INSTRUCTIONS:

Create Mailing Labels
Using CMECF & WordPerfect 10

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 **Run Report**

2. Highlight the creditors.

3. Copy: **Ctrl+C** or **Edit – Copy** from the menu.

4. Open WordPerfect.

5. Select **Format – Labels** from the menu.
   c. Choose label type, then click **Select** (Suggested label – Avery 5160).

6. Paste: **Ctrl+V** or **Edit – Paste** from the menu.

7. Select All: **Ctrl+A** or **Edit – Select - All** from the menu.

8. At the beginning of each creditor's name press **Enter** to place the creditor on a separate label.

9. Now you can Print on Labels.