

Sort Secondary Merge Files
WordPerfect Magazine
Tips

When sorting secondary merge files by company name, I found that all the company names beginning with "The" were sorted with the T's. Usually names like "The Brooks Company" should be placed with the B's. To make sure my records are sorted correctly, I created two macros included with this article.

- ADDSTAR.WPM deletes "The" from the company name and places an asterisk (*) at the end of the name. *Note: Be sure to replace the number "6" on line 3 of the macro with the field number of your company names.*
- ADDTHE.WPM restores the company name field to its original condition after you have finished the sort.

To use the macros, first retrieve your secondary file. With your cursor at the top of the file, run ADDSTAR.WPM, sort the file, then return to the top of the file and run ADDTHE.WPM. Save the resulting file.

Note: This macro is designed to work with companies whose names are only one line long.

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