To convert data files to WordPerfect format

1. Click File, Open.
2. Choose the drive where the file is stored from the Look In list box.
3. Double_click the folder in which the file is stored.
4. Double_click the filename.
5. Specify the type of data in the Data Type list box.
6. In the Import As list box, choose one of the following formats:

·   Tableopens the file as a table
·   Textopens the file as text
·   Merge Data Fileopens the file as a merge data text file

7. Click any of the following:

·   The fields you want to import in the Fields box
·   The Query button to specify field and record delimiters (characters that mark encapsulated data, and characters to ignore in the conversion)
·   The Use Field Names As Headings button to use field names as column headings
·   The Size Table Columns To Fit Data After Import button to size columns when importing data into a table

To sort a data file

1. On the Merge toolbar, click Options, Sort.
2. Choose an option from the Sort By box, then click Sort.

The table is sorted alphabetically or numerically in ascending order based on the first cell in each row.