

INTEROFFICE MEMORANDUM

DATE: August 15, 1991 FROM: Info. Center
PRODUCT: WordPerfect VERSION: 5.1
RELEASE DATE: ALL
SUBJECT: Sort - Sorting Zip Codes With Five Or Nine

Digits

It is best not to numerically sort a file that has five or nine-digit zip codes following the city and state. If it is done numerically, the five-digit numbers will sorted separately from the nine-digit numbers. Even though the zip codes are numbers, it is better to set the Type as Alphanumeric and the Word as -1 (if it is the last text on the line).

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