DATE: January 8, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Sorting List of File Names by Extension

A customer wanted to sort a long list of files by the extension name instead of the primary name. This can be done by doing a Search and Replace of the period (.) in each filename with a (/). The sort can then be performed after selecting 1 for Field and 2 for Word on Level One and 1 for the Field and 1 for the Word on Level Two. This works fine since the slash (/) can be used as a word separator. Once the list is sorted, Replace the (/) with a (.).

Memo ID: WP51_437

DATE: March 23, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION:5.1 RELEASE DATE: ALL
SUBJECT: Sort Limit Is Disk Space Or 2.5 Times Secondary File Size

There doesn't seem to be a limit to the number of records that you can sort in a secondary file but, as a general rule, you need free disk space 2½ times the size of the secondary file to do a sort. For example, if you have a file that is 24,000 bytes, you would need 60,000 bytes available on disk to be able to sort this file. Otherwise you may get an error something like "Record Too Large to Sort."

Memo ID: WP51_1206

DATE: April 3, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1 RELEASE DATE:All
SUBJECT: Sorting Information in Parallel Columns

It is possible for a user to sort text which is in parallel columns if it is not necessary for the column feature to be used (i.e., tabbed columns will work). Search for the Column On codes and replace them with nothing. The text will have [HPg] codes which can be replaced with tabs. Once the text is in tabular columns, the user can sort the document with no problem. Note that this only works if the customer has only one line of text in each column but it is a better option than having to retype the file.

Memo ID: WP51_1335

DATE: August 28, 1989 FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.0 RELEASE DATE: All
SUBJECT: Indent and Margin Release as Fields in Sort

When sorting a file with indents and/or margin releases, such as a bibliography, each of these codes count as a field. So, for example, if each paragraph begins with [Indent] [Mar Rel] "word", sort on the third field to alphabetize the first word.

Memo ID: 5239_WP50

DATE: June 27, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1   RELEASE DATE: All
SUBJECT: Sort - Tabs And Indents Are Fields

Sort recognizes Tabs and Indents as Fields. This means when sorting by the first word of a paragraph where the paragraphs are indented and the first line is tabbed should be defined in Keys under Sort as field number 3. This is because the Indent is Field 1, the Tab is Field 2 and the word is Field 3.

Memo ID: WP51_2139

DATE: December 28, 1990 FROM: Info. Center
PRODUCT: WordPerfect   VERSION:5.1 RELEASE DATE: ALL
SUBJECT: Parallel Columns - Sorting By Converting To Tables

One way to sort parallel columns is to convert them to a table. To do this, block the information in the columns and press Alt-F7. Press 2 for Tables, 2 for Parallel Columns and then sort the table. Once the sort has been performed, save the file into a 5.0 format through Ctrl-F5. Clear the screen and retrieve the 5.0 file. This process converts the table back to parallel columns.
Source: In-house testing

Memo ID: WP51_3802K

DATE: March 29, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION:5.1 RELEASE DATE: ALL
SUBJECT: Sort - Sorting Decimal Numbers In A Table

It is possible to perform a sort on decimal numbers (e.g., 08.090.090) in a
table. This can be done by considering the decimal to be a word separator.
Because the second decimal is ignored, the third number will not sort unless
the first decimal is removed.
Source: In-house testing

Memo ID: WP51_4800K

DATE: April 17, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1 RELEASE DATE: ALL
SUBJECT: Sort - Paragraph Sort Can Be Done Using Hard Page

The manual states that when performing a paragraph sort, two hard returns
must be included after each paragraph. A hard page break, instead of the
two hard returns, can also be used for a paragraph sort. This makes sorting
merged labels possible. An example of how this is accomplished is as
follows:

John Doe
123 Main St.
Peoria, UT 84320
======================== (Hard Page Break)
Jane Doe
321 Main St.
Peoria, UT 84320
======================== (Hard Page Break)

Then, choose Paragraph as the sort type, select the key for sorting, and then
perform action.
Source: In-house testing

Memo ID: WP51_5075C

DATE: February 22, 1990   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.1RELEASE DATE: 11/06/89
SUBJECT: Sorting Dates By Year, Month, Day With Hard Hyphens

To sort a date with dashes or hyphens (5-12-89) where month, day and year are treated as separate words, hard hyphens (Home, Hyphen) must be used. Soft hyphens are not recognized as word separators, and the date does not sort properly. A search and replace can be performed to insert the hard hyphens.

Memo ID: WP51_787

<u>INTEROFFICE MEMORANDUM</u>

<u>DATE:</u>   May 28, 1991   <u>FROM:</u> Info. Center
<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   ALL
<u>SUBJECT:</u>   How To Sort And Select Records From A
Certain Date Forward

If you want to use the Sort feature to select all records that contain a specific date or later, use the following steps (Note: This will only work if the dates are in numerical format, i.e., 10/24/90 and not October 24, 1990):
1.   Enter the Sort menu (Ctrl-F9, 2) and select 3 for Keys. Define three keys: one for the year, one for the month, and one for the day. The keys must be defined in that order if you want it to sort by the date and also select the correct records.
2.   Define your select statement using the following logic and syntax:
(((keymonth=month * keyday>=day) + keymonth>month) * keyyear=year) + keyyear>year

For example, if you want to select all records that are dated 10/24/90 and later, the sort menu should be defined as follows:

key 1 -- type n, field 1, line 1, word 3 (this is the year)
key 2 -- type n, field 1, line 1, word 1 (this is the month)
key 3 -- type n, field 1, line 1, word 2 (this is the day)
The select statement would be:
(((key2=10 * key3>=24) + key2>10) * key1=90) + key1>90

As an alternative, the user could just sort by date and then pick all the records from the desired point forward. This example eliminates the need to delete the unwanted records after sorting by date.

Memo ID: WP51_5489Z

DATE: June 14, 1991   FROM: Info. Center
PRODUCT: WordPerfect   VERSION: 5.x
RELEASE DATE: ALL
SUBJECT: Sorting Text In Tabular Columns

It is possible to sort individually tabbed columns. As many customers have found, when using the regular line sort, each line across the columns is sorted instead of each column. One user found they could sort an individual column by block and moving the column, switching to screen two, sorting the text and then putting it back in its original location. The steps for doing this are as follows:

1.   Position cursor on the first character of the column to be sorted
2.   Turn block on (Alt-F4)
3.   Move the cursor to the last character of the column to be sorted (most of the text will be blocked, but continue to step 4)
4.   Press Ctrl-F4 and select 2-Tabular Column and 1-Move
5.   Switch to screen two (Shift-F3)
6.   Press Enter to retrieve the text
7.   Sort the information as desired (Ctrl-F9, 2)
8.   Block the text and press Ctrl-F4, 2-Tabular Column, 1-Move
9.   Switch back to screen one (Shift-F3 or F7)
10.   Place the cursor at the same location found in step 1 (first spot/space of the moved column)
11.   Press Enter to retrieve the block
12.   Continue steps 1-11 until all columns are sorted

*This information is given strictly as a troubleshooting option.

Memo ID: ALL_9584M

<u>INTEROFFICE MEMORANDUM</u>

<u>DATE:</u>   June 26, 1991   <u>FROM:</u> Info. Center
<u>PRODUCT:</u>   WordPerfect   <u>VERSION:</u>   5.1
<u>RELEASE DATE:</u>   ALL
<u>SUBJECT:</u>   Sort - Perform Two Global Sorts At The
Same Time

You can perform two global sorts at the same time to select certain records in a
secondary file; in other words you can sort for the occurrence of two different words
regardless of the field (in the secondary records) that they appear in. To do this, in Sort
(Ctrl-F9, 2), you must set up the Sort Type (option 7) as Secondary Merge File, then press
Select (option 4), and type in **keyg=**<the first word wanted> **+ keyg=**<the second word
wanted>. This will select all records which contain either word regardless of the field in
which the word appears.

Memo ID: WP51_5967E