Sort Recipient 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 the Mailings Tab.
❖ In the Start Group, click the Edit Recipient List button (see illustration below).

❖ The Mail Merge Recipients dialog box will display (see illustration below).

❖ Click the Sort button.
❖ The Filter and Sort dialog box will display with the Sort tab selected (see illustration on next page).
❖ 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.