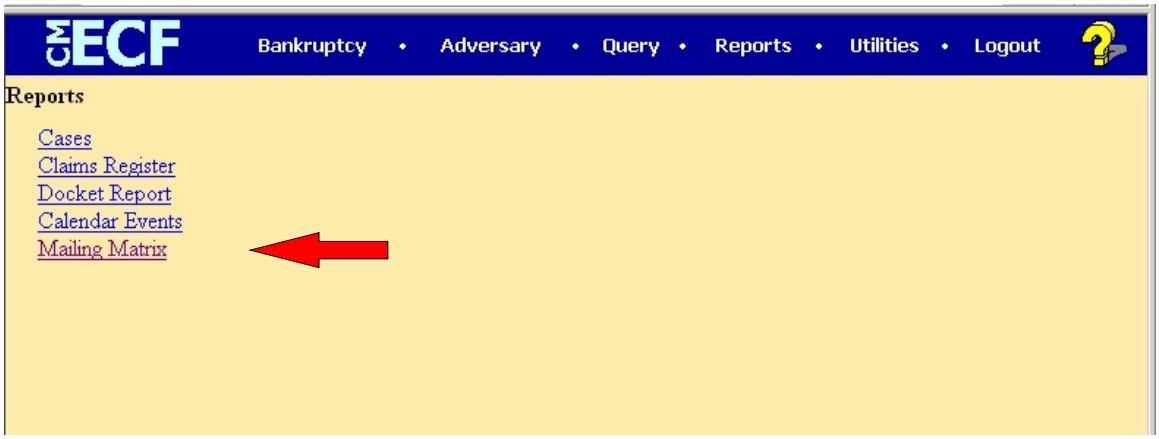
Generating Mailing Labels from U.S. Bankruptcy's Court Matrix Using Microsoft Word 2002

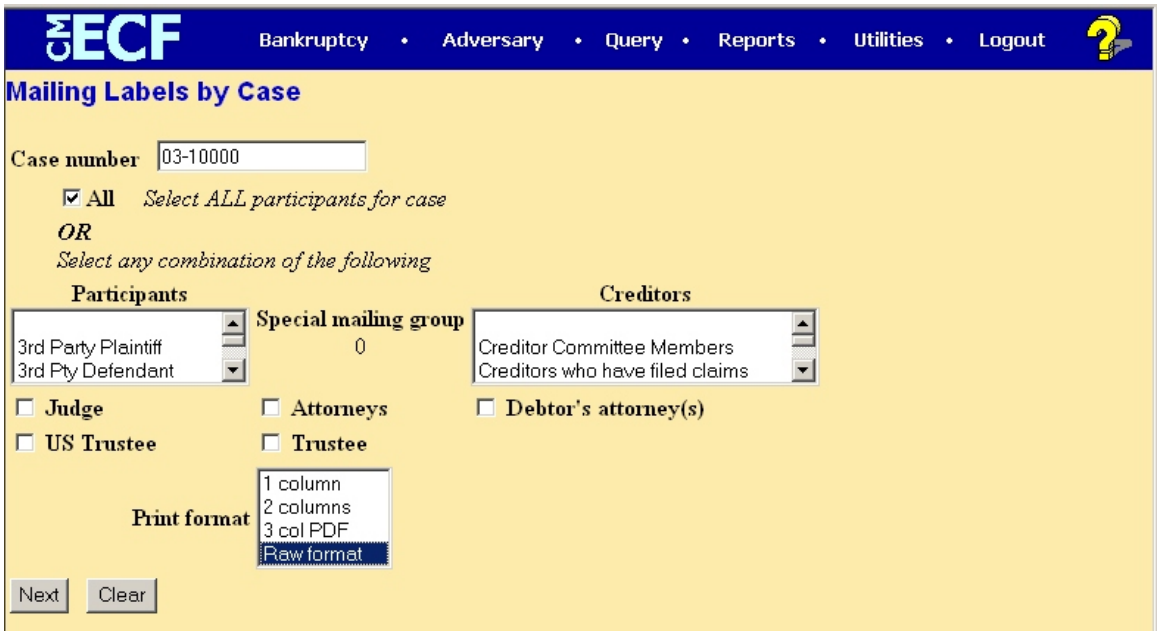
This document will demonstrate how to save the mailing matrix and generate mailing labels using Microsoft Word's mail merge feature. You can use this method when you find the PDF labels do not print correctly on your label paper stock.

First you must save the court's matrix on your computer. To do this, perform the following steps:

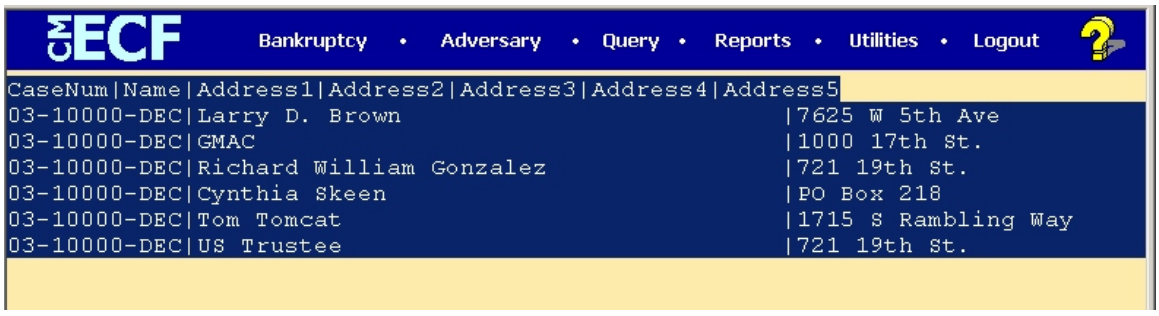
1. Log into the ECF system using the court assigned login and your password. Once in the system, click on the 'Reports' menu item from the blue menu bar. From the reports section of ECF, click on 'Mailing Matrix' as shown below:



2. From the Mailing Labels by Case screen, type in the case number, choose the case participant type, creditor types or 'All' for all case participants. Before clicking on the Next button, select 'Raw format' from the Print format list box. You may now click on the Next button to display the mailing matrix.

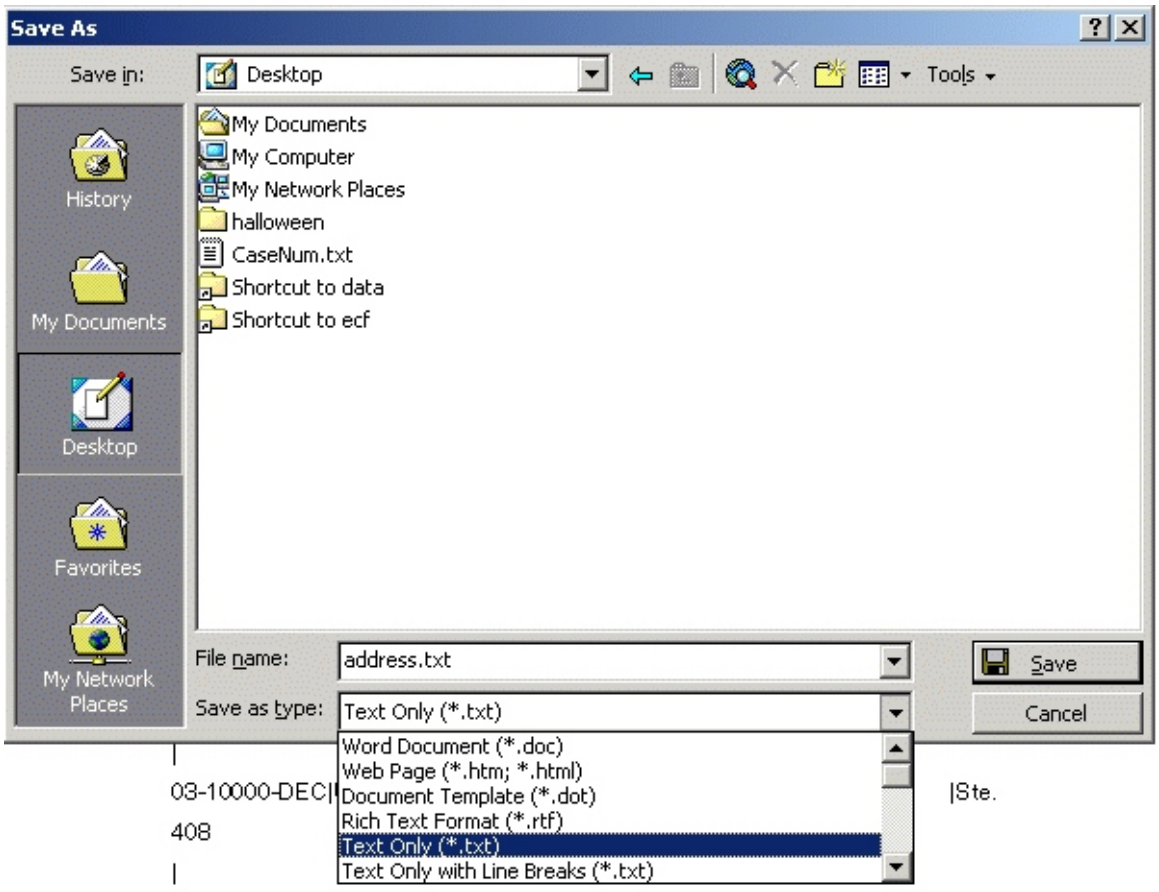


3. Your mailing matrix will be displayed on the screen in raw format, meaning each field of the name and address are separated by a pipe symbol (|). This file can now be saved and imported into Microsoft Word as a mail merge. To save the file, select Edit, Select All from the browser menu bar or hit Ctrl-A. This will highlight the text of the address. Now you can copy the contents by selecting Edit, Copy from the browser menu bar or hit Ctrl-C. This information you just copied will now be imported into Microsoft Word.

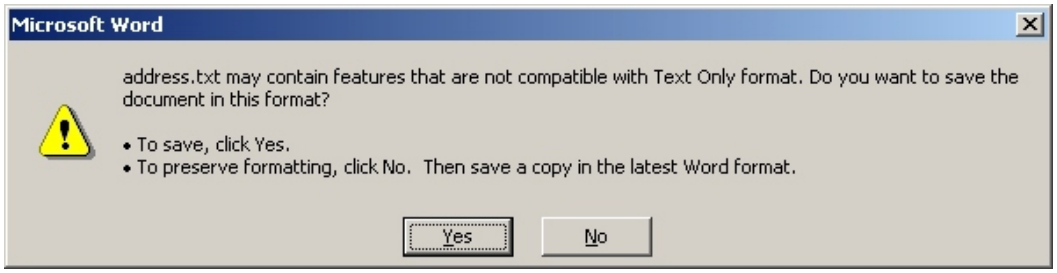


4. Open Microsoft Word so the contents you just copied can be imported. Within a blank document, paste the contents of the address file by selecting Edit, Paste from Microsoft Word's menu bar or hit Ctrl-V. Once the contents are pasted, you will now save the file as a .txt file to be used in the mail merge.

5. Save the file by selecting File, Save from Microsoft Word's menu bar or hit Ctrl-S. Within Microsoft Word's Save As dialog box, type in a file name for the matrix and select a directory to save the file into. Before selecting Save, you must choose .txt as the type of file to save. Click the drop-down arrow next to the 'Save as type:' selection box. Select 'Text Only (*.txt)' Now you may click the Save button to save your matrix file.

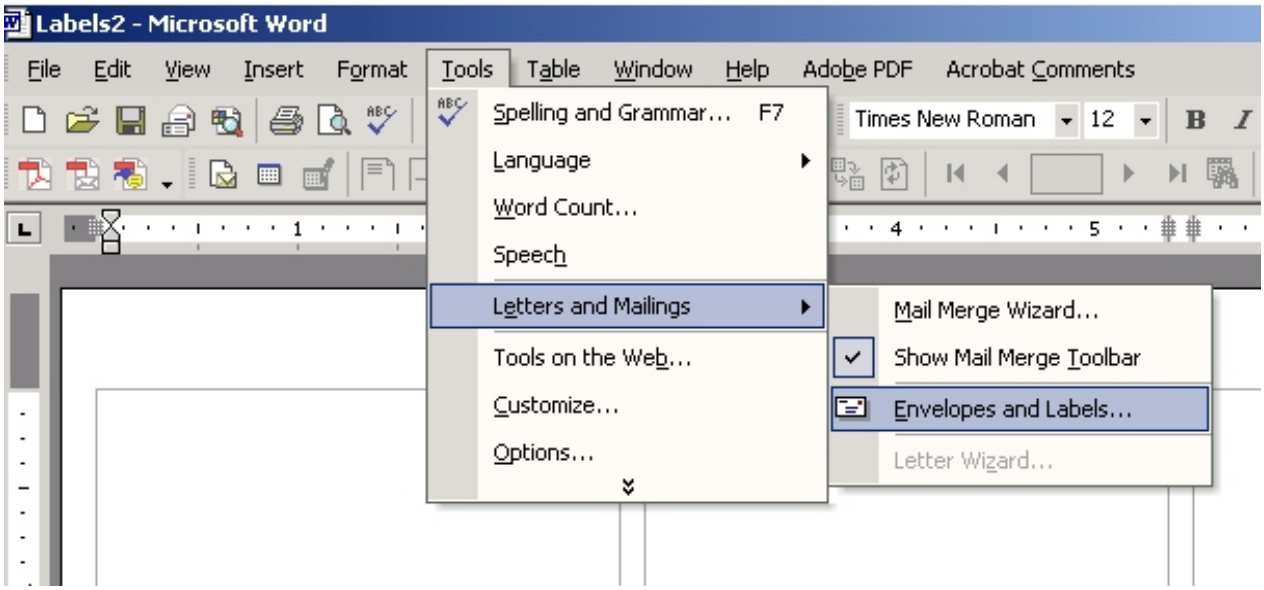


When saving the file as a 'Text Only' file, you may receive an information dialog box from Microsoft Word like the example below.

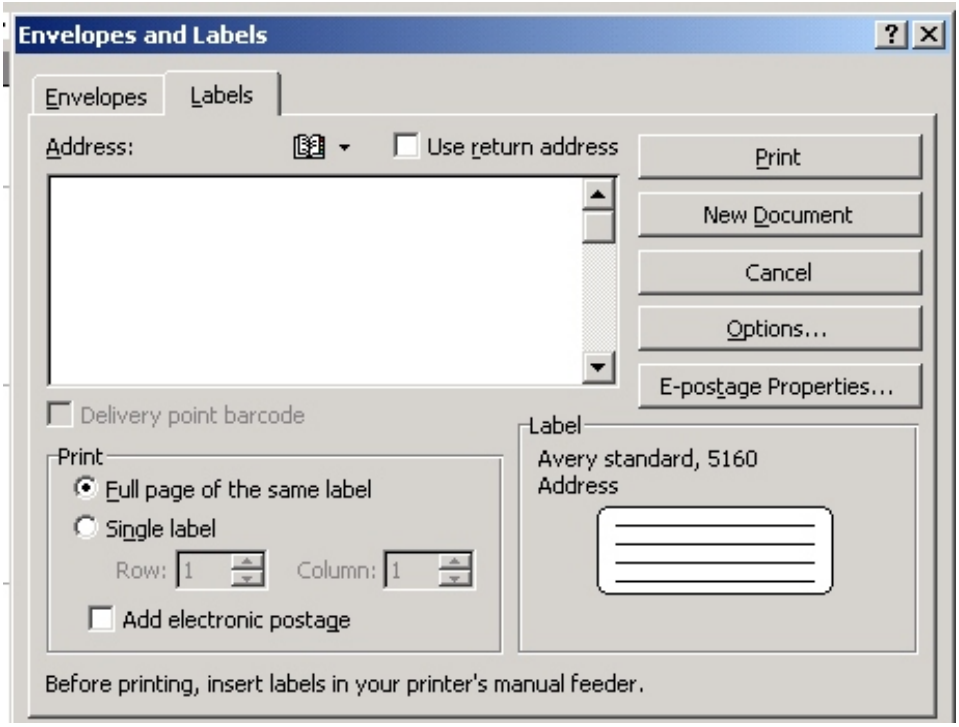


Click on the 'Yes' button if presented with this dialog box.

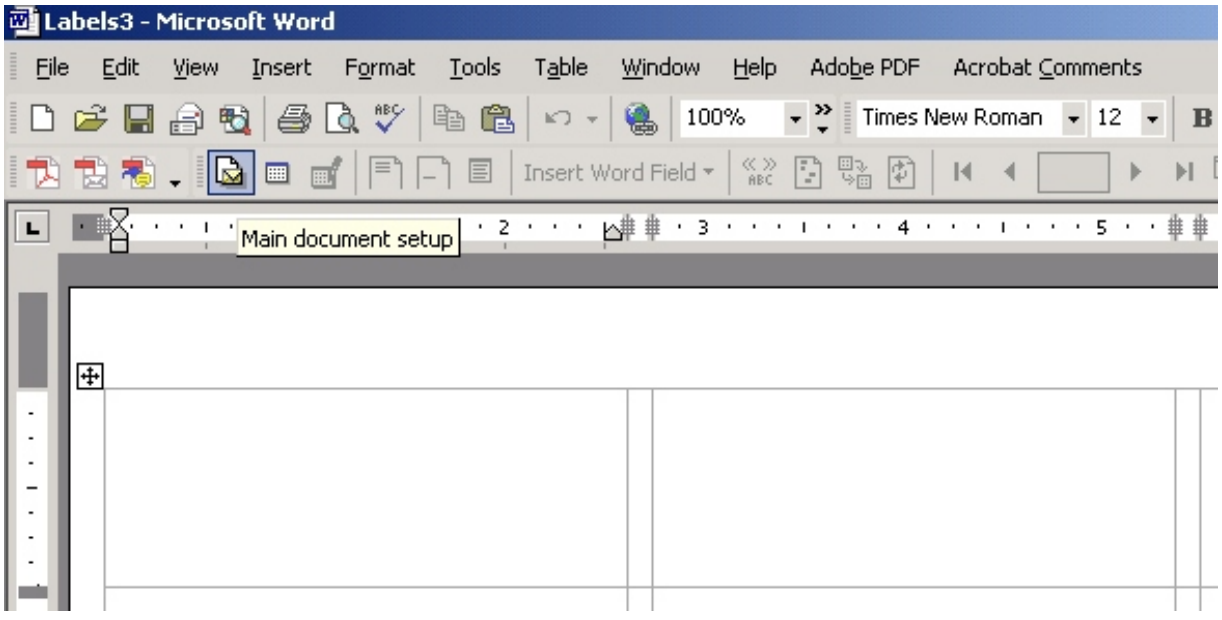
6. The next step is to create a mail merge file within Microsoft Word. From Microsoft Word's menu bar, select Tools, Letters and Mailings. Next be sure the Show Mail Merge Toolbar is checked and select Envelopes and Labels....



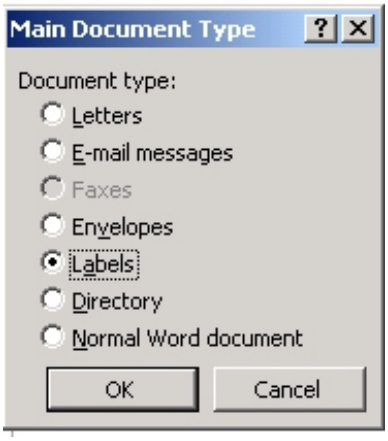
7. You will be presented with the Envelopes and Labels screen. Click the New Document button on the right.



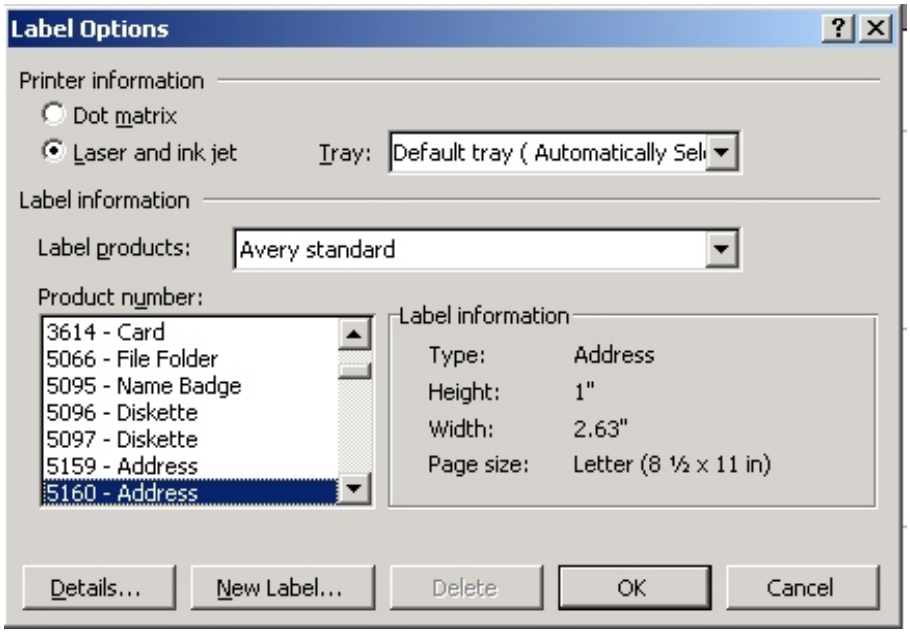
8. Next you will choose the Main document setup from the toolbar.



9. From the Main Document Type choose Labels. Click OK.

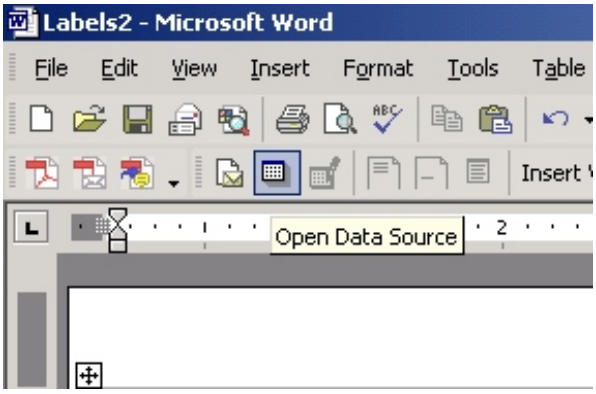


10. Since you elected to create Labels, you will now be presented with the Label Options dialog box. Scroll through the various labels until you find the labels you will be using for this matrix. Select the label and click on the OK button.

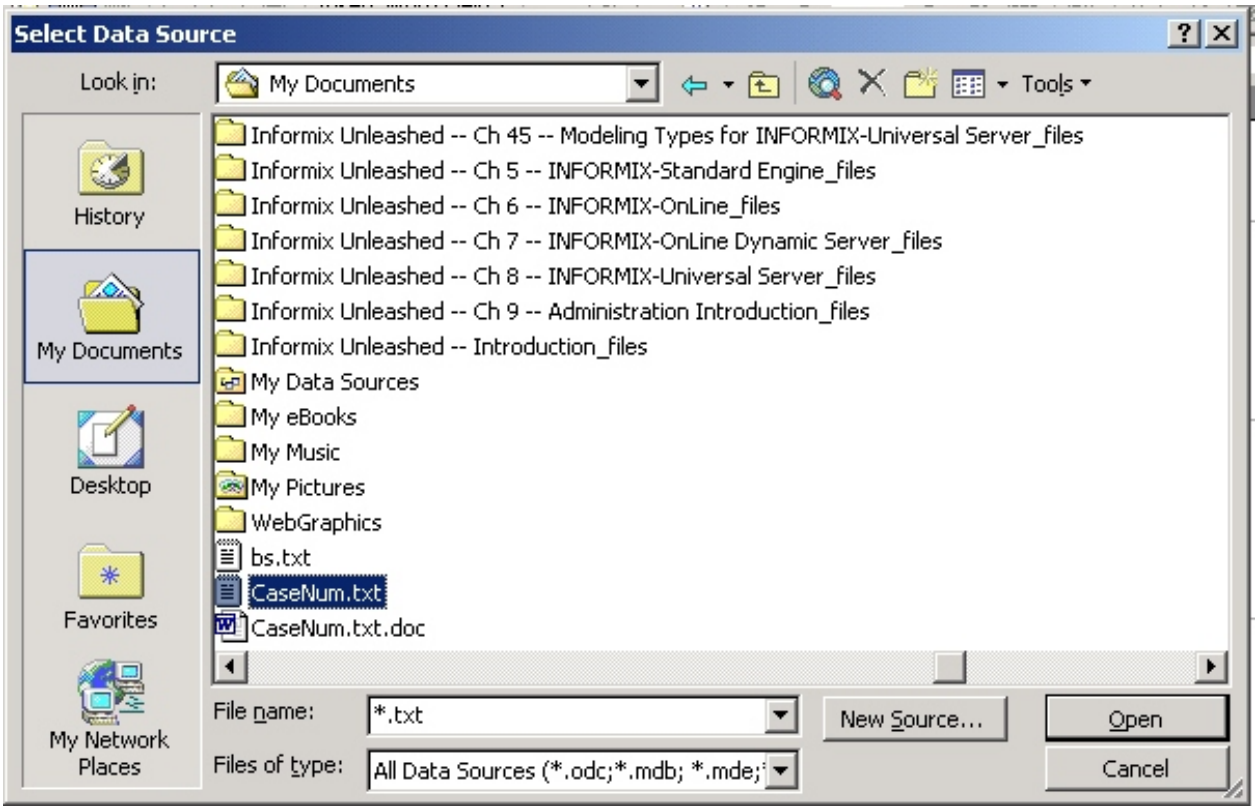


11. You may receive the following informational message. Click OK.

12. Once you select your label format, you are ready to open the data source from the Mail Merge Toolbar select Open Data Source.



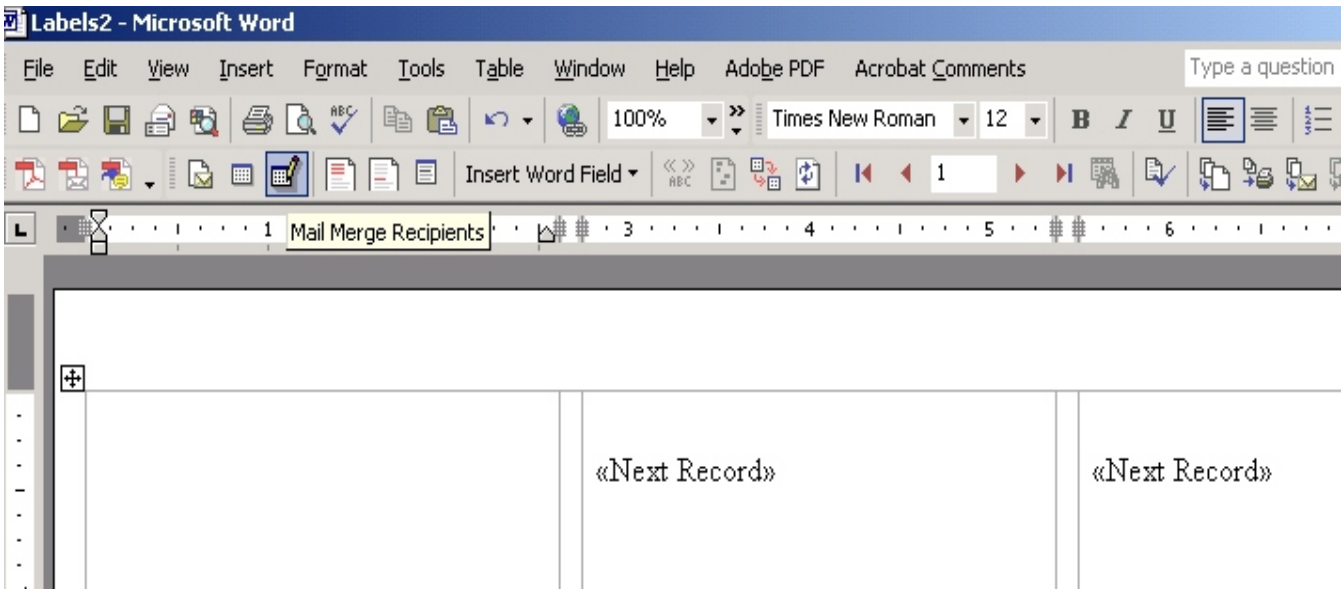
13. Go to the .txt file you earlier saved your mailing matrix and select the file, and open.



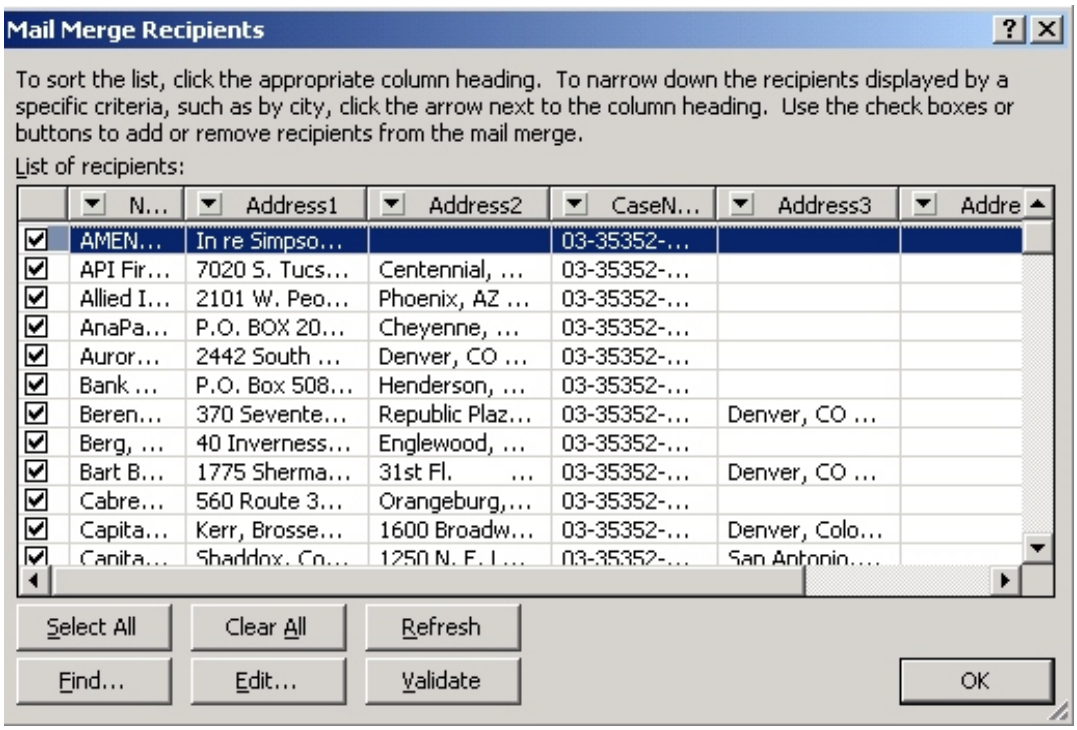
Your document screen will look similar to this!

	«Next Record»	«Next Record»
«Next Record»	«Next Record»	«Next Record»

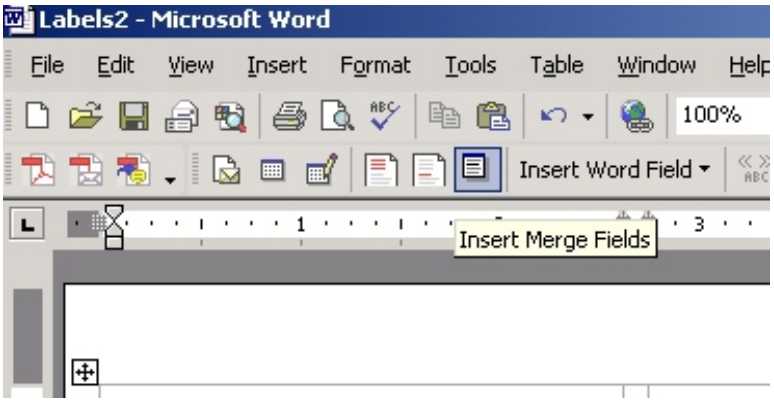
14. From the Mail Merge Toolbar select Mail Merge Recipients as shown.



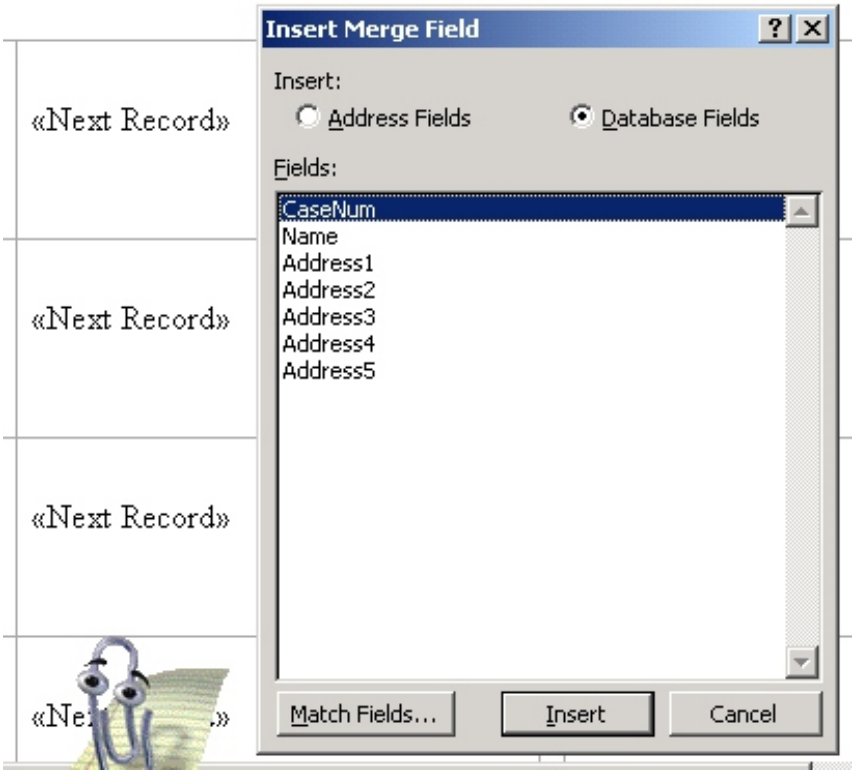
15. You will get a Mail Merge Recipients screen like the one below. Make sure all the addresses you want are checked on the left hand side, and then click OK.



16. Next from the Mail Merge Toolbar select the highlighted button Insert Merge Fields.



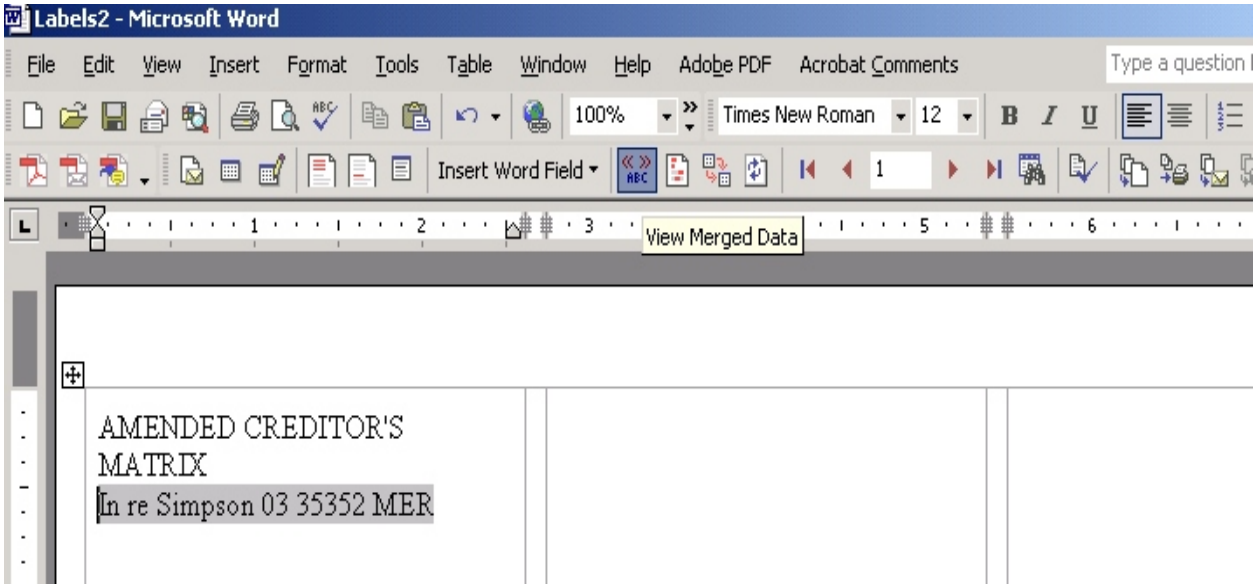
17. A list of the fields in the matrix file will be presented. Click on the Name field and Insert. The <<Name>> field appears in the document. Repeat the above for each of the remaining six (6) fields. Then close the Insert Merge Fields box.



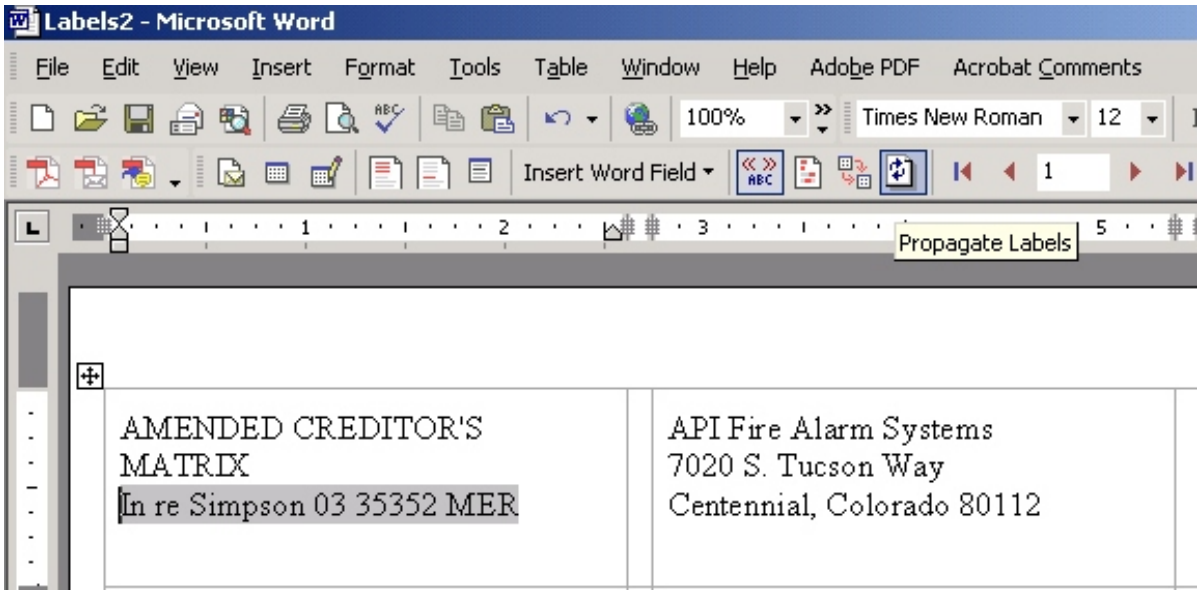
Your document now shows the merge fields. Place new lines between the address fields.

«Name» «Address1» «Address2» «Address3» «Address4»	«Next Record»
«Next Record»	«Next Record»

18. On the Mail Merge Toolbar click View Merged Data. The first cell is filled in.



19. On the Mail Merge Toolbar click Propagate Labels as shown. You should now see all labels filled in.



20. You may now click on File, Save or hit Ctrl-S to save the label merge file. Select a directory and a filename and click on Save to save the file.