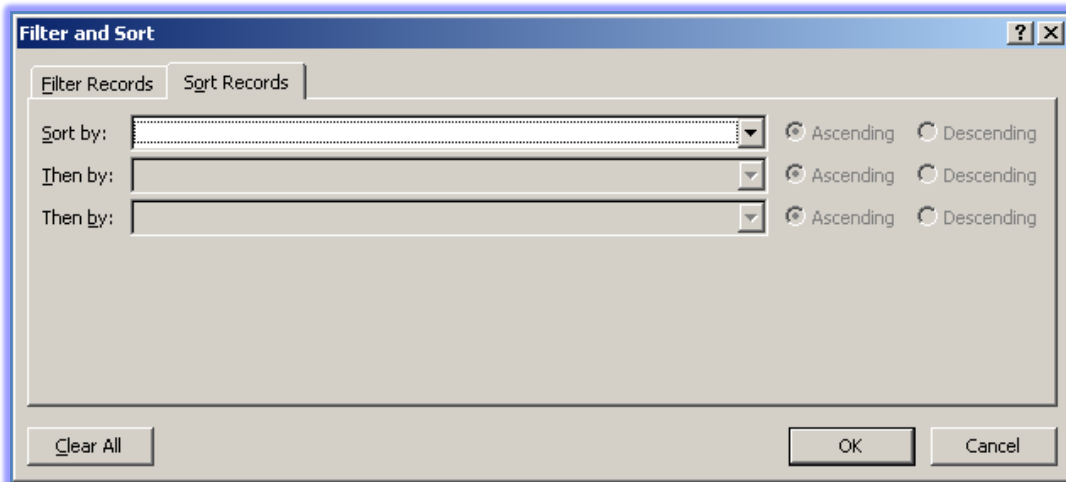


Sorting an Address List

When a list is sorted, it changes the order of Address List entries in a merged document. It is possible to sort by up to three levels, such as by postal code, by last name, and then by first name. To sort an Address List:

- ❖ Open a merged publication.
- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Move the mouse pointer over **Mailings and Catalogs**.
- ❖ Do one of the following:
 - Click **Edit Recipient List**.
 - Click **Mail Merge** and then in the **Task Pane**, click **Edit Recipient List**.
- ❖ Click the **Sort** button.
- ❖ The **Mail Merge Recipients** dialog box will display with the **Sort** tab selected (see illustration below).



- ❖ In the **Sort by** arrow, select the field name that the **Recipient List** is to be sorted by.
- ❖ Click either the **Ascending** or **Descending** radio button for the **Sort Order**.
- ❖ To further define the **Sort**, choose a **Field Name** from the next line of the dialog box.
- ❖ Repeat the steps for the last **Field Name** box, if desired.
- ❖ When all the selections have been completed, click the **OK** button.
- ❖ When the publication is printed or when **Show Merge Results** is chosen, the entries from the Data Source will be in the order specified.
- ❖ To remove the sort, click the **Clear All** button.