Alphabetize a large group of names or items. (MSWORD 2000)
 It's a good idea to print these instructions before beginning.

Example: The groups from your address book, each name being separated by a comma. (When the comma is used in this manner it is known as a delimiter). It has used AOL addresses, but you can use it to alphabetize any list of addresses.

1. Copy and paste the group of names to a MSWORD document sheet.
2.Click CTRL+A to select all the names.
3. Press the TABLE button on the top Menu. Select CONVERT TEXT TO TABLE.
4. In the box that pops up, select COMMA, click AutoFormat and select NONE. OK. Change the # of columns to 1. Click OK. All the names now will appear in a single column.
5. Click TABLE again and select SORT …Ascending/descending order. OK.
6. Click TABLE again and select CONVERT TABLE TO TEXT. Select Separator COMMA. OK (table disappears)
7.Click EDIT… REPLACE. A Find and Replace screen will appear. Click the REPLACE tab.
8. Put cursor in the FIND WHAT box.   Click the MORE button. (Click the LESS button if necessary to make it a MORE button, it toggles between More and Less).

9. Click on the SPECIAL button and from the dropdown menu select PARAGRAPH MARK. The symbol(^P) will appear in the FIND WHAT box.
10. In the REPLACE box, type in a comma and a space(,).
11. Click on REPLACE ALL.
 The list should now appear in paragraph text format with a comma separating each name and a space between them.

 If this is a group of names from your AOL address book, select and copy the group, Bring up the AOL Address book, click on the AOL group, click EDIT, click on the box containing the addresses, they will highlight, Now press CTRL V to paste the newly alphabetized group into the box to replace the old group. Remember to place a parenthesis before the first name and after the last name, so when you send they will all go as blind copies and you won't be sending out a list of names for all the recipients to see. NOTE: AOL 9.0 alphabetizes the address book for you. By clicking the Name column in the AOL alphabetized list you can arrange in ascending or descending order.

Or after sorting, click Table…Convert table to text which removes the table lines, then

Click on EDIT, REPLACE, and then click the SPECIAL tab and click on Paragraph Mark. This will place the end of paragraph character into the "Find what" line. Now tab down to the "replace with" line and press the comma key. Click on the Replace All button. You data should look like it did before you started.

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