Customizing the Display (cont.)

Change Sort Order (Primary Sort, Secondary Sort, etc.)

On the Sort Sequence tab in the Settings box:

1. Click on the **Sort Sequence** tab.
2. If more than one column is displayed under **Sorted Columns**, click on the box to select the column name that needs to be moved in the sort order (from a secondary to primary sort in this example).
3. Use the **Up** and **Down** buttons at the bottom of the **Sorted Columns** section to move the highlighted column name up or down the list which changes the sort order (moved up in this example).
4. Click **Apply** to see the changes in the grayed out view of the layout.

5. Click **OK** to display the sort order changes in the layout.

6. Review the sorting changes made to the layout.