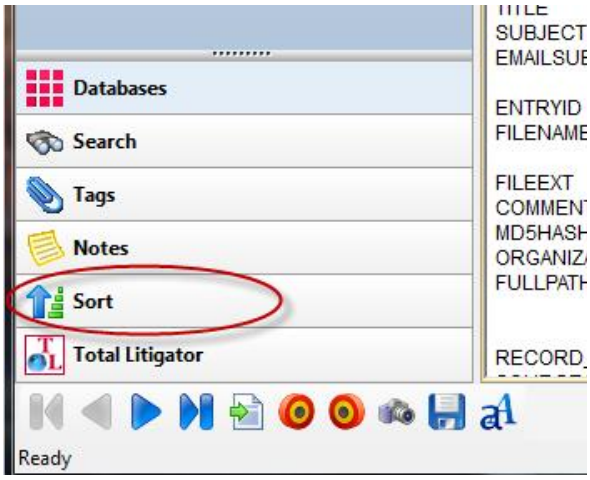
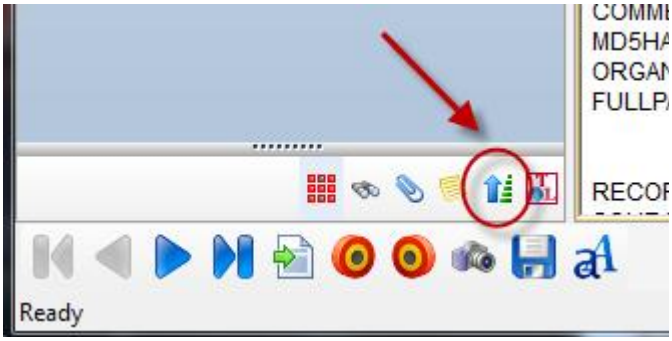
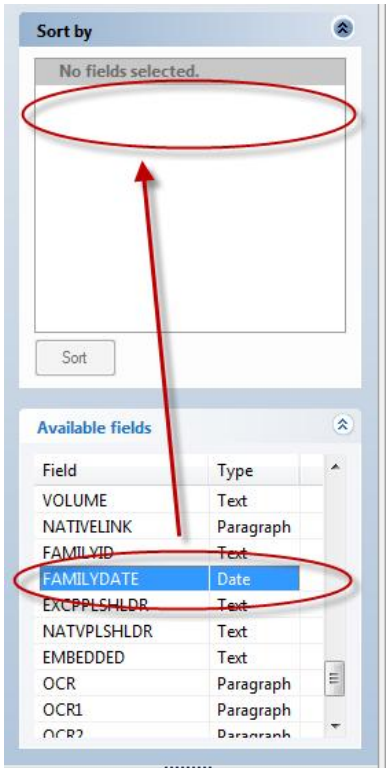
How to Sort a Concordance Database in Date Order (with FamilyDate and FamilyID fields)

1. Open the Concordance database.
2. From the left pane in Concordance, click on the Sort option. It will be located in one of the two locations below.





3. Double-click on the **FamilyDate** field below to add it to the **Sort By** box above.



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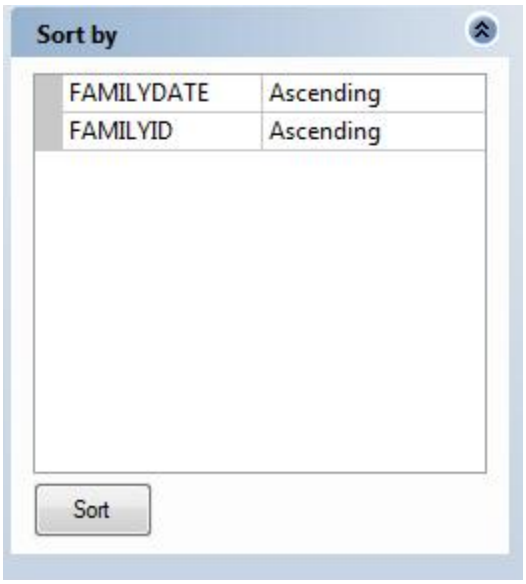
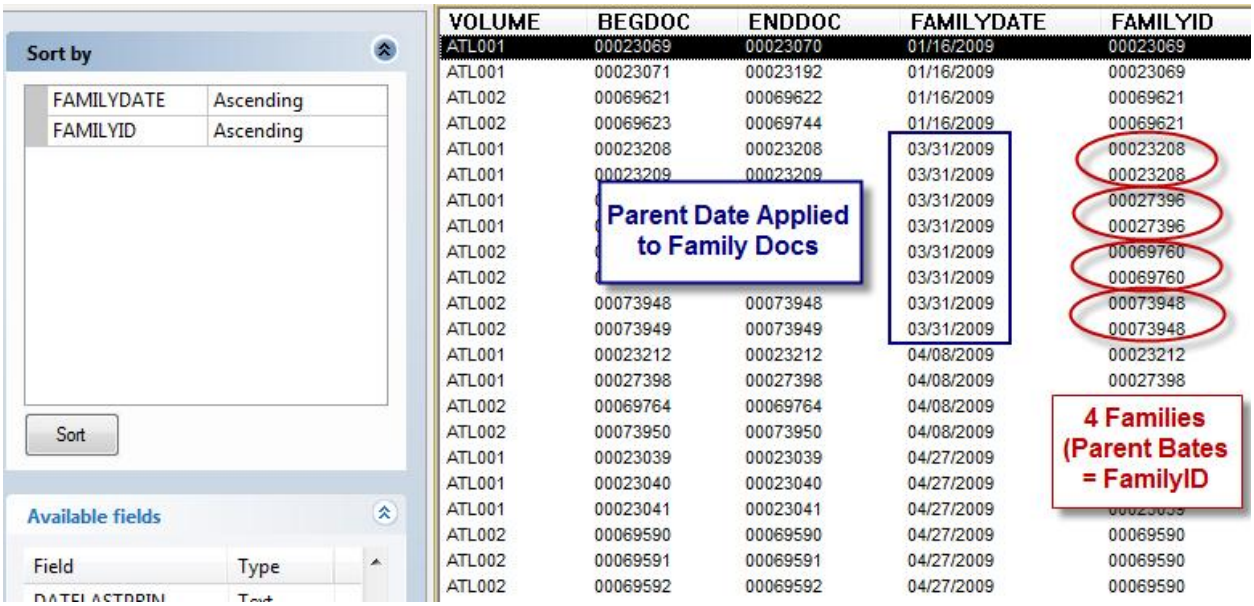
4. Double-click on the **FamilyID** field to add it to the **Sort By** box above. Click on the **Sort** button.



The database will be sorted in date order and it will keep all of the e-mail families together.

Below is an example of the documents listed in Table view.