

Instructions for Extracting Creditors from CM/ECF to Merge in to Labels

1. Login to CM/ECF

Select Reports, Creditor Mailing Matrix

Case Number: enter case number

Special mailing group: Top blank highlighted

Format: Select raw data format

Run Report

Data will appear

Select Edit

Select All (highlights all lines)

Select Edit

Select Copy

Minimize ECF

2. Bring up Notepad (Start, Programs, Accessories, Notepad)

Select Edit

Select Paste

Clean up window - Remove 'Search Results' and 'Case Number' from the top of file

Remove 'Total Labels ###' from the bottom of the file

Select File

Select Save - I usually save this file as the case number.txt., i.e. 99-04464.txt

3. Bring up Microsoft Excel

Select File, Open

Select the file saved in Step 2 above (99-04464.txt)

Text Import Wizard Step 1 of 3

Choose File type

Select 'Delimited'

Select Next

Text Import Wizard Step 2 of 3

Delimiters - Uncheck Tab by clicking that box

Check Other: Cursor moves to next box

Type | in the box (| is found in the shift position on the key above the Enter key on your keyboard)

Select Next

Text Import Wizard Step 3 of 3

Select Finish

4. From the spreadsheet

Delete Column A which has the case number in it.

Place cursor on A, click highlights column

Select scissors from toolbar

Right click

Select Delete

System will delete what was in column A and moves remaining data over 1 column.

Expand the columns so that you can see contents of each.

There is a line separator between each column (A | B | C | D | E)

Place cursor on the line between each of the letters, a + symbol appears.

Move right til you can see all data in column A. Do the same between B, C, D.

Place cursor on line 1, actually on top of the number 1

Select Insert

Select Rows, Click

Label each column uniquely

Column A - Name

Column B - Address1

Column C - Address2

Column D - Address3

Column E - Address4

Save the file as an .xls spreadsheet file

Minimize Excel

5. Open Word

Select Tools

Mail merge main document

1. Create

Mailing Labels

Active window

2. Data Source

Get Data

Open data source

Select .xls file saved in Step 4

Entire spreadsheet

OK

Select Setup Main Document

Labels Options

Printer information - Select Laser & Inkjet

Tray - Select Automatically select

Select Label Product/Label Type of your choice

OK

Create Labels

Select Insert Merge Field. Displayed are the column names you entered in Step 4. Choose Name, Name appears in the box below, use Enter key; Choose Address1, Address1 appears in the box below, use Enter key, etc. Do this until all columns are selected and are each on a separate line. Do NOT use the Enter key after selecting the last column (Address4).

Mail Merge Helper

3. Merge the data with the document

Select Merge

Select Merge

Select Merge

You are ready to print labels!