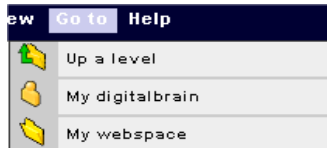
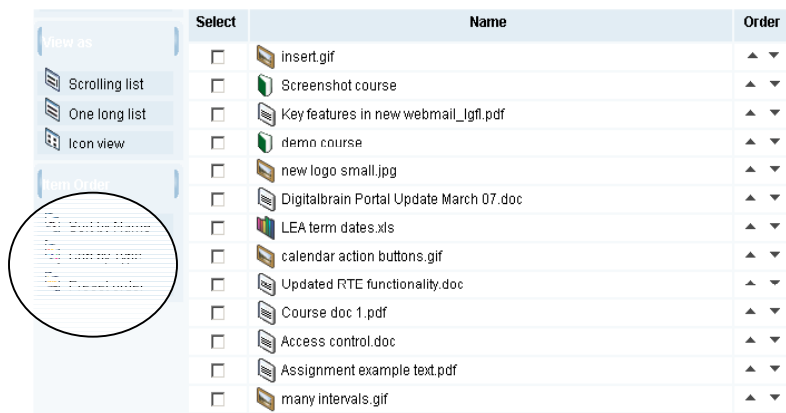


Choose how to list your objects, files, and folders within your Weospace

1. Log in using your Digitalbrain username and password.
2. Hover your mouse over the **Go to** menu in the Digitalbrain toolbar and select '**My Weospace**'.



3. The contents of your **Weospace** will be displayed. Use options in the box on the left to alter the order of the files.



Sort by name

To list your files, folders and objects in alphabetical order, click **Sort by Name**. Your folders will now be displayed in alphabetical order

Sort by type

To list your files, folders and objects according to file type, click **Sort by Type**.

Preset Order

To list your files, folders and objects according to the order in which they were created, click **Preset order**.