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**HOW TO FILL OUT THE DD 818-1 MATRIX**

**general guidance**:

* **To sort table** by page/paragraph number, hover your mouse over the top of the first cell in the “page” column until a downward arrow appears; click and drag to the right to select both page and para columns. Under Paragraph on the Home ribbon, select A-Z button, set to sort by Column 3 and then Column 4, and select “OK.” **To add new rows,** copy and paste a blank row to keep consistent formatting. **To add automatic numbering to column 2**, select entire column and click on the Numbering button under Paragraph on the Home ribbon.