

# The CMS Builder Cookbook

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**DRAG SORT QUICKLY TO TOP (OR BOTTOM) OF A FIELD LIST, RECORD LIST OR IMAGE LIST INCLUDING MOVING BY PAGE  
- Aug 19th, 2022**

This one's from Chris Waddell from Interactive Tools:

Maybe this trick is obvious to some, but I've found myself taking forever to move items to the top of a long list by

Maybe this trick is obvious to some, but I've found myself taking forever to move items to the top of a long list by dragging a page-length, scrolling the page, dragging a page-length, scrolling the page, etc.

Here's a much faster method:

1. Click and hold the item you want to move, and start dragging the item down (or up) in the list until it's between 2 fields.
2. While continuing to hold the item with the left mouse key, Press the <END>, <PAGE UP>, <PAGE DOWN>, or <HOME> key on your keyboard (this will scroll the visible part of the list to (near) the new location on the list.  
NOTE:As long as you don't let go of the mouse button, you can combine <END>, <PAGE UP>, <PAGE DOWN>, or <HOME> commands as many times as necessary to get you near the place you want to drop the field.
3. Make sure that the dragged item is visible at the new location on the list (if necessary, drag it up or down slightly to make it visible)
4. Drop the item (release the left mouse key).

Being between field locations before using the navigation commands and visibility before letting go seems to be keys, along with a little practice.

Dave Edis from Interactive Tools added:

"So that works because the images are listed in an iframe. So any keyboard shortcuts that jump you to the top/bottom of a page will work.

If it's not working in the iframe you can try making sure that you've clicked on something in the iframe first so the browser knows which page to navigate. And you can also try ctrl-home, ctrl-end or the mac equivalents. It may be limited by the browser, though, but that's what's happening. Just find keyboard shortcuts for navigating the page."

According to Daniel Louwe, Technical lead at Interactive Tools,

While it's not currently possible to "Quick Add" in a specific location, as of CMSB v3.52 the section editor does have an "Insert Field Here" feature. Hovering over a row in the field list will show a "+" along the right-hand side. Clicking this allows you to insert a field at that spot.

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