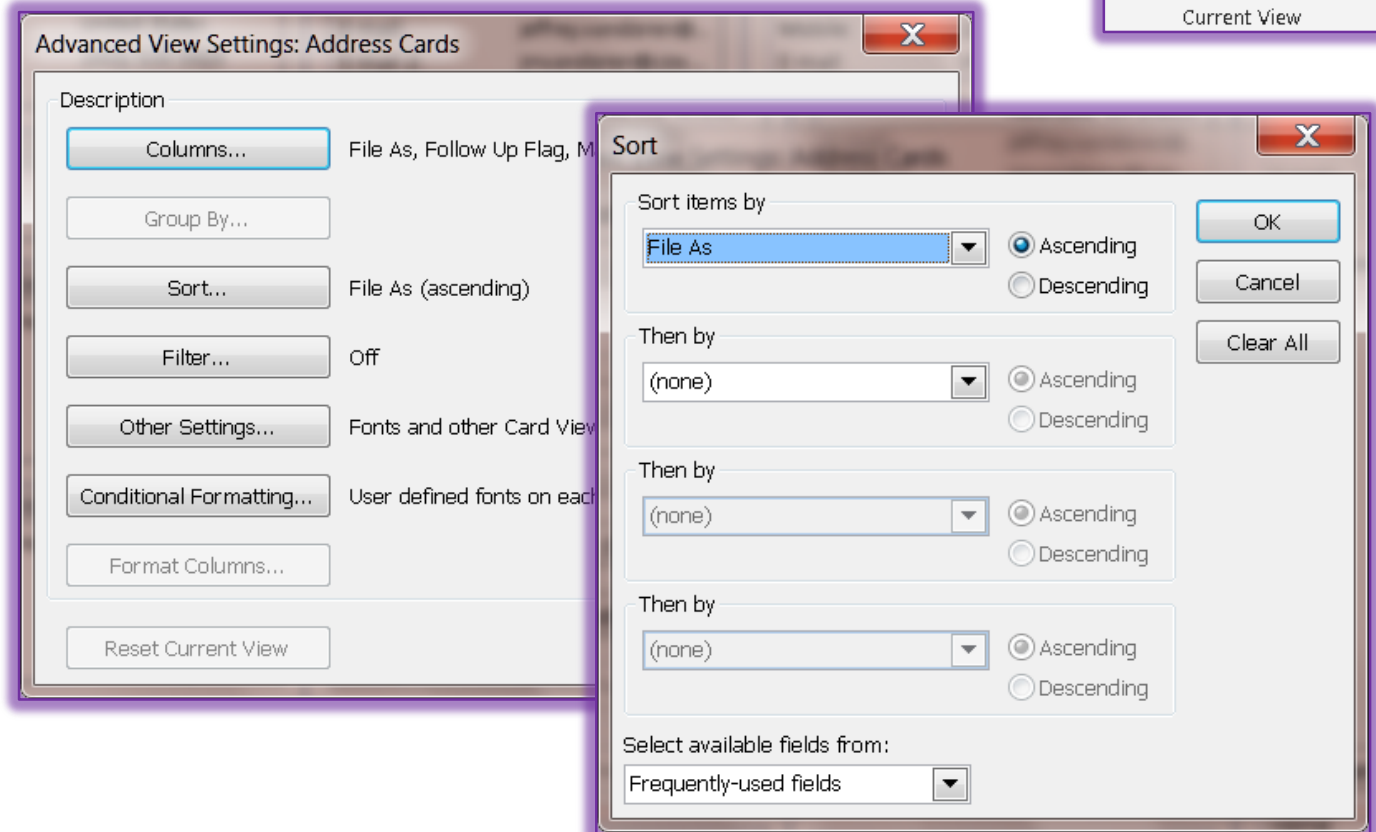
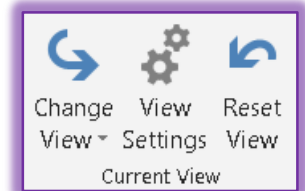


## SORTING CONTACTS BY FIELD

If a Table view is being used, such as the phone list or the by category, the quickest way to sort the list is to click the heading at the top of the column. The arrow icons on the headers indicate whether the list will be sorted in Ascending (A-Z, 0-100) order or in Descending (Z-A, 100-1) order. If the Contacts list is in Card View, then the Sort dialog box has to be used. This dialog box allows you to sort by up to four fields. To use the Sort dialog box, complete the following steps:

- ✦ Click the **View Tab**.
- ✦ In the **Current View Group**, click the **View Settings** button.
- ✦ The **Advanced View Settings** dialog box will appear (see illustration below).



- ✦ Click the **Sort** button.
- ✦ The **Sort** dialog box will appear (see illustration above).
- ✦ In the **Sort items by** list, select a field for the **Sort**.
- ✦ Click either the **Ascending** or **Descending** button.
- ✦ Click the first **Then by** list arrow and choose the second field to sort by.
- ✦ Click either the **Ascending** or **Descending** button.
- ✦ Click the next **Then by** list arrow and choose the third field to sort by.
- ✦ Once again, choose either the **Ascending** or **Descending** button.
- ✦ When all the changes have been made, click the **OK** button.
- ✦ To remove all the criteria, click the **Clear All** button.
- ✦ The **Sort** should be applied to the list.