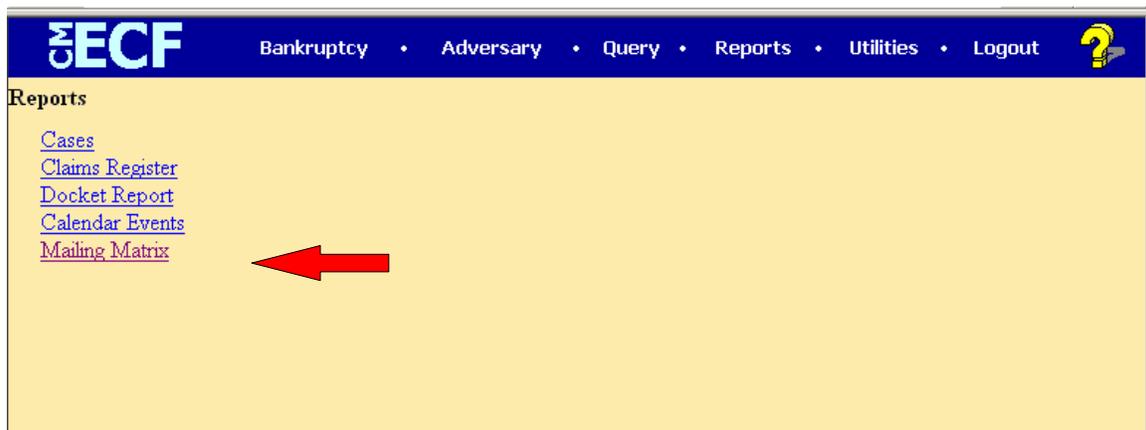


Generating Mailing Labels from U.S. Bankruptcy's Court Matrix Using WordPerfect 9

This document will demonstrate how to save the mailing matrix and generate mailing labels using WordPerfect's 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:

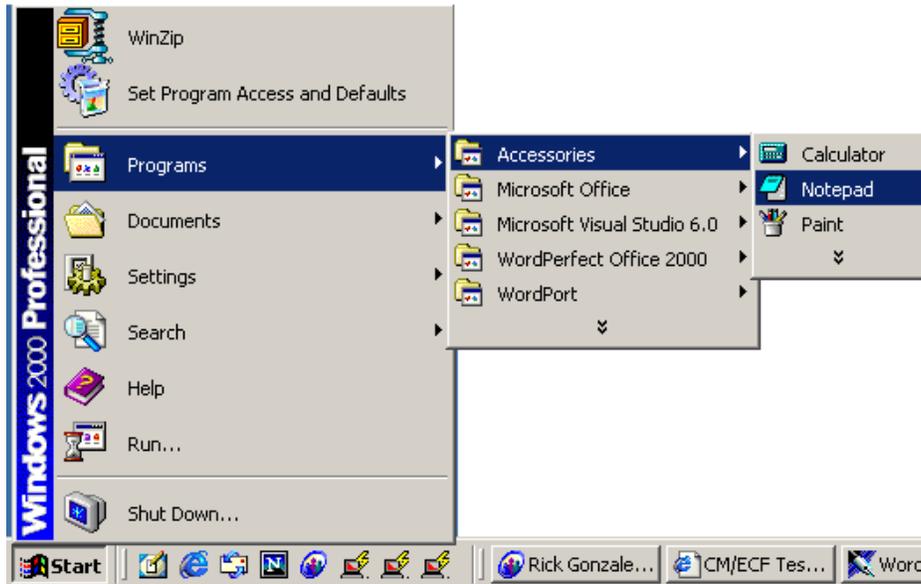


- From the Mailing Labels by Case screen, type in the case number, choose the case participant type, creditor types or 'All' for all case participants. Before clicking on the **Next** button, select 'Raw format' from the Print format list box. You may now click on the **Next** button to display the mailing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

- 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 and saved using the Microsoft Windows Notepad program.

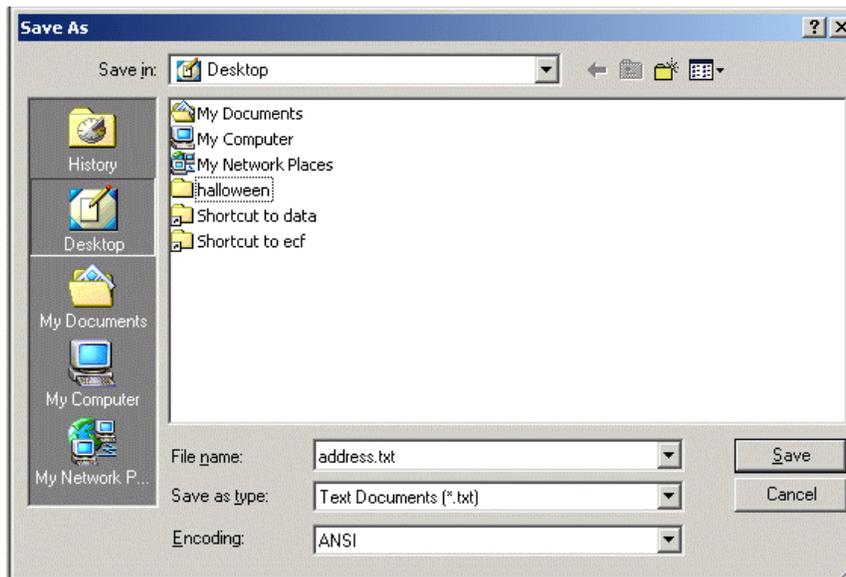
CaseNum	Name	Address1	Address2	Address3	Address4	Address5
03-10000-DEC	Larry D. Brown					7625 W 5th Ave
03-10000-DEC	GMAC					1000 17th st.
03-10000-DEC	Richard William Gonzalez					721 19th St.
03-10000-DEC	Cynthia Skeen					PO Box 218
03-10000-DEC	Tom Tomcat					1715 S Rambling Way
03-10000-DEC	US Trustee					721 19th St.

4. Open the Notepad program in Microsoft Windows by clicking on Start, Programs, Accessories and Notepad as shown below.

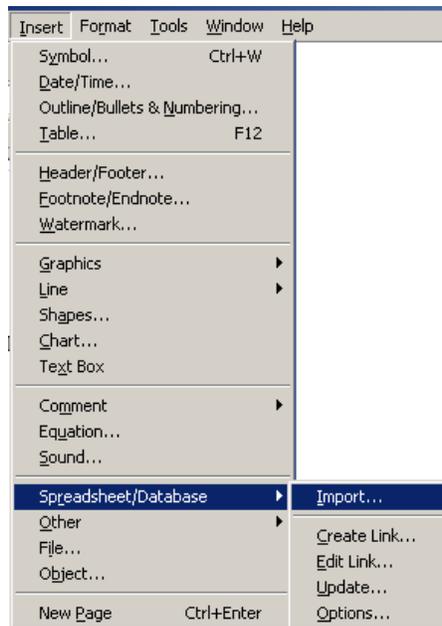


From within the Notepad program, paste the contents of the address file by selecting Edit, Paste from Notepad's menu bar or hit Ctrl-V. Once the contents are pasted, you will now save the file as a .txt file to be used in the merge function.

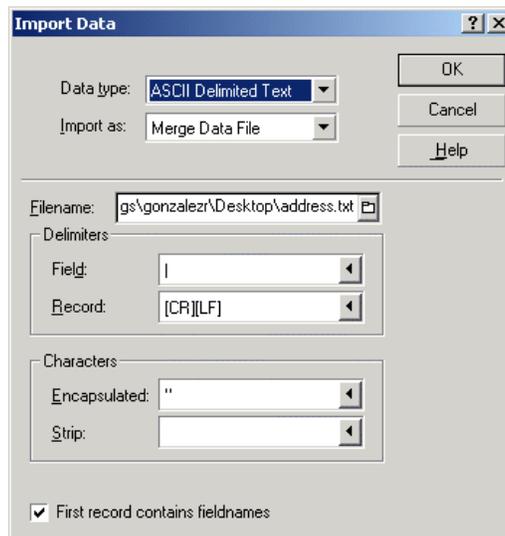
Save the file by selecting File, Save from Notepad's menu bar or hit Ctrl-S. Within Notepad's Save As dialog box, type in a file name for the matrix and select a directory to save the file into. Before selecting Save, ensure the 'Save as type:' reads 'Text Documents (*.txt).' Now you may click the Save button to save your matrix file.



5. The next step is to create a data file of your mailing matrix within WordPerfect. Open a blank document in WordPerfect. From WordPerfect's menu bar, select Insert, Spreadsheet/Database, Import.

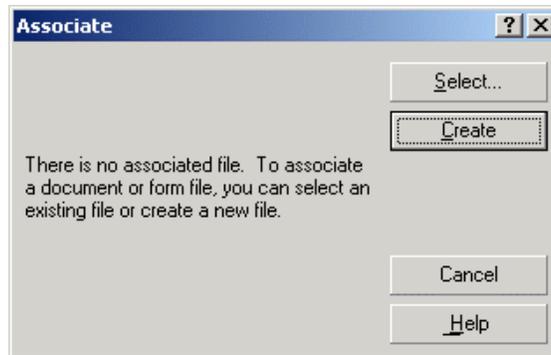


- In the Import Data dialog box, ensure the following:
- 'Data type:' is set to 'ASCII Delimited Text'
 - 'Import as:' is set to 'Merge Data File'
 - 'Filename:' is set to the file saved in step 4 above
 - 'Field:' is set to '|' (Pipe symbol located on the keyboard above the '\')
 - 'Record:' is set to '[CR][LF]'
 - 'Encapsulated:' is set to '"'
 - 'Strip:' is set to *blank*
 - 'First record contains fieldnames' has a checkmark



When the above items are verified, click the OK button. WordPerfect will import the mailing matrix file saved in step 4 above and create a data file to be merge into your labels in the following steps. You may now save the data filed created by clicking File, Save or CTRL-S. Choose the directory to save the file and name the file with the extension ".dat" (e.g. *address.dat*).

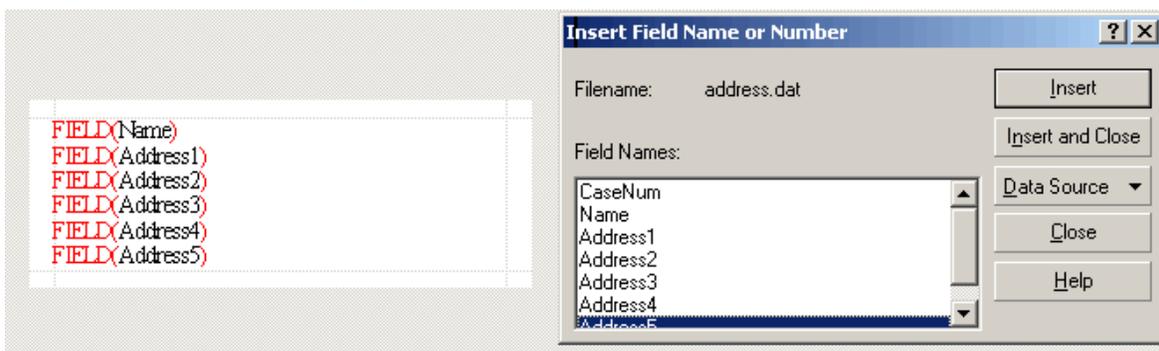
6. Next you will create a label file to merge with the above data file. With the "*address.dat*" file on your screen, click the button labeled Go to Form. When the "Associate" dialog box appears, click on Create.



You will be presented with a blank WordPerfect document. You now have the opportunity to choose the type of label onto which you would like to print the address. From WordPerfect's menu bar, choose Format, Labels. From the list of labels, choose the correct label format and click on Select. (For this example, we are working with Avery 5160).

In order for the mailing matrix to be formatted correctly on the label, you must change your font size appropriately. We will change the font size for this example to Times New Roman and 8 point.

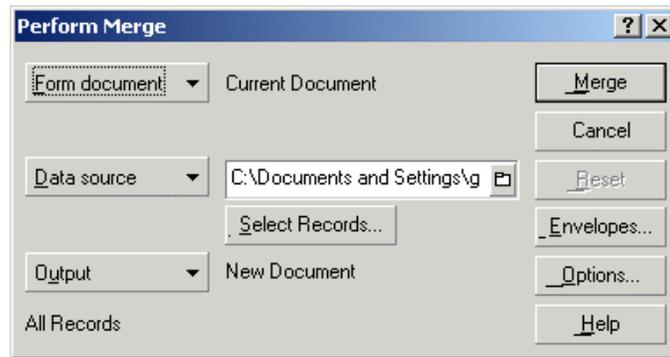
With your cursor blinking in the label, click on "Interact Field..." from the Merge Bar. You will be presented the fields from the data file created in step 5 above. For each field labeled "Name" through "Address5", click on the field name, click on Interact and hit the [Enter] key until you have processed all five (5) address lines. Your screen will look like the screen shot below:



When you are finished inserting the data fields onto your label, you may press the Close button on the "Insert Field Name or Number" dialog box.

You may now save this label/form to be used for future mailing matrix labels. To save the file, select File, Save from WordPerfect's menu bar or hit CTRL-S. Choose which directory to save the form and enter a filename with an extension of ".frm" (e.g. "address.frm"). This label/form can now be used the next time you produce labels from a mailing matrix.

7. Now that you have both a data file and a label file you can merge the two together. Click on the Merge... button from the Merge Bar. You will be presented with a Perform Merge dialog box as in the following:



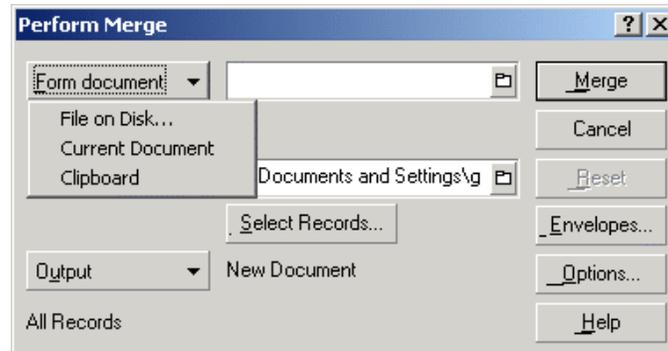
This dialog box tells you that the Merge will use your current label (Form document) merge it with the addresses (Data source) and put the address labels within a new document (Output). Click on Merge to perform the merge.

Once you hit the Merge button, the matrix in Step 5 above will be merged with the label you created in Step 6 above. A new document will be created and should be presented in WordPerfect. Your mail merged file will look like the following, depending on the style of label chosen in Step 6 above. The file below is shown with Avery Label 5160.

Larry D. Brown 7625 W 5th Ave Ste 104 Lakewood, CO 80226	GMAC 1000 17th St. Ste. 200 Denver, CO 80202	Richard William Gonzalez 721 19th St. Denver, CO 80202
Cynthia Skeen PO Box 218 Georgetown, CO 80444	Tom Tomcat 1715 S Rambling Way Denver, CO 80202	US Trustee 7 721 19th St. Ste. 408 Denver, CO 80202

8. If you will be generating labels on a routine basis, you will only need perform steps 3, 4 and 5 each time. Since you saved the label/form in step 6, you do not have to recreate the label the next time you perform a merge.

After performing steps 3, 4 and 5, click on the Merge... button from the Merge Bar, while your address data file is on the screen. The Perform Merge dialog box will appear on your screen. Click on the "Form document" button and then click on "File on Disk..." to select the label/form you saved in step 6 above.



Browse your directory structure until you find the file saved in step 6 above. In our example the filename was "*address.frm*". When you find the file, highlight the filename and click on the Select button.

With the Form document field filled in and the Data source field filled in, you can click on Merge to merge the mailing matrix with the label.