Tip 005:
Showing Documents and Folders

Primary Audience: All Users
Purpose: You can move between folders and documents in your search results list without conducting a new search.

Refer to Tip 029: Formatting and Customizing List Columns.

There are several ways to determine the folder a document is contained in:

1. Highlight the document. The folder that contains it will be displayed in the View or lower Pane.

2. You can add Container (Folder/Box) to your columns in the List Pane. To do this:
   a. Right click anywhere in the List Pane header and select Format Columns.
   b. Select Container (Folder/Box) from the list of Available Columns.
   c. Click Add to add it to the list of Displayed Columns.

3. You can also right click on the document:
   b. Select Container (Folder/Box).
   c. The folder the document is contained in will be displayed in the List Pane.
There are several ways to see the documents in a folder:

- Highlight the folder, **right click** and select **Contained Records**. The records contained in the folder will be displayed in the List Pane. You can sort the results by clicking on any column header.

- You can also right click on the folder, select **Navigation** and then **Contained Records**. You can sort the results by clicking on any column header.

- You can also click on the + symbol beside the folder to expand and show the contained records. This method is not ideal for folders containing many documents and does not allow you to sort the contained records.