

# Sorting elements

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## Sorting elements manually

When creating a model, most of the elements are sorted alphabetically in the model browser. However, if you want to customize the structure of your model, you can sort the inner elements of any model element manually. For example, you can change the order of the Packages owned by the parent *Model* element.



### Sorting elements in server projects

Model elements can only be reordered if they or elements with the same owner are not locked by another user.

To sort model elements manually

1. In the model browser, double click the model element that owns the elements you want to sort. Its Specification window opens.
2. In the property group list on the left side of the window, select the **Inner Elements** node.
3. Make sure the sorting view is selected in the Specification window toolbar, as displayed in the figure below.
4. On the right side of the window, select the element that you want to move up or down in the model browser.

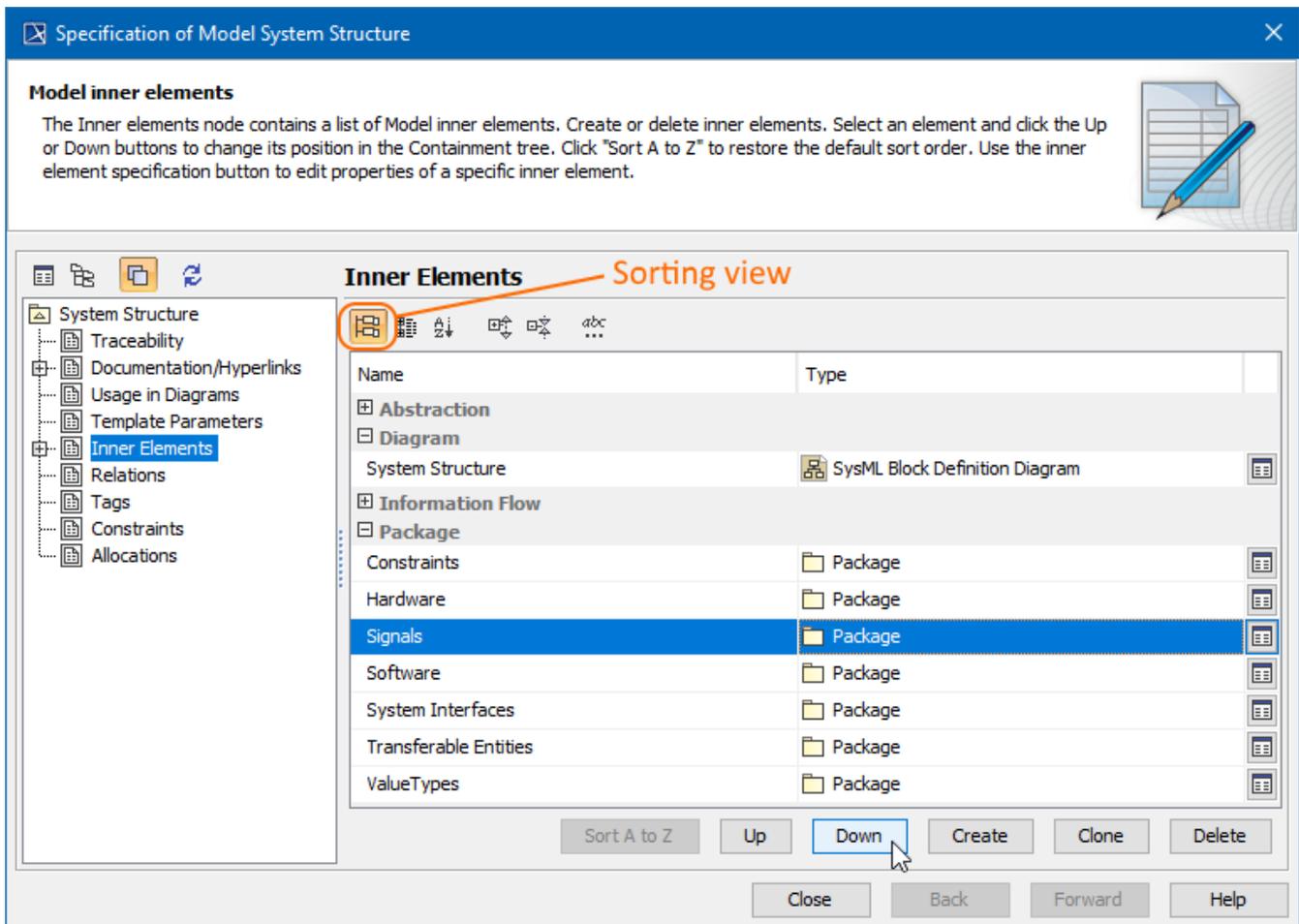


### Sorting multiple elements

If you want to reorder a group of elements, select multiple elements by clicking the first or last element of the group. Then press Shift+ to select elements below it or Shift+ to select elements above it.

5. Do one of the following:
  - Click the **Up** button on the bottom of the window, to move the element up.
  - Click the **Down** button on the bottom of the window, to move the element down.
6. Repeat step 5 until the element is in the desired position.
7. Close the Specification window.

Once you sort elements in the Specification window of the owning element, the elements are instantly reordered in the model browser as well. The newly created elements of the sorted element type are automatically placed at the bottom.



Sorting inner Packages of the *System Structure* Package.

## Sorting elements alphabetically

If you have sorted the elements of your model manually, as described above, but want to restore alphabetical element sorting, you can do it in the Specification window of the owning element.

**Sorting elements in server projects**  
Model elements can only be reordered if they or elements with the same owner are not locked by another user.

To sort model elements alphabetically

1. In the model browser, double click the model element owning the elements you want to sort. Its Specification window opens.
2. In the property group list on the left side of the window, select the **Inner Elements** node.
3. Make sure the sorting view is selected in the Specification window toolbar, as displayed in the figure above.
4. On the right side of the window, select any element in the group of elements that you want to sort.
5. Click the **Sort A to Z** button.

**Tip**  
If the **Sort A to Z** button is disabled (grayed out), the elements of the selected element group are already sorted alphabetically.

6. Close the Specification window.

After completing the steps above, all the elements in the selected element group are sorted alphabetically.