WORD PERFECT delimiters

In Word Perfect there are 5 ways to sort: Lines, Paragraphs, Table Rows, Parallel Columns, Merge Records. Therefore text separated by a delimiter,such as a comma must be put into one of those forms. By doing the following you can change your text into a list and after you sort it alphabetically, you can then put this list back into the same text form you previously had except it will be alphabetized. It can be done very rapidly.
You have to do these steps in the exact order.

1. Put that text on your screen and make a new file with SAVE AS - just in case you have problems and your original file will be kept in tact.
2. Go to EDIT and click FIND AND REPLACE
3. In the drop down menu, put , (a comma) in the FIND section
4. Click on MATCH then CODES
5. A drop down menu with codes should appear, search for HRt and highlight it.
6. Move your curser to the REPLACE area, move your mouse to the HRt and double click on it.
7. You should now have a comma in the FIND box and HRt in the REPLACE box.
8. Now click on REPLACE to see if it works for the first entry. If does then click on REPLACE ALL.
9. You now have your names in a list form and can sort them alphabetically.
10. If you want the sorted alphabetized list to go back to the original format just reverse what you did by placing the HRt in the FIND box and the comma with a space in the REPLACE box.

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