12. If desired, enter a condition and/or value
13. Choose Find Now
14. If a folder list appears, double-click the desired folder to view its contents
15. Close the Find window.
    Or
16. Choose New Search, and then repeat above steps.

To group items:

1. On the Advanced toolbar, click the Group By Box button.
2. Drag the desired column header to the box that says *Drag a column header here to group by that column.*

To turn grouping off:

1. Drag the Group By column header back to its original location.
2. On the Advanced toolbar, click the Group By Box button.

To create a filter:

1. Open the folder to which you want to apply a filter.
2. From a blank area of the folder's information viewer, right-click the mouse and select Filter from the shortcut menu.
3. In the Filter dialog box, on the context-sensitive page, enter the search criteria.
4. If desired, on the More Choices and Advanced pages, enter search criteria.
5. Choose OK.

To clear a filter:

1. From a blank area of the folder's information viewer, right-click the mouse and select Filter from the shortcut menu.
2. In the Filter dialog box, choose Clear All.
3. Choose OK.

To set options:

1. From the Tools menu, choose Options.
2. In the Options dialog box, select a button.