

Knowledgebase > How-To > How-To Organise a Folder/Tree Structure on the left-hand side Menu

## How-To Organise a Folder/Tree Structure on the left-hand side Menu

Software Support - 2020-11-16 - How-To

Depending on your <u>permissions</u>, you can reorder the folder/tree structure on the left-hand side including all individual contents.

To change the Workspace Home left-hand side menu/folders/items:

- 1. Open your Workspace.
- Select "Modify Folder Properties & Permissions" from the "Actions" menu at the bottom of the page.
- 3. Expand the "Display & Sorting" section.
- 4. Under "Sort Order" select how you want to order the contents/folders and then choose "Ascending" or "Descending."
- 5. Alternatively, you can select "Manual Ordering" to drag and drop the content/folders into any order that you wish.
- 6. Click "Save."
- 7. If you selected "Manual Ordering" now scroll to the bottom & under "Actions" menu click "Reorder the Folder Contents".
- 8. Click "Reorder the folder contents" and drag and drop your contents/items as required and then click "Save."

**Kahootz Tip:** If you would like to reorder folders within a folder, please open that specific folder first and then follow the instructions above.

## **Related Content**

• Folders (Display & Sorting + Permissions)