

Magic Sort List Tutorial

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System Requirement

- Intel and Apple Silicon Native Support
- macOS 11 Big Sur and above

Basic Noteworthy Points

In this tutorial, we will briefly go through the basic steps in using the app.

Sorting List / Sorted List

Beginning from Version 3.0.0, you will notice two tabs labelled as “Sorting List” and “Sorted List”. Fundamentally, the app has been revamped to support saving the sorted lists to a built-in database. This is in addition to the existing support to export the lists out as a TXT file.

The Sorting List basically is where the sorting of the list is done and the Sorted List will host the entries which have been saved into the built-in database where you can retrieve the previously saved list.

Loading The List

There are two ways of getting the unsorted list into the App. The easiest way is to copy and paste the list from another app such as from your email, website or notes. The other method is to use the Load List button to load a pre-made TEXT files.

Sorting the List

There are 3 basic options to sorting the list which includes

- Ascending Sort
- Descending Sort
- No Sort

Ascending and Descending Sort basically are fundamentally as the name suggests which probably doesn't require any explanation.

The No Sort option does seem curious at the offset but it does offer some important features when coupled with the more complex fine-tuning features laid out in Preferences -> Settings which include features like

- Removing Duplicates
- Adding Index Numbers
- Case Changing features

These and more would be discussed later.

The Basic Steps to sort a list would be to first load the list and then click one of the sorting options and the sorted list would appear on the Sorted List on the right. You can copy the list or save it to be used elsewhere.

Sorted List Title

On the main tab is the Sorted List Title option which would tag a title which is centralized on the sorted list. It is also used as the Filename when saving the sorted list.

When you save the list to the Database, the title would be used in the table of lists so that you can easily identify it. Otherwise, it will show up as "Untitled".

Diving Deeper

Let's dive into the various fine-tuning options available which are listed under Preferences -> Settings and Preferences -> Ignore Prefix List.

Preferences -> Settings

In this first tab (Settings), there are the following 6 options

- **Enable Smart Sort**

Typically, the built-in mechanism for sorting text works well for pure text lists but when you add numbers into the mix, the list you get would not be as you expected it.

When we see a list with numbers like 3, 10, 5, 1 and 2, it's without doubt that 1 would be the first number in an ascending list and 10 being a bigger number would be the last number on that list. However, the computer does not see it that way, 1 being a single digit would be the first on the list but the next would be 10 before 2.

Padded numbers such as 03, 10, 05, 01 and 02 would give you the proper results. However, it is not practical to always pad our numbers. There is a time and place for everything.

This is where Smart Sort comes into the picture, it basically makes the sorting more what a typical human would think. There is a lot of complex computation which goes into getting this done but for you, all it takes is to enable this option and that list will be sorted as you would expect.

- **Add Alphabetical Headers**

A list of text would only go so far, Alphabetical Headers makes it a list so much easier to read.

Compare the two lists

Without Alphabetic Headers	With Alphabetic Headers
Blue Jasmine Kevin Hart: Let Me Explain Side Effects Scary Movie 5 Delivery Man Kick-Ass 2 47 Ronin	<u>0-9</u> 47 Ronin <u>B</u> Blue Jasmine <u>D</u> Delivery Man <u>K</u> Kevin Hart: Let Me Explain Kick-Ass 2 <u>S</u> Scary Movie 5 Side Effects

With the Alphabetic Headers, it is easier to read the list as it groups text with the same first character together.

- **Group 0-9 Together**

As with the above example, if we do have a list with words starting with numbers, enabling this option will group them together. Otherwise, each number will have its own heading if the Alphabetic Headers option is enabled.

- **Remove Duplicates**

Apart from sorting, the other feature that Magic Sort List excels in is to remove duplicates from the list. It can be quite frustrating to have long list and find that certain items are repeated several times.

With this option enabled, the app will do its magic is removing

duplicates. Remember earlier, we mentioned the No Sort option, this is one area which removing duplicates will come in handy.

- **Add Index Number**

This can come in handy by adding an index number before each entry.

```
1. Blue Jasmine
2. Kevin Hart: Let Me Explain
3. Side Effects
4. Scary Movie 5
5. Delivery Man
6. Kick-Ass 2
7. 47 Ronin
```

If the list is long, the index number would be zero padded to ensure that the texts are all properly aligned.

```
01. The Call
02. Saving Mr. Banks
03. The Wolf of Wall Street
04. Pain & Gain
05. Tyler Perry's A Madea Christmas
06. Gangster Squad
07. Jurassic Park 3D
08. The Internship
09. Instructions Not Included
10. Lincoln
```

- **Case Change**

The other feature that Magic Sort List provides is the option to change text casing. You can switch a list which contains all uppercase characters to one which only capitalize the first letter of each word and so on. This is also useful in the No Sort option.

- **Accented Character Sort**

By default Magic Sort List sort using the standard alphanumerical sort which places accented characters such as Æ or Ö at the back of the list. When this option is checked, these accented characters would be sorted together with the romanised alphabets, ie A, Æ then B instead of A, B, Æ

- **Sort By**

This option allows you to choose between the Line or Paragraph mode. If it is by line, each line will be considered a separate line of text. If you set it to Paragraph, it will check for paragraph breaks and treat the entire paragraph as a single line of text.

Preferences -> Ignore Prefix List

Consider the following list

```
An Elephant  
The Cat  
Caterpillar  
A Dog
```

Typically when the list is sorted in the conventional way, it will end up looking like this

```
A Dog  
An Elephant  
Caterpillar  
The Cat
```

But with Magic Sort List, you can predefined Prefixes you want to ignore. We have a standard list in there which handles, “A”, “An” and “The” but you can add your own to this list.

With the list defined, you get a list looking like this instead

```
The Cat  
Caterpillar  
A Dog  
An Elephant
```

Sorted List - Database

The Sorted List tab is something new in version 3 of Magic Sort List. This will be a place where all your saved list would be kept.

To save to the database, just click “Save This List to the Database” after you have it sorted. Once saved, the most recently saved list would appear on the top of the table.

To View the List

To view the list in the table, just click on it and you would see the Unsorted and Sorted List appears. From here, you can either save, copy or reuse the lists.

Sorting a Previously Saved List

To sort a previously saved list, click on the list and at the bottom of the Unsorted List, click on the “Sort List Again” and the list will appear in the Sorting List tab with the Original Title.

Changing the Title of the Saved List

On the Table, double click on the Title you want to change and this will cause that title to be editable. You can make the necessary change and hit the Enter/Return key, Tab or Arrow Up or Down and it will prompt if you want to save the new name change. If you answer no, the title would be reverted to the original title.

Emptying the Database

If you want to start the list from fresh by removing all the lists in the database, go to Preferences -> Database and click the “Empty Database” button.

Export Format

The Export Format is available on the Magic Sort List from the Mac App Store. This allows you to set the export format of the save files in the Text, CSV or Excel format.

Contact Information

Thank you for reading this tutorial. We hope you find it useful.

If you require more assistance or have any suggestions or encountered any bugs, please contact us at support@completemagic.com and we will do what is necessary to resolve the issue.