

## Using *Word* to Sort a Text into an Alphabetized Word List.

Infield Lexicography Course

1. Use **File > Save As** to save a working copy of the text you wish to sort.
2. Go to **Edit > Find > Replace** (tab on top).

In 'Find what', hit the space bar once.

In 'Replace with', type ^p.

Click on 'Replace all'.

(Note that the 'Special' tab at the bottom of box provides you with other useful ways of looking at your text.)

3. You will now see all the words in your text arranged vertically.

Go to **Table > Sort > Paragraphs (Ascending)** and hit OK.

You will now see all of the words in your text arranged in alphabetical order.

Note that there will likely be some blank spaces at the top of the page, probably corresponding to paragraph breaks.

There will probably also be many duplicates. You can get a frequency count (either by hand or by using the 'insert number' method), and then put a number by the first instance and delete the rest.

Primitive, but it works.