

## Sorting SuDoc Call Numbers in Excel

Open the spreadsheet that contains the SuDoc number in it.  
Copy and paste the SuDoc column into a new sheet tab.

With the new SuDoc column selected, on the Home tab, under Editing, go to **Find & Select**

### **Replace**

Find what: .

Replace with: |

### **Replace All**

Repeat with / - and spaces

Find what : |

Replace with: ~

**Close** the Find & Replace dialog box

Select the column again and under the Data tab, click on **Text to Columns**

Delimited

### **Next**

In the Other box, we will parse on the ~ character

### **Next**

### **Finish**

You can only parse on one column at a time, so copy the second column over to a new sheet tab.  
Delete the Post Stem data from the SuDoc Stem sheet.

Select the SuDoc stem column.

### **Text to Columns**

Delimited

### **Next**

In the Other box, we will parse on the | character

### **Next**

### **Finish**

Do the same for the Post Stem.

### **Text to Columns**

Delimited

### **Next**

In the Other box, parse on the | character

### **Next**

### **Finish**

Back on the SuDoc Stem sheet, select the cells

Go to the Home tab

### **Format**

### **Format Cells**

### **Custom**

0000

**OK**

Do the same for the Post Stem.

**Format**

**Format Cells**

**Custom**

0000

**OK**

On the SuDoc Stem sheet, identify the last column to have content in it. In first column that does not have any content in it, add a :

Drag and fill the colon character down to the last row

Copy and paste the Post Stem content into the SuDoc Stem spreadsheet, to the right of the colon. Make sure everything lines up.

Open up NotePad or any other text editing software like TextPad

Copy and paste the SuDoc content into NotePad

Select the empty space between the columns and copy it

Select all

Under **Edit**, click on **Replace** > paste

Replace with nothing

**Replace all**

Copy the content

In the original spreadsheet tab, paste the content from the Text editor.

The SuDocs will almost sort correctly. Watch what happens with some Y's.

There are multiple ways to address this. If you have Y 4.2:, Y 4.3:, Y 3.2:, Y 3.3: call numbers in your list, the first option is probably faster. If you only have one or two of those SuDoc stems, then the second option may be faster.

|   |  |
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| <p><b>Option One:</b><br/>Manually select the Y0004 cells – but not any Y00040002: (Y 4.2:) or Y00040003: (Y 4.3:)</p> <p>On the Home tab, under Editing, click on Find &amp; Select &gt; Replace</p> <p>Find what: Y0004<br/>Replace with: Y0004*</p> <p>Do the same – adding an '*' - for Y 3's</p> | <p><b>Option Two:</b><br/>On the Home tab, under Editing, click on Find &amp; Select &gt; Replace</p> <p>Find what: Y00040002<br/>Replace with: Y0004z0002<br/>Replace All</p> <p>Do the same – adding a 'z' in the middle - for Y00040003 (Y 4.3:), Y00030002 (Y 3.2:), and Y00030003 (Y 3.3:) if they are in your list</p> |
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There are other small pockets where it will still sort incorrectly, especially in the HE's, but for most projects the above is sufficient.