**Attaching Sequential Numbers To Sentences**

1. Work from a copy of the transcript
2. Select All—Edit/Replace
   1. Find What: ^p^p
   2. Replace With: xxxx. (that is xxxx/period/space)
   3. Replace All
3. Select All—Edit/Replace
   1. Find What: . (that is period/space)
   2. Replace With: ^p
      1. Each sentence should now be a paragraph
   3. Close the Replace window
4. Select All—Copy
5. Open a blank worksheet in Excel and select cell K1
   1. Paste
6. Select cell J1
   1. Type 1 and hit enter
   2. Select cell J1 again
7. Scroll down to the cell adjacent to the last line of text
   1. Hold down the shift key and select the cell in the J column next to the last line in the K column.
      1. The whole column should be highlighted
   2. Edit/Fill/Series
      1. This defaults to a step of 1
   3. Hit Return
      1. You should have a series of numbers in the column
8. Select cell A1
   1. Type =concatenate(J1, “ “,K1,”.”) and hit Enter
      1. This formula puts the number, a space, the line of text, and a period together in a cell
   2. Select cell A1 again
9. Scroll down to the row that has the last line of text in it.
   1. Hold down the shift key and click on the cell in the A column at the row with the last line of text
   2. Edit/Fill/Down
   3. Copy
10. Return to Word and open a new document
    1. Paste
    2. Scroll to top of document
    3. Move the cursor across the top of the table until it is a down arrow and click
    4. Table/Convert/Convert Table to Text
    5. When the Convert window opens be sure Paragraph marks is selected and click OK.
11. Select All—Edit/Replace
    1. Find What: xxxx. (that is xxxx/period)
    2. Replace With: ^p^p
12. If the default style has placed too much space between paragraphs:
    1. Select All­—Format/Paragraph
    2. Spacing/After
    3. Type 0
    4. Hit OK