Instructions for sorting the residency showcase listing

The link to the residency showcase listing will take you to a Google spreadsheet hosted within Google Drive. The file can either be viewed and sorted or filtered using Google drive or saved as an Excel spreadsheet (File > Download as > Microsoft Excel) and sorted that way.

Computer:

1. Open spreadsheet (This will open in Google Drive)
2. Highlight the column you'd like to sort by clicking on the top of that column

3. <u>To sort</u>, click Data > Sort Sheet by column

The selected column is now sorted alphabetically.

4. <u>To filter</u>, click Data > Filter views > Create new temporary filter view

5. Arrows will appear for each column, which can be used to filter that column.

IPHONE / IPAD

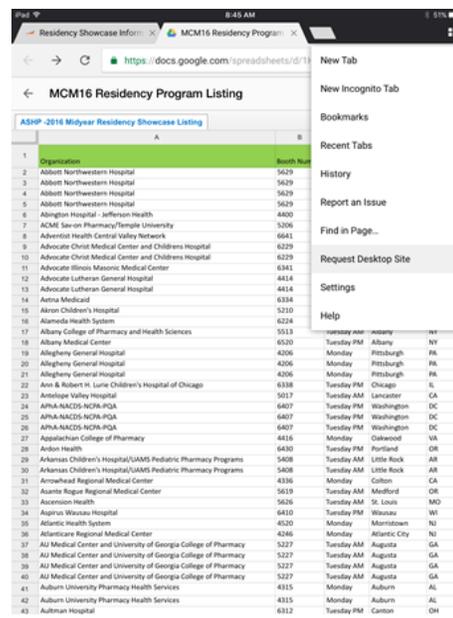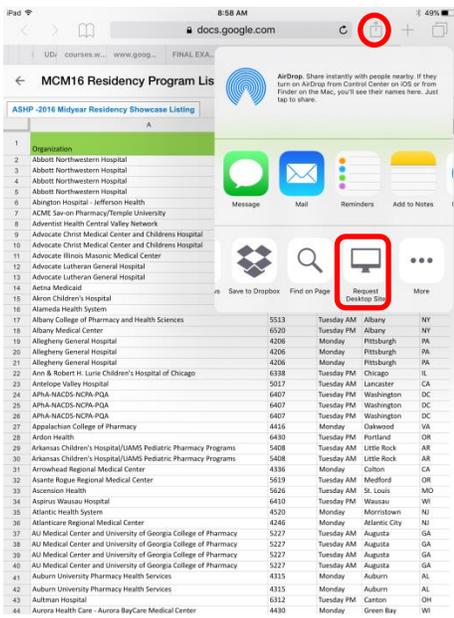The mobile version of google drive will not allow you to sort or filter. The website must first be switched from the mobile version to the desktop version of the site.

1. After clicking the spreadsheet link, the document will open in a mobile version of the google docs website. To switch to the desktop site, click on the menu button, then "Request desktop site".

IPHONE:
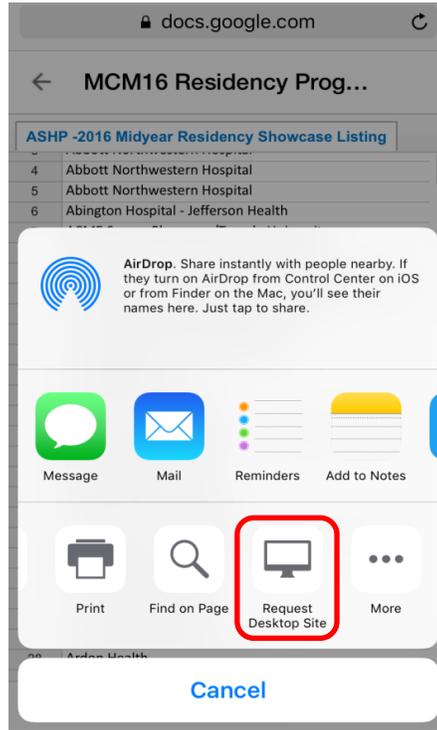
IPAD:

Safari   Chrome

2. Now, the spreadsheet can be sorted in the same way that is described above (for Computers).