

# Is there a way to organize the library by a category name to make it easier to find documents?

Question:

Is there a way to organize the library by a category name to make it easier to find documents?

Answer:

You can add a category name to the beginning of the friendly name of the file. For example, if you wanted to sort all the Safety Videos together, you could add the word Safety to the beginning of each of those files. For example: **Safety – 2013-01 Safety Video**. You should always use the fact that the library is organized alphabetically to your advantage.

- As of version 5.20 of ELD, you can organize your content into additional folders nested within your FTP site and the software will recognize and mirror that structure on the unit.

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