

How do I change the order that my nodes appear in List View?

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To move tree nodes or cases up and down within the same level of a node hierarchy:

1.

View your nodes in List View.

2.

Click the **Sort by Custom** button on the toolbar.

3.

This will activate the **Move Up** and **Move Down** buttons. Use these buttons to move the nodes you require.

4.

If your nodes get moved out of place – the **Sort by Custom** option will return them to the locations you set.