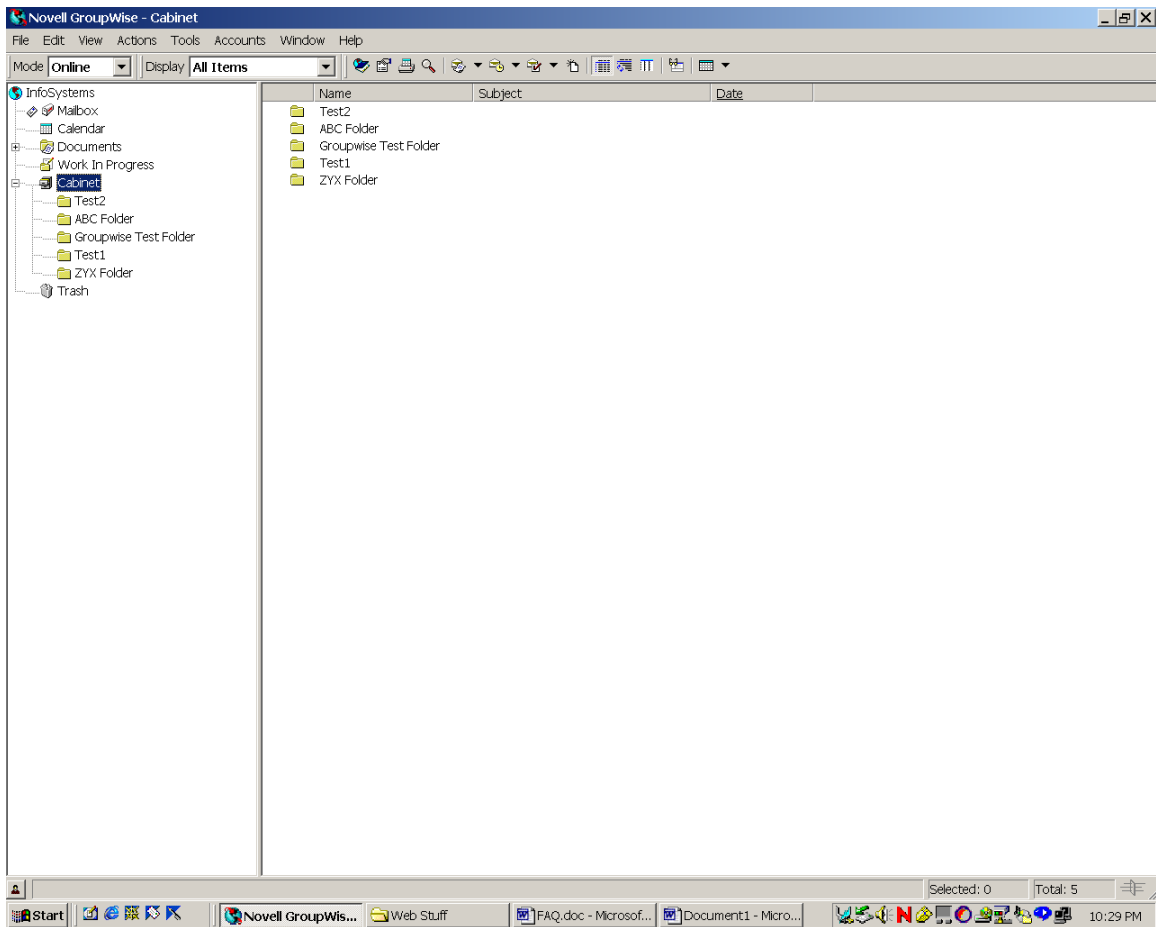


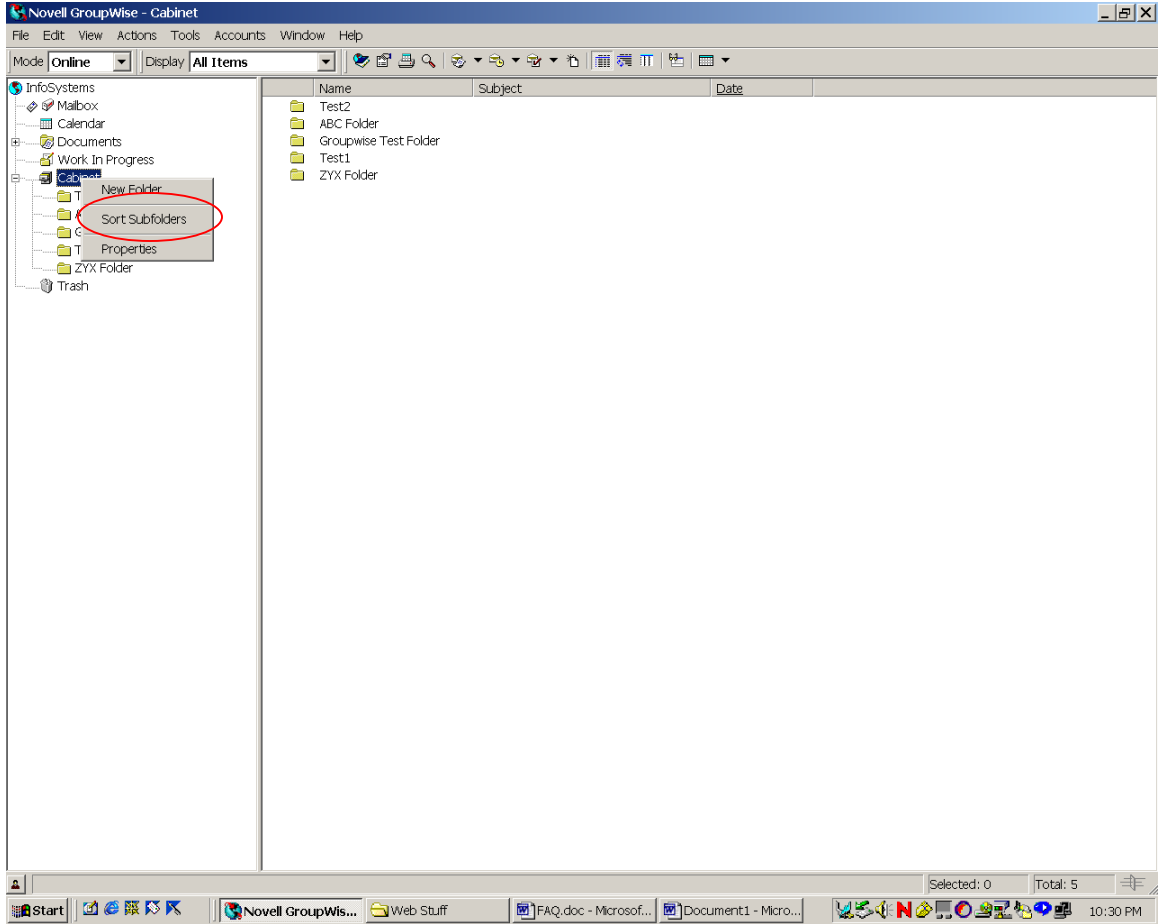
# Groupwise Cabinet – Sorting Folders

These instructions will help you to place your cabinet folders in alphabetical order.

1. Open Groupwise.
2. You will see that the folder Test2 is not in alphabetical order.



3. Right click on the Cabinet folder. Select Sort Subfolders.



4. The folders are now in alphabetical order.

