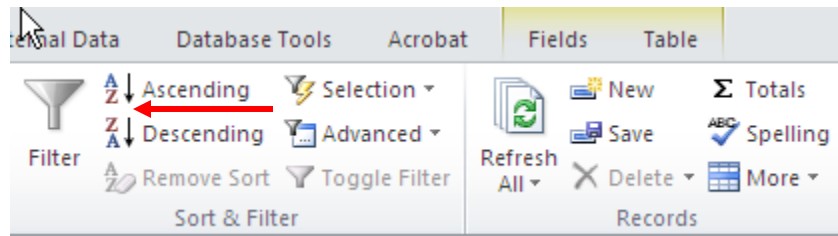


Sort Records

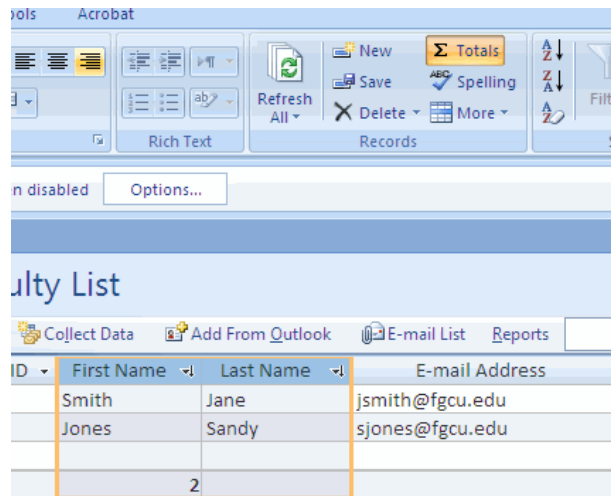
You can sort records in a datasheet by a single column or by two adjacent columns. To sort records by a single column:

- Select the field you wish to sort
- Click the **Sort Ascending** or **Sort Descending** button



To sort two columns:

- Move the columns so they are adjacent to each other
- Select the desired columns for sorting by holding the shift key and clicking the columns
- Click the **Sort Ascending** or **Sort Descending** button



To clear the sort:

- Click the **Clear Sort** button

