

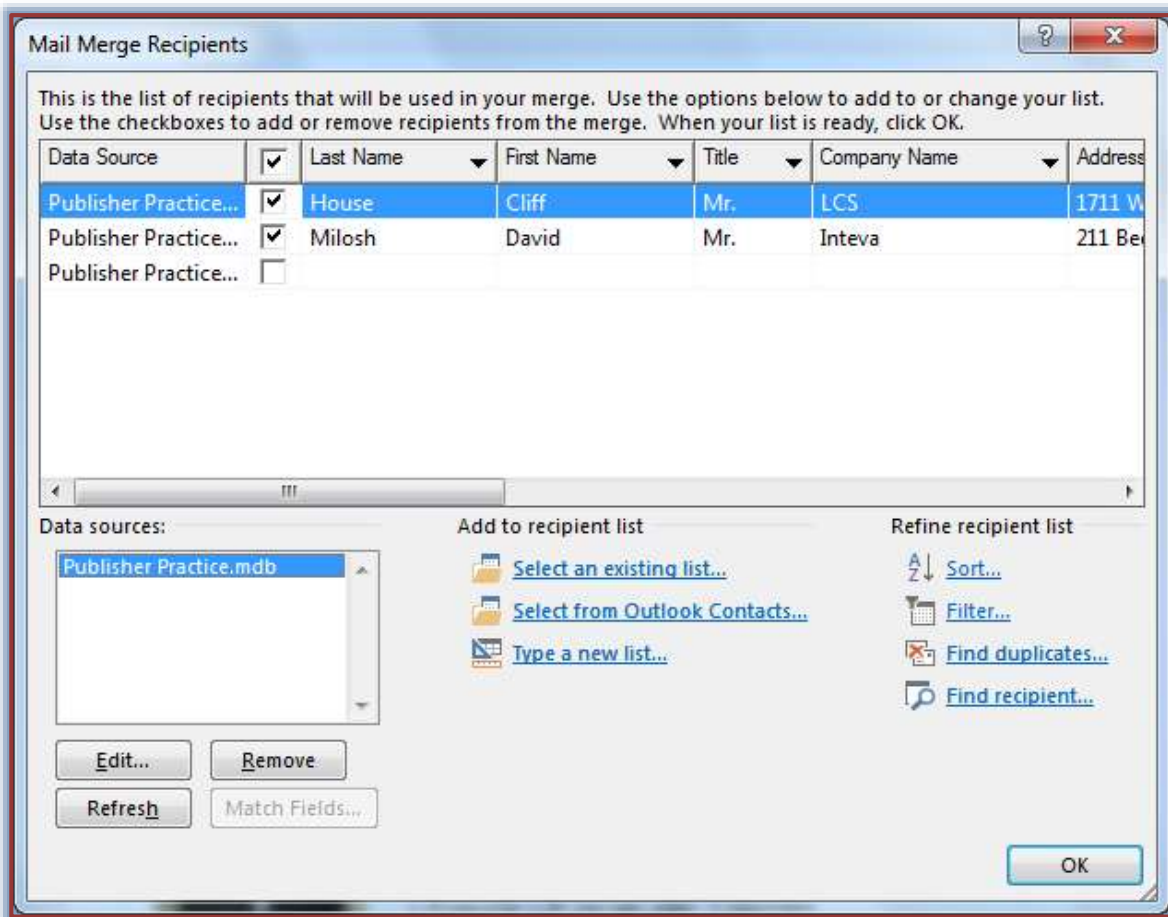
Sort Recipient List

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.

