Sort retrieved user notes (1,000 or fewer notes)

Learn how to sort 1,000 or fewer retrieved user notes in WebDewey.

Note:

- If your search retrieves more than 1,000 notes, sort options are not available.
- On the search screen, you can specify multiple sort criteria for retrieved user notes.

1. Scroll to the top of the first screen of search results.
2. Open the Actions list and select **Sort by DDC Number**, **Sort by Title**, or **Sort by Type of Note**.