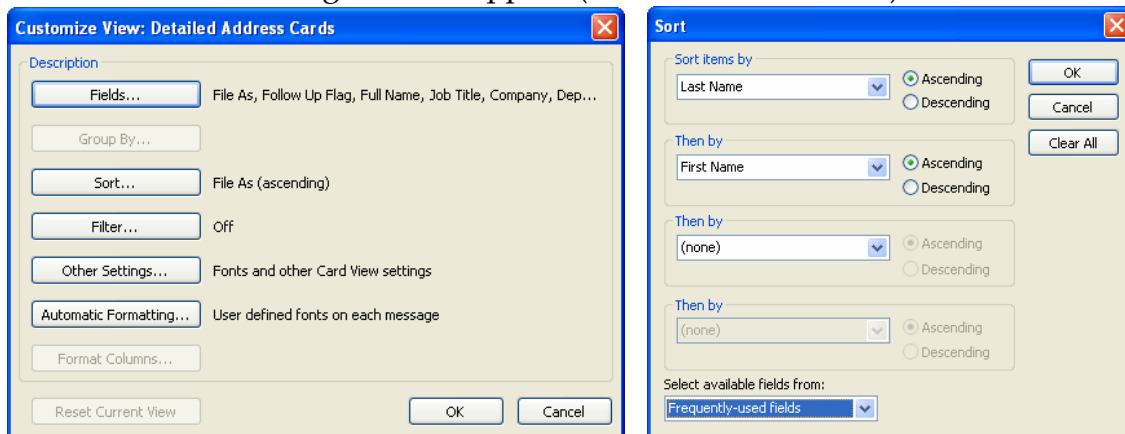


## SORTING CONTACTS BY FIELD

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 **View** on the **Menu Bar**.
- ✦ Point to the **Arrange by** option.
- ✦ Point to the **Current View** option in the next list.
- ✦ Click the **Customize Current View** option from the list.
- ✦ The **Customize View** dialog box will appear (see illustration below).



- ✦ Click the **Sort** button.
- ✦ The **Sort** dialog box will appear (see illustration on previous page).
- ✦ In the first **Then by** list arrow and choose the field to sort by.
- ✦ Click either the **Ascending** or **Descending** button.
- ✦ Click in the next **Then by** box and choose the second field to sort by.
- ✦ Once again, choose either the **Ascending** or **Descending** button.
- ✦ Continue this process to specify any further criteria.
- ✦ 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.