INSTRUCTIONS:

Create Mailing Labels
Using CMECF & Word 2000

NOTE: Directions may very depending on the version of software that you have available.

1. Log on to CMECF
    a. Click on **Utilities**
    b. Click on **Mailings**
    c. Click on **Creditor List**
        i. Enter Case number
        ii. Highlight **"All"**
        iii. Format 1 column
        iv. Click on **Run Report**

2. Highlight the creditors.
    a. Copy: **Ctrl+C** or **Edit – Copy** from the menu or right click and select copy

3. Open WordPerfect.
    a. Paste: **Ctrl+V** or right click and select paste cells or **Edit – Paste** from the menu
    b. **Save** this Word document to open later

4. Click on **Tools – Mail Merge** from the menu

5. Step1
    a. Click on **Create**
    b. Select **Mailing Labels**
    c. Click on **New Main Document**

6. Step 2
    a. Click on **Get Data**
    b. Select **Open Data Source**
    c. Locate Document you saved earlier
    d. Click **Open**
    e. Click on **Set Up Main Document**
        i. Locate your labels from the list
        ii. Click **OK**
    f. Click on **Insert Merge Field**
        i. Select first Label information
        ii. Click **OK**

7. Step 3
    a. Click on **Merge**
    b. Click on **Merge**

Your labels will open in a new document allowing you to print; you may have to do some adjusting.