

Mail Merge Instructions

Creating a Letter

1. Go to www.ForecloseHouston.com and login.

2. Select the list you want to work with from box 1, then "Sort and Select" from box 2, then pick a date from box 3 (Tax lists will not have a date option). Click "Submit".

The screenshot shows the login page of www.foreclosehouston.com/login. The page title is "Auction Date for Next Foreclosure Posting List" with the date "January 5, 2016". Below the title, there is a section titled "REPORT ACCESS OPTIONS:" with the instruction "Click your selection from EACH DROPDOWN MENU below that shows an option.".

1. Reports you subscribe to:	2. Desired Action	3. Auction Date
Harris Mortgage Pre-Foreclosure Posting List & HOA (Trustee Sales)	View Entire Report	December 1, 2015
Commercial Property Pre-Foreclosure Postings (All counties)	Retrieve Individual Record	January 5, 2016
Harris Sales Confirmation Report - Results of Most Recent Sale	Sort and Select	
Nueces Mortgage Pre-Foreclosure Posting List & HOA (Trustee Sale)		
Fort Bend Mortgage Pre-Foreclosure Posting List & HOA (Trustee Sales)		

Below the table, there is a "SUBMIT" button circled in red.

At the bottom of the page, there is a "Customer Options" section with links: "Change password", "Change credit card", "View Report Field Title Definitions", "View User Agreement", "View Disclaimer & Statement of Purpose", "Add More Products", "Cancel Monthly Membership", and "Renew Current or Expired Subscriptions".

There is also a "MESSAGE BOARD" section with the following text:

1. EFFECTIVE FOR THE FEBRUARY 2, 2016 FORECLOSURE AUCTION, FORECLOSURE SALES IN HARRIS COUNTY WILL BE CONDUCTED AT THE BAYOU CITY EVENT CENTER, 9401 KNIGHT RD, HOUSTON TX 77045.

2. Data from notices posted for the December 1 auction are accessible in Current Month files.

3. Data from early notices posted for the January 5 auction are accessible in Future Month files.

4. Click the Lien Search link to retrieve filed real property document images.

3. Enter any data you want in Section 1. Skip section 2.

In Section 3 click "Customized Format", then "Spreadsheet Layout". Enter the number in the fields as shown.

The screenshot shows the "III. FORMAT SECTION (Choose either Standard or Customized Format)" on the website. The "Standard Format (Report will print all fields automatically)" option is selected. The "Customized Format (You select the fields to display)" option is also selected.

Below the format selection, there are two radio buttons: "Page View Layout" and "Spreadsheet Layout". The "Spreadsheet Layout" option is selected.

Below the radio buttons, there is a warning: "Exported data from this website is for internal use only. By User Agreement, such exported data may not be sold, reproduced or redistributed in whole or in part to third parties."

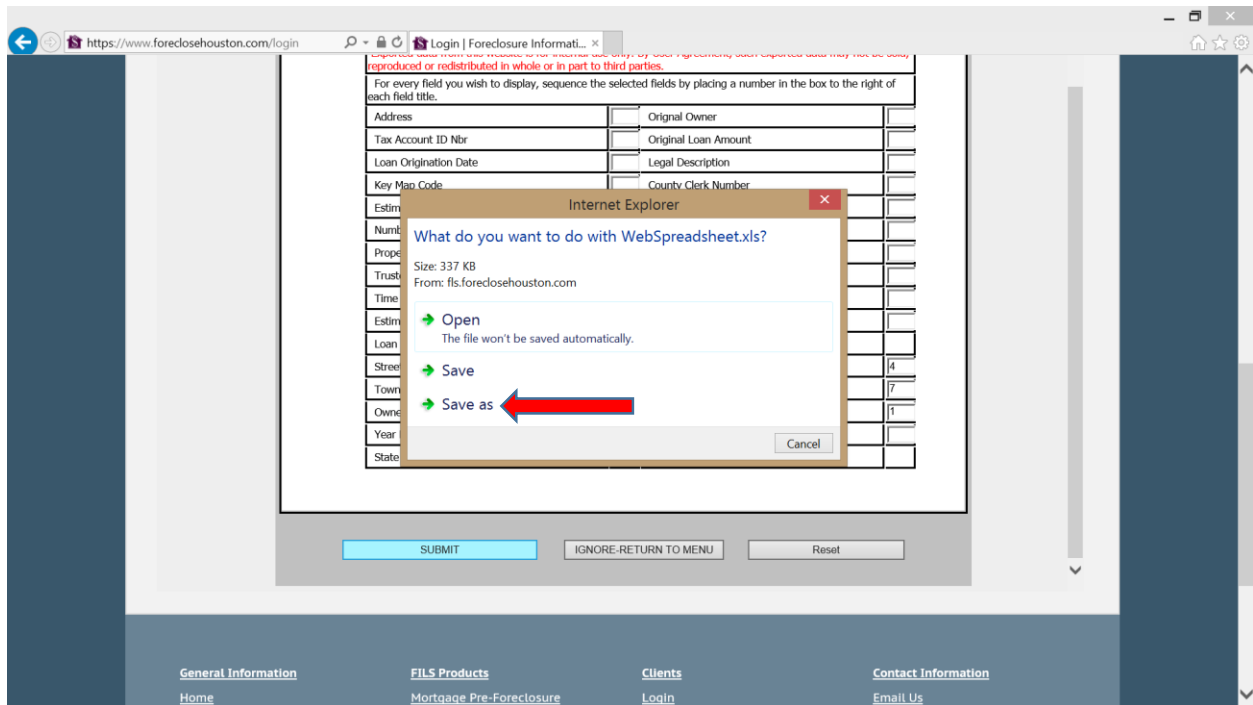
Below the warning, there is a table with the following fields and their corresponding numbers in the "Spreadsheet Layout" column:

Field	Spreadsheet Layout
Address	
Tax Account ID Nbr	
Loan Origination Date	
Key Map Code	
Estimated Loan Balance	
Number of Bedrooms	
Property Value	
Trustee	
Time of Sale	
Estimated Equity	
Loan Type	
Street Number	3
Town Name	5
Owner Last Name	2
Year Built	
State	6
Original Owner	
Original Loan Amount	
Legal Description	
County Clerk Number	
Mortgagee	
Loan Number	
Loan Term	
Square Footage	
Trustee Reference Number	
Estimated Profit Margin	
Street Name	4
Zip Code	7
Owner First Name	1
Estimated Bid	

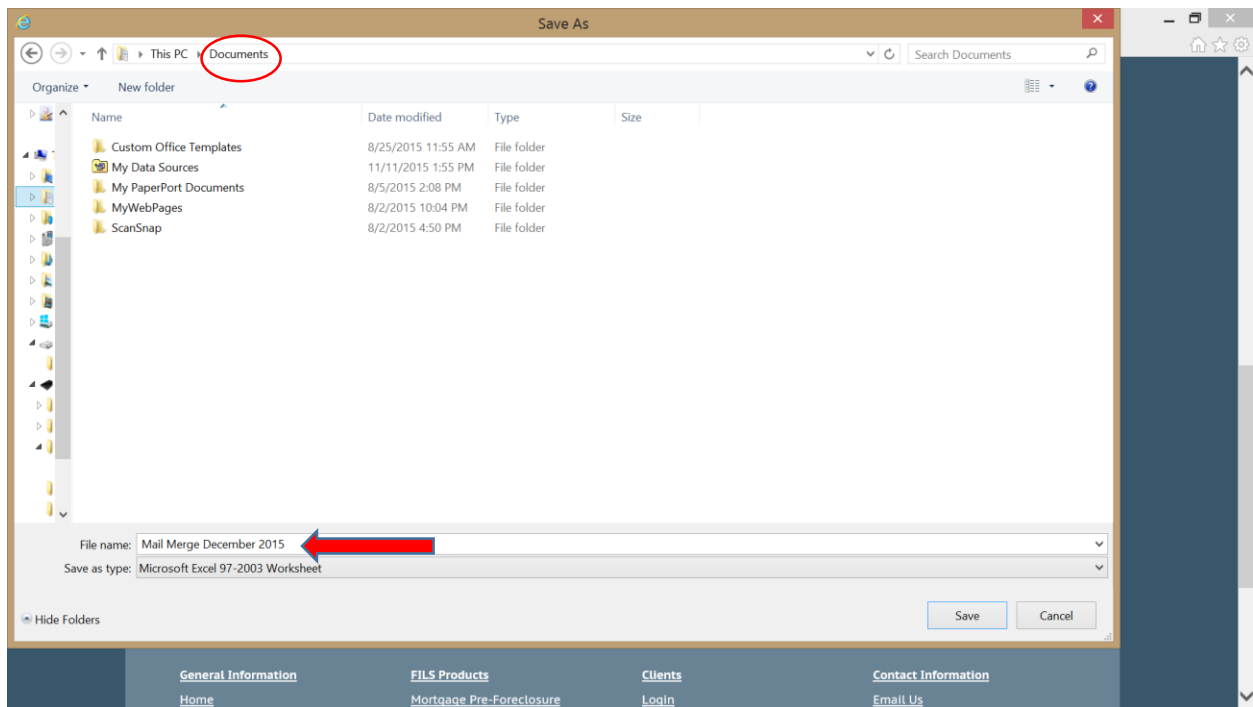
The "Spreadsheet Layout" column is circled in red, and the numbers 3, 5, 2, and 6 are entered in the corresponding rows.

Click "Submit"

4. When you see this box click "Save As"

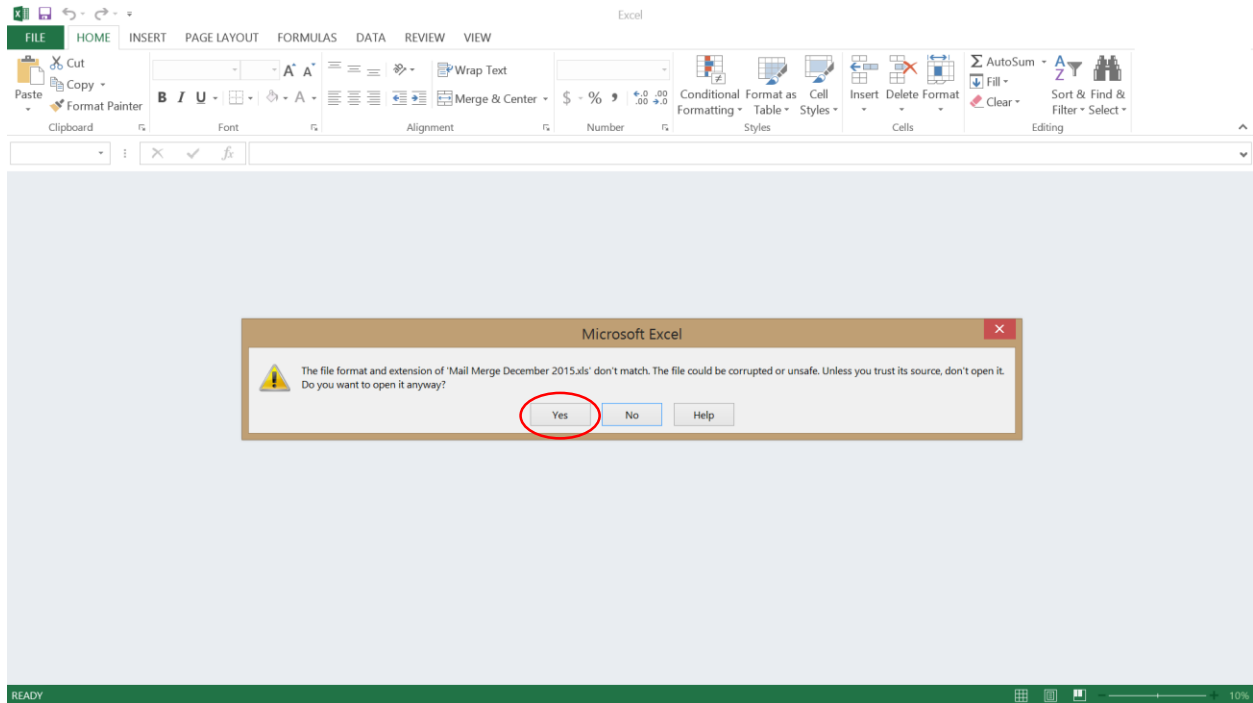


5. Choose a location and give it a name:

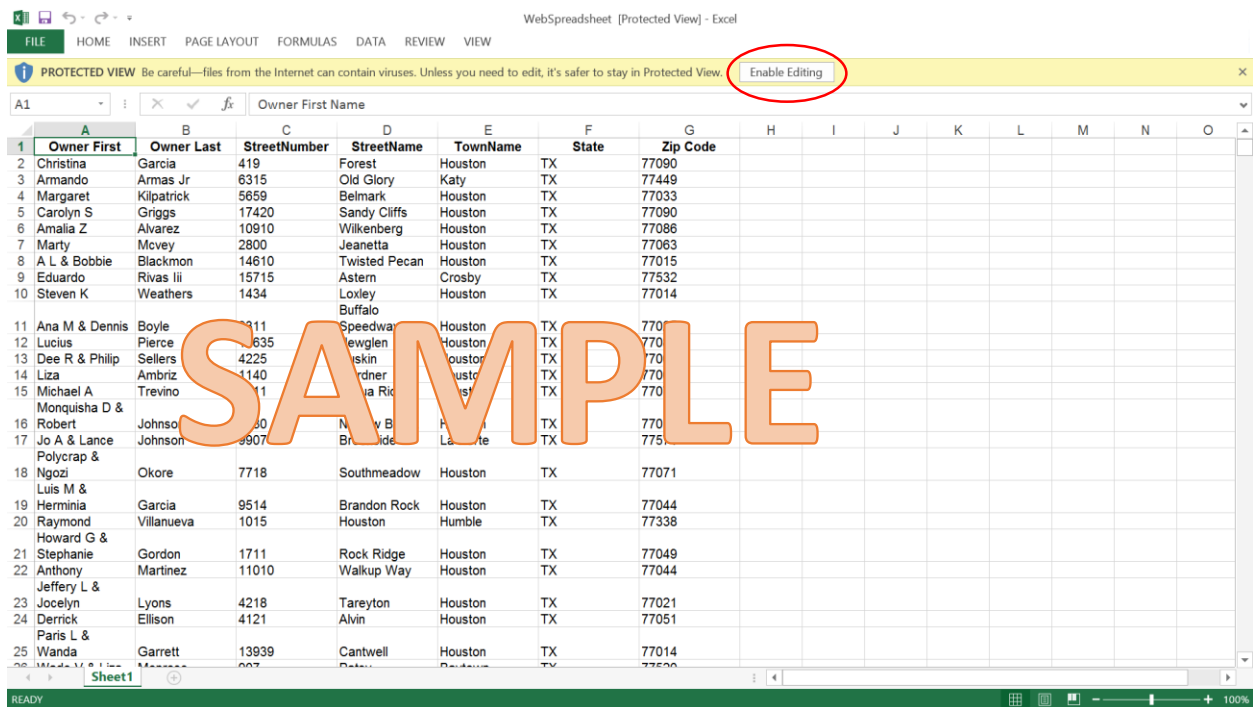


6. Open the file from the download bar or the location it was saved.

7. When you get this message click “Yes”.

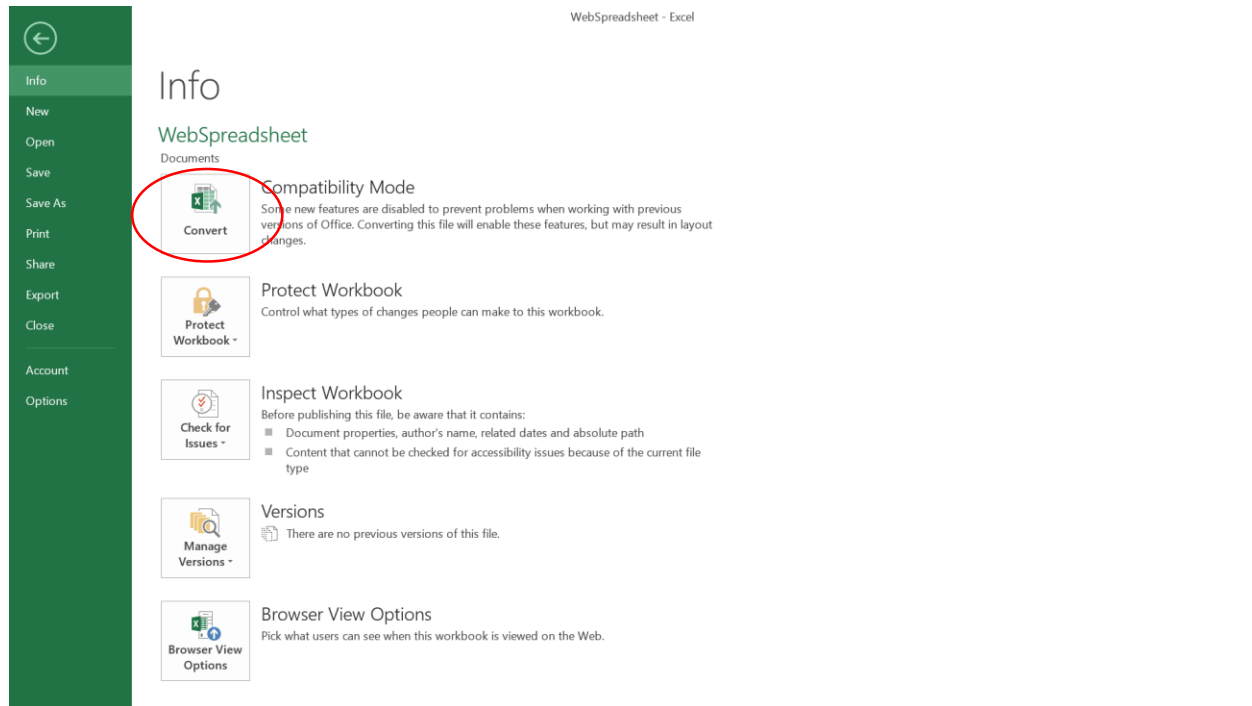


8. Click on “Enable Editing” (if necessary)

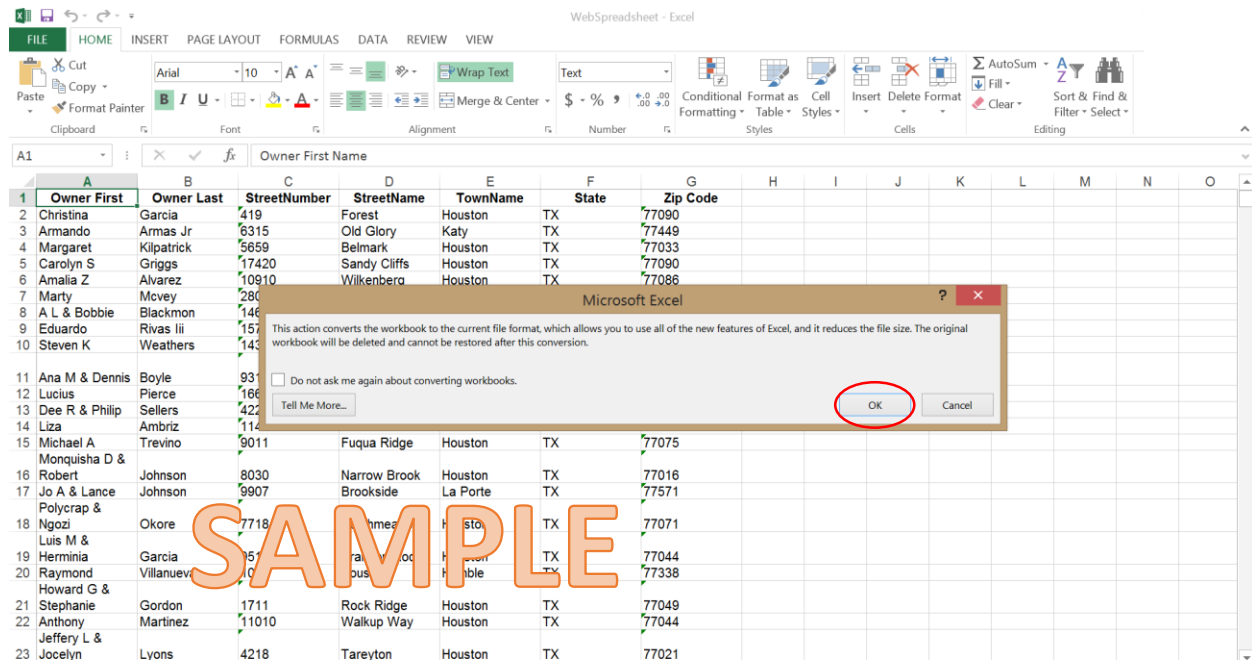


9. To ensure that you have the best file type we will convert this list. To do this click on “File” in the upper left portion of the screen.

10. Now click on the box that says “Convert” – Compatibility Mode (if you do not have the “Convert” option you can skip to step 12)



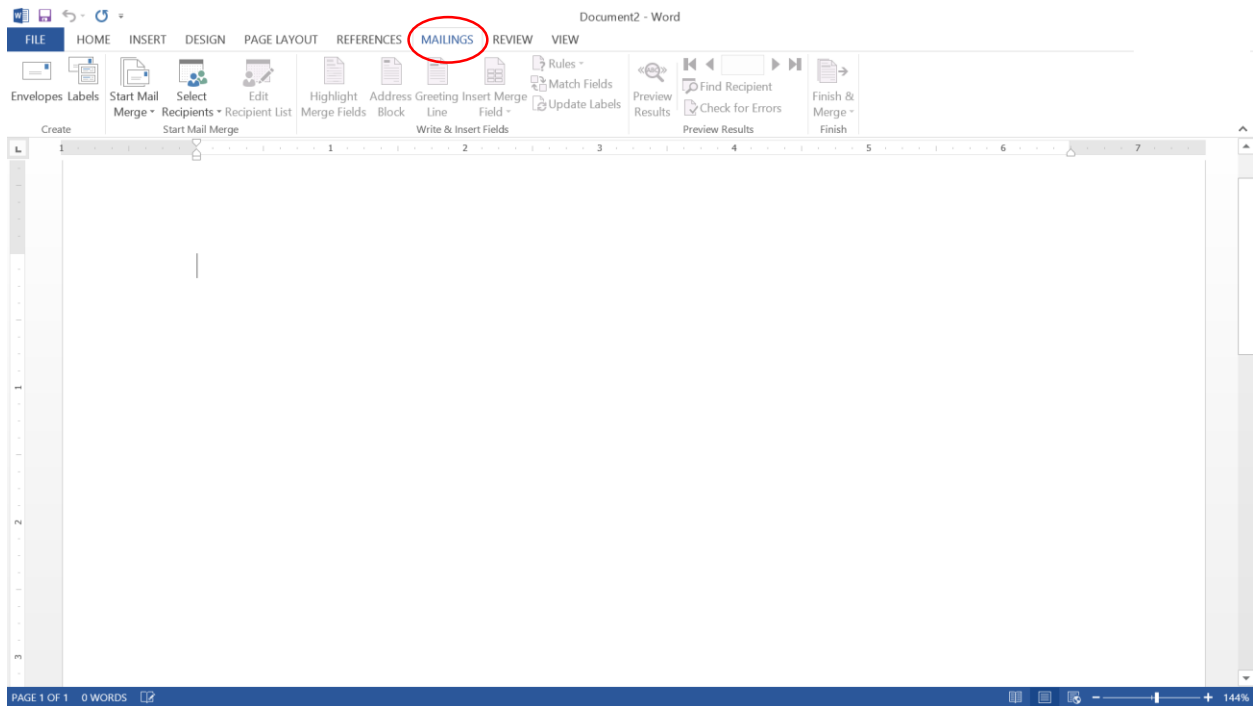
11. When you get this message click “OK”



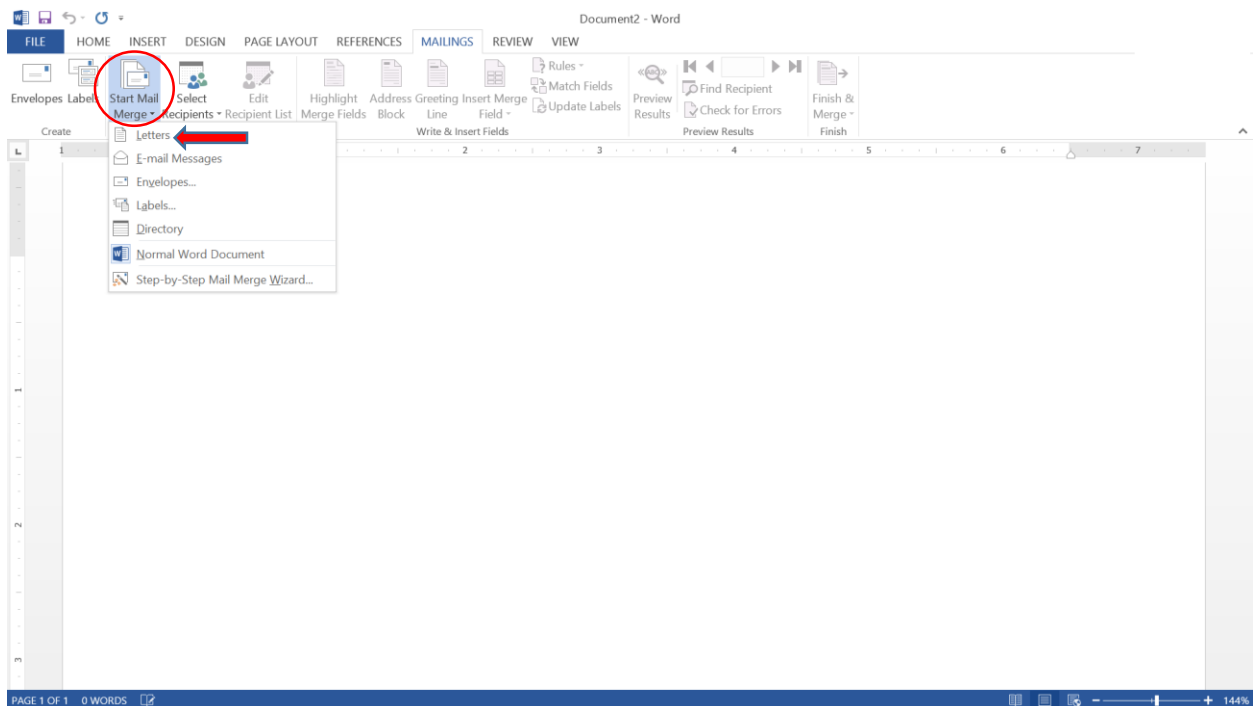
12. Save and Close the list.

13. Open Microsoft Word. Click on “Blank Document”.

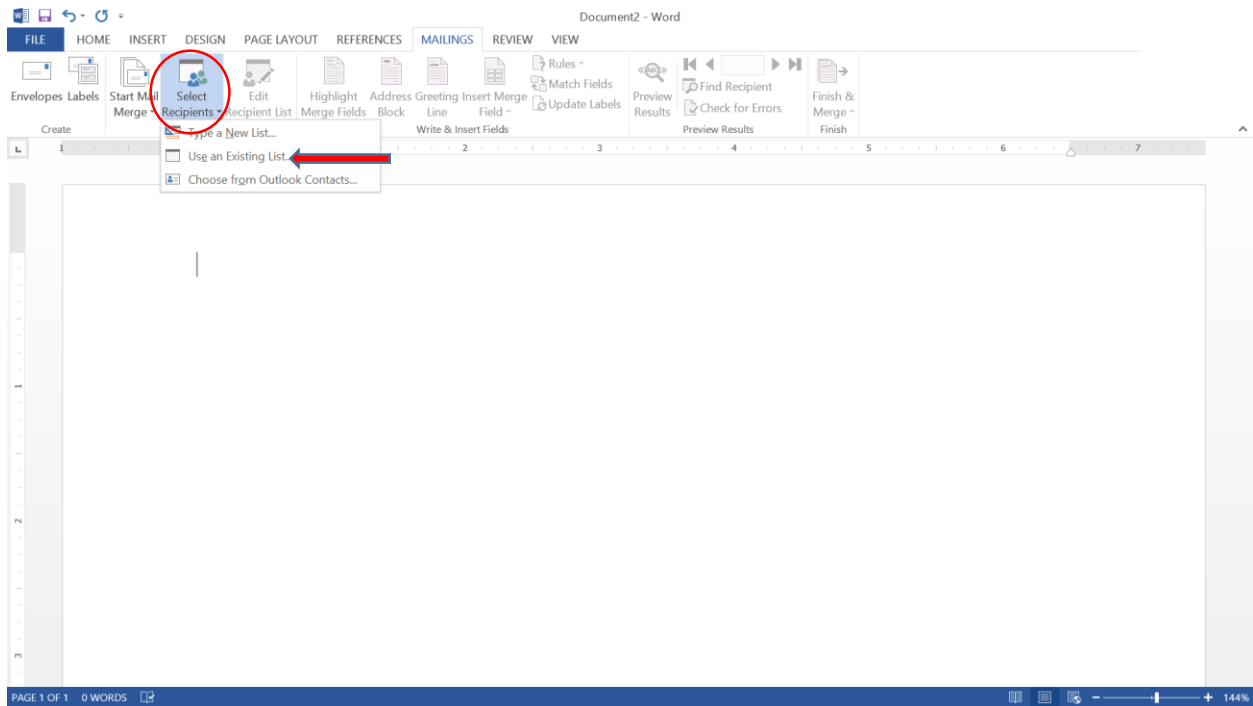
14. When Word opens click on “Mailings”



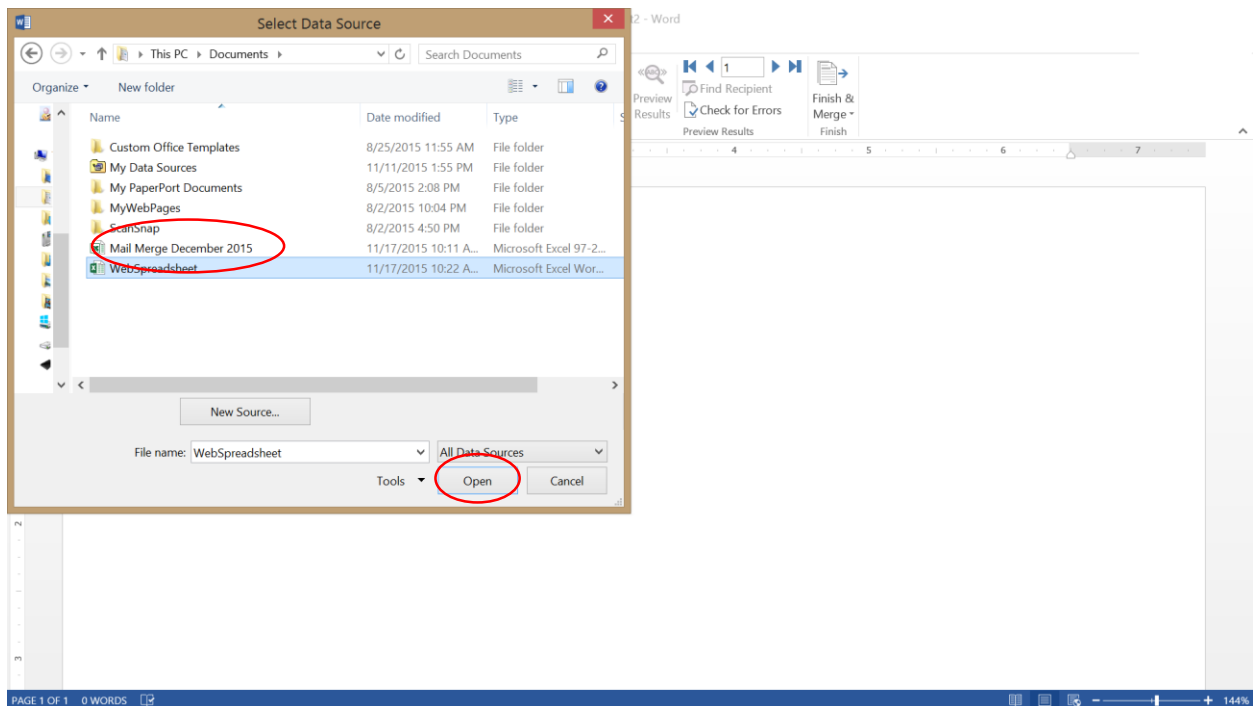
15. Next click on “Start Mail Merge” and select “Letters”.



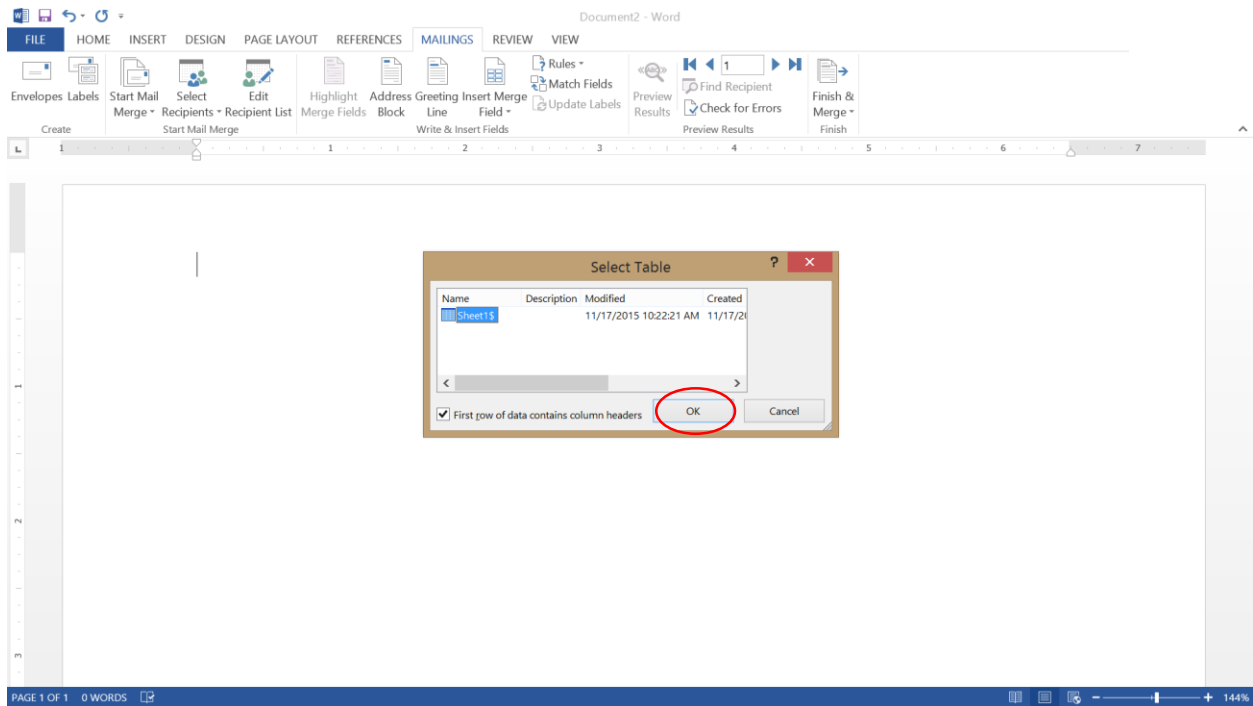
16. Next click “Select Recipients” and “Use and Existing List”



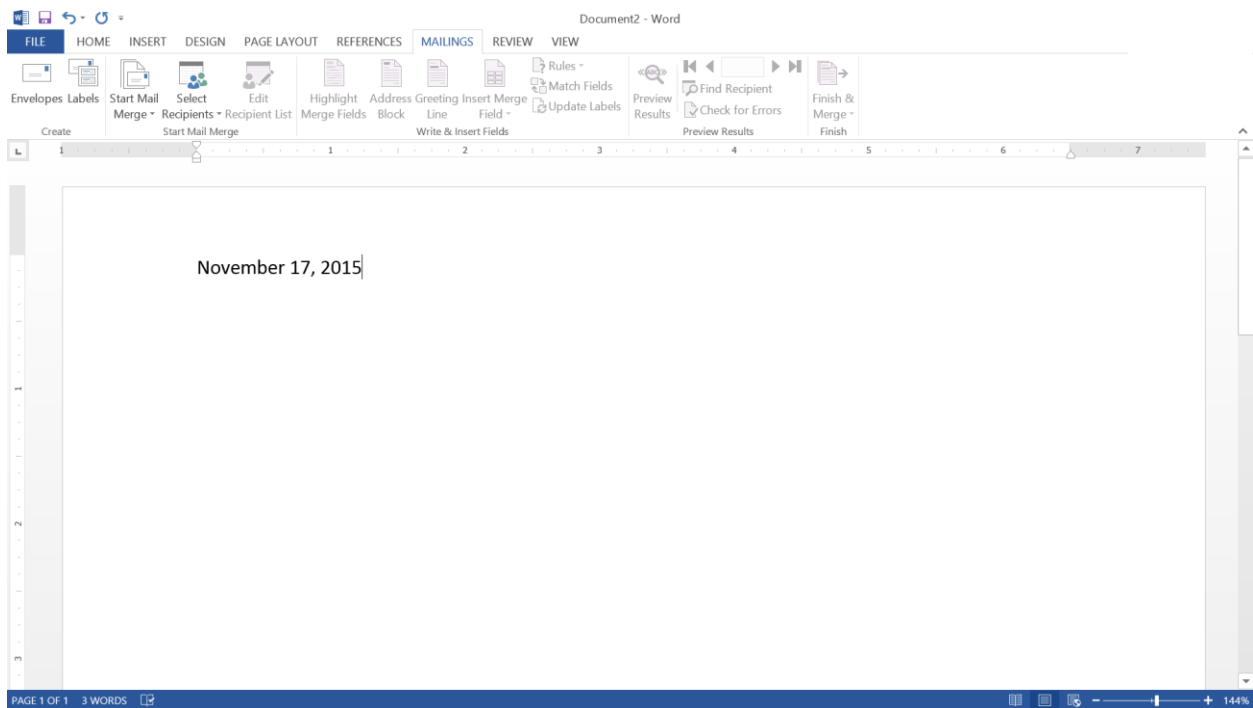
17. Browse to find the list you saved. Click open.



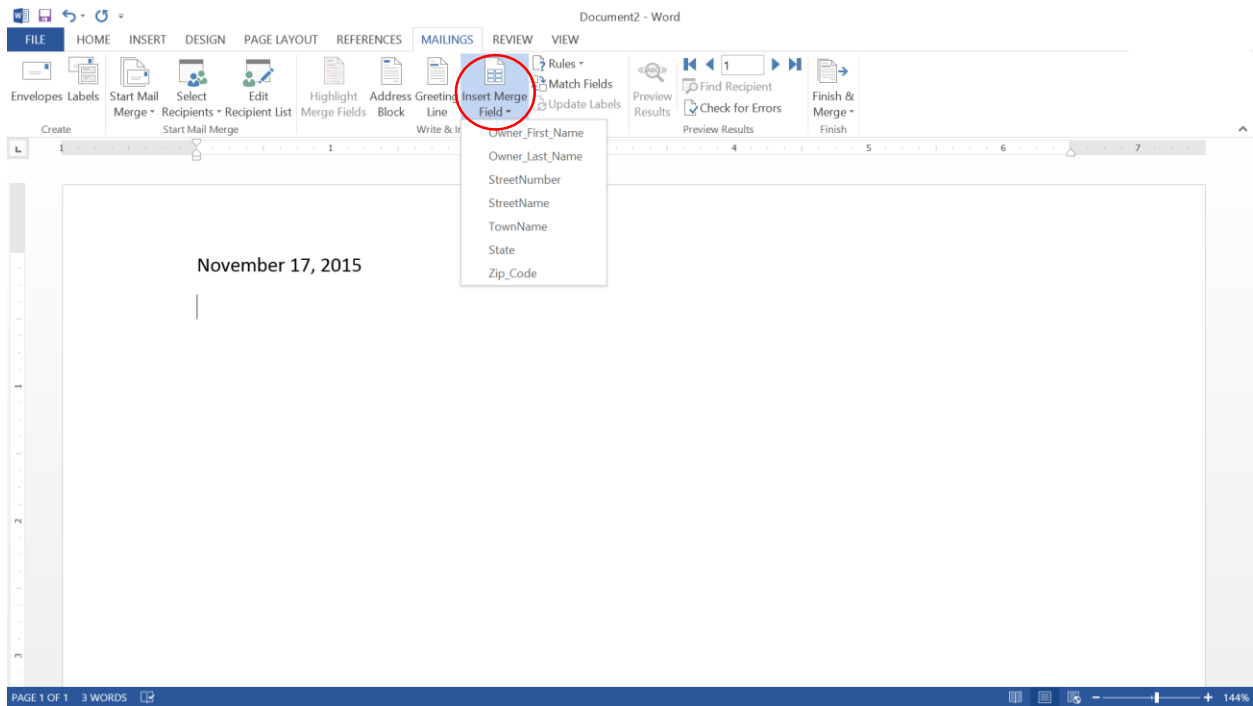
18. Click "OK"



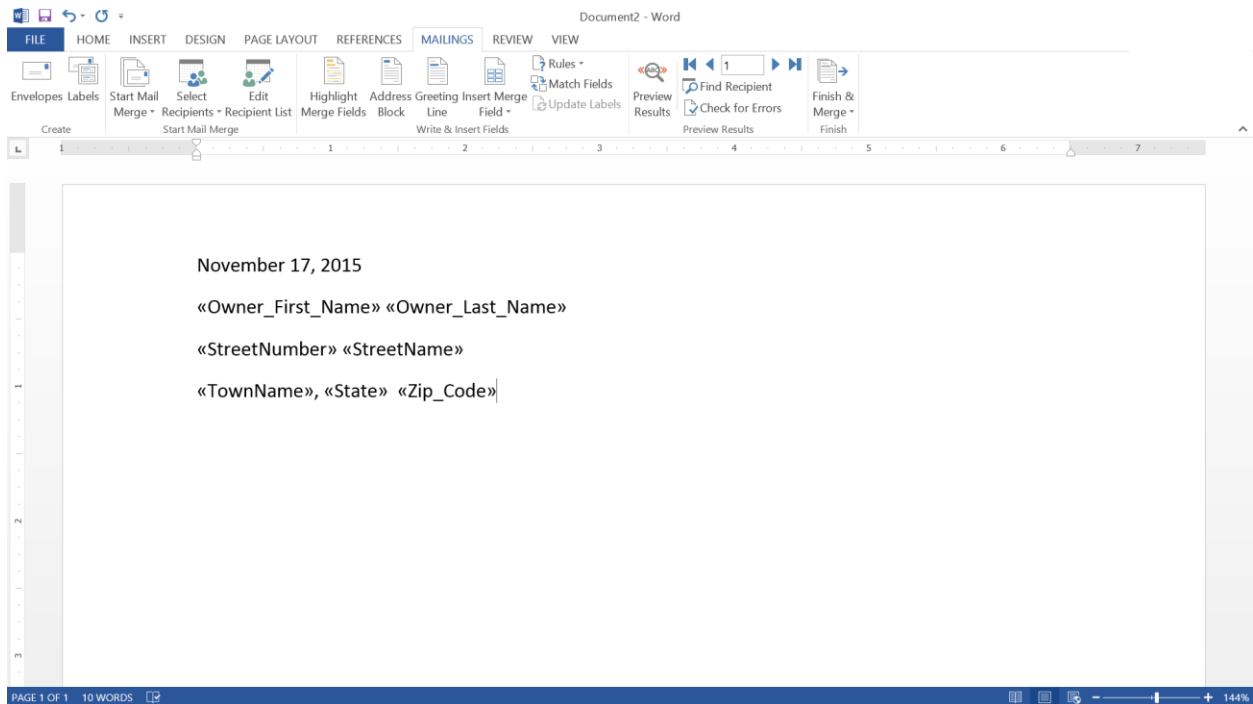
19. Begin typing the letter by adding a date



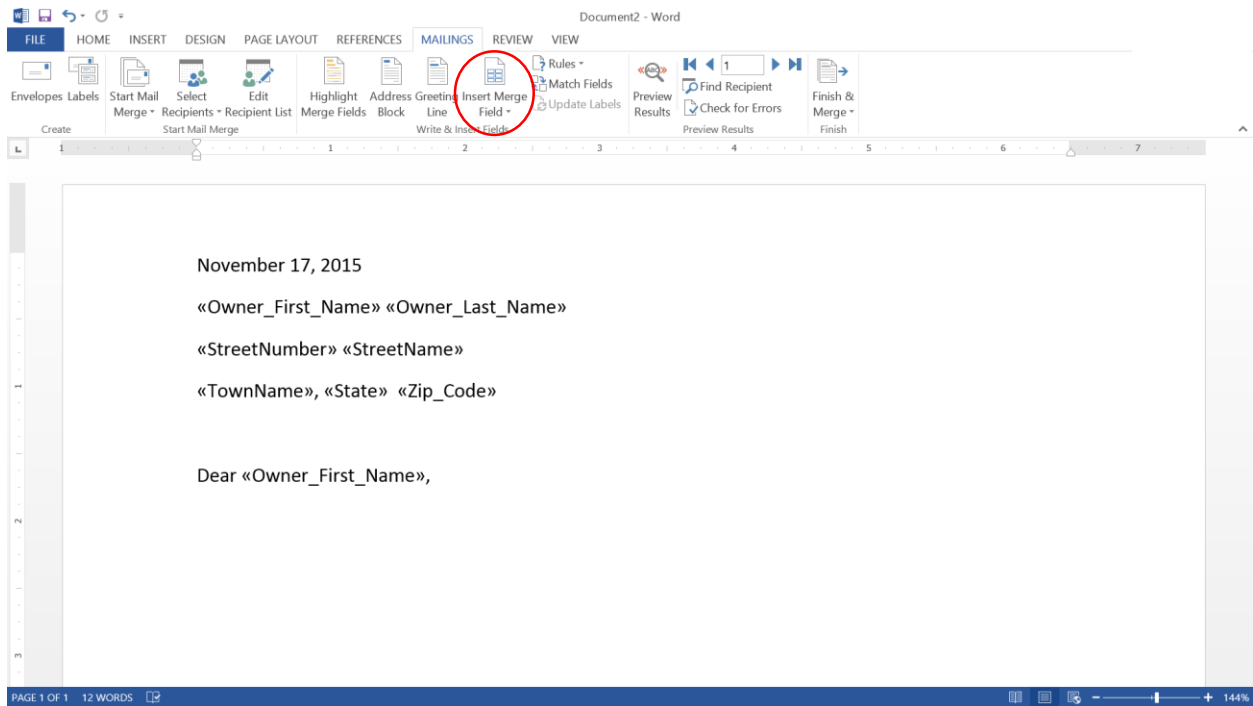
20. Click “Insert Merge Fields”



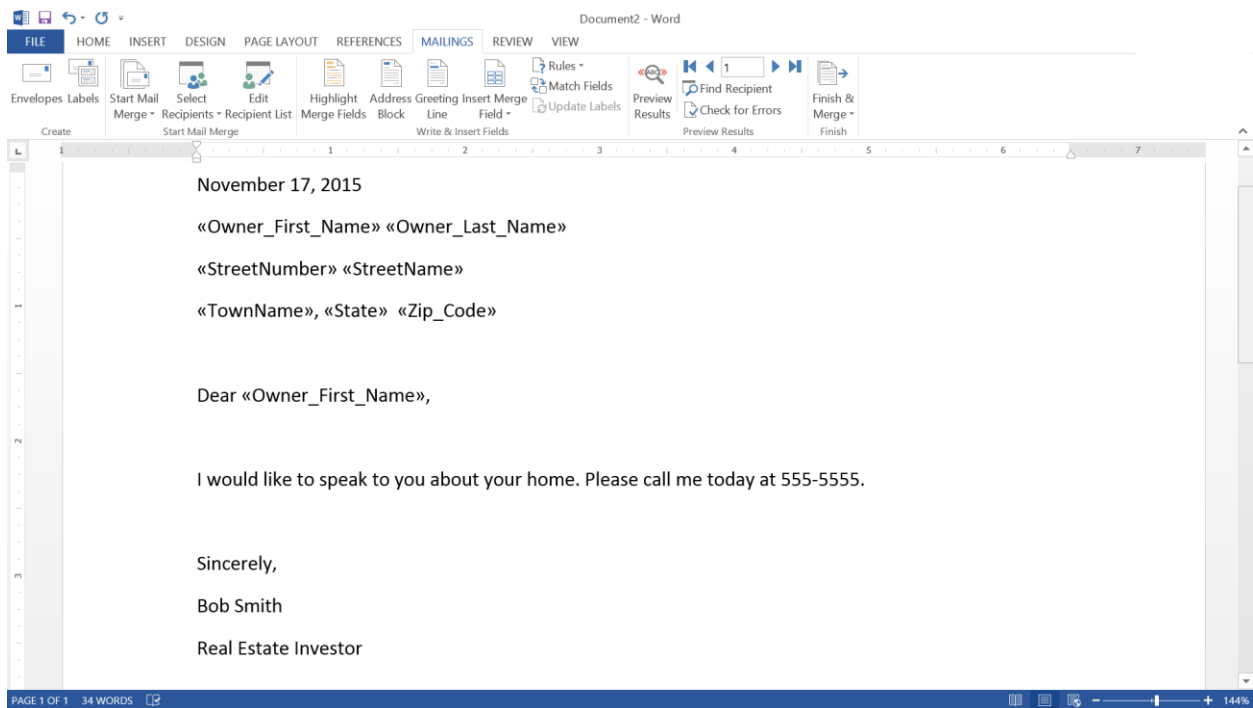
21. Click on each field to add it to the letter as it would normally appear. Be sure to add spaces and commas where needed.



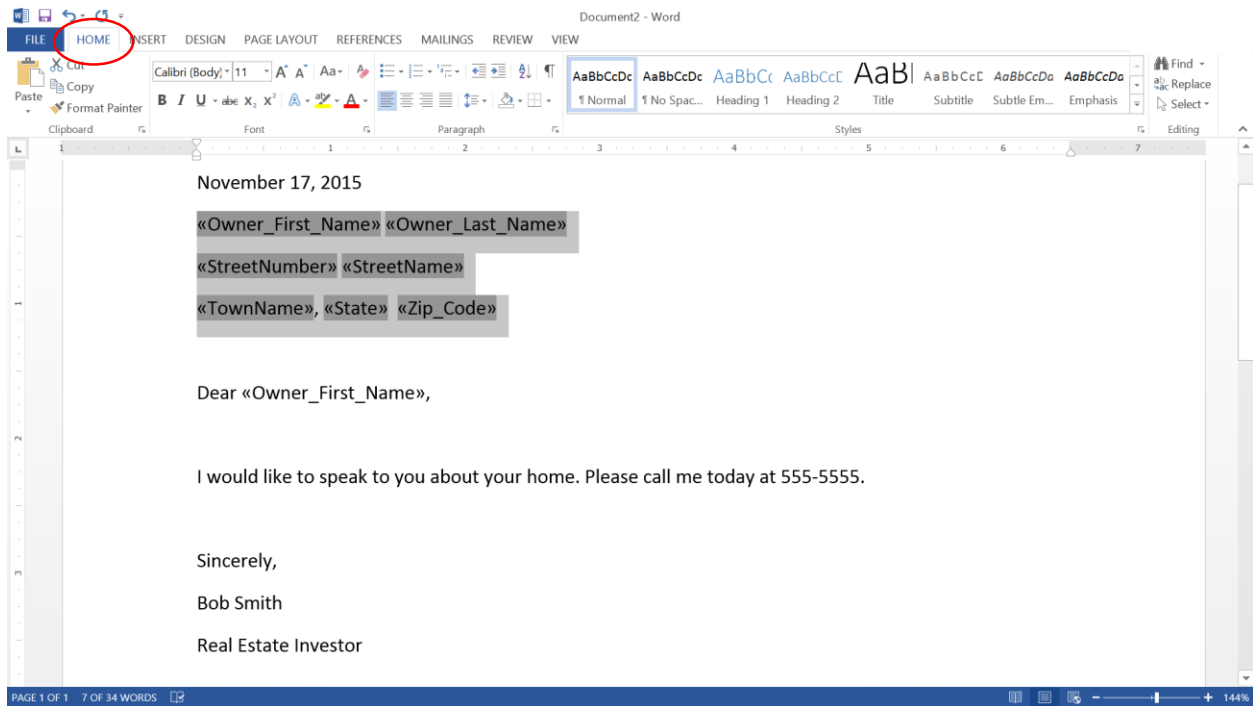
22. Add a salutation and click on “Insert Merge Field” and select “First Name”. Add a comma.



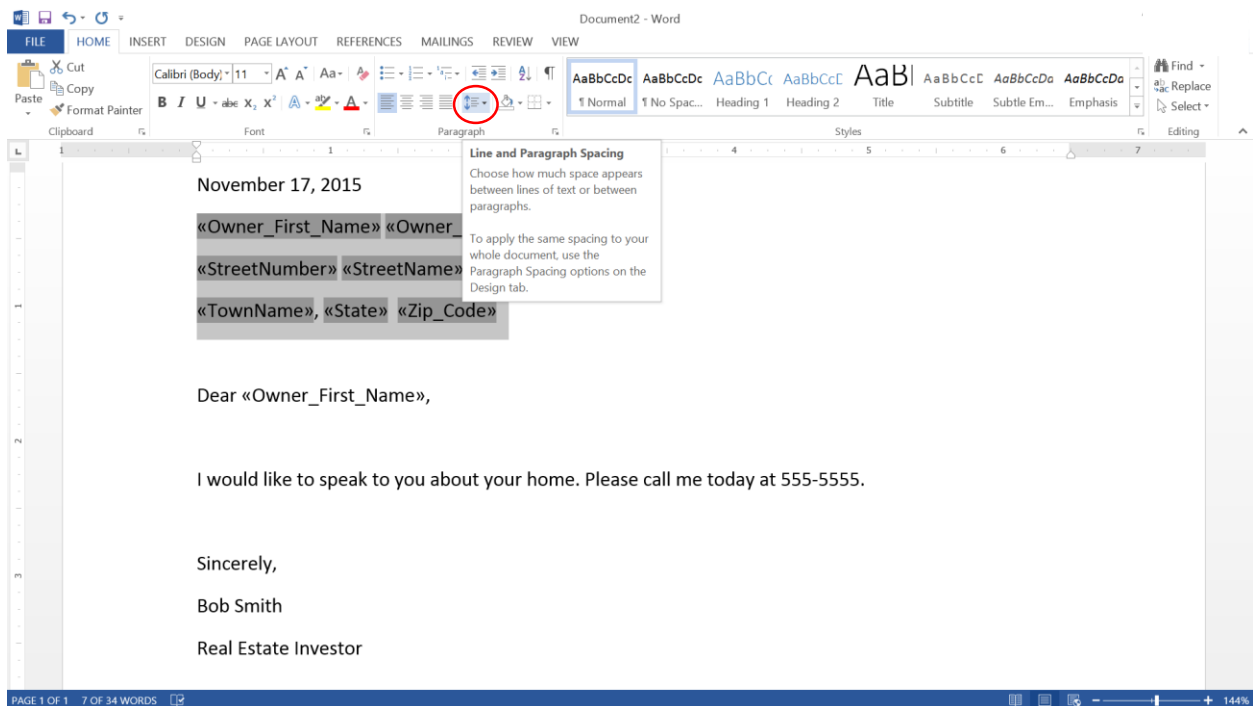
23. Finish your letter.



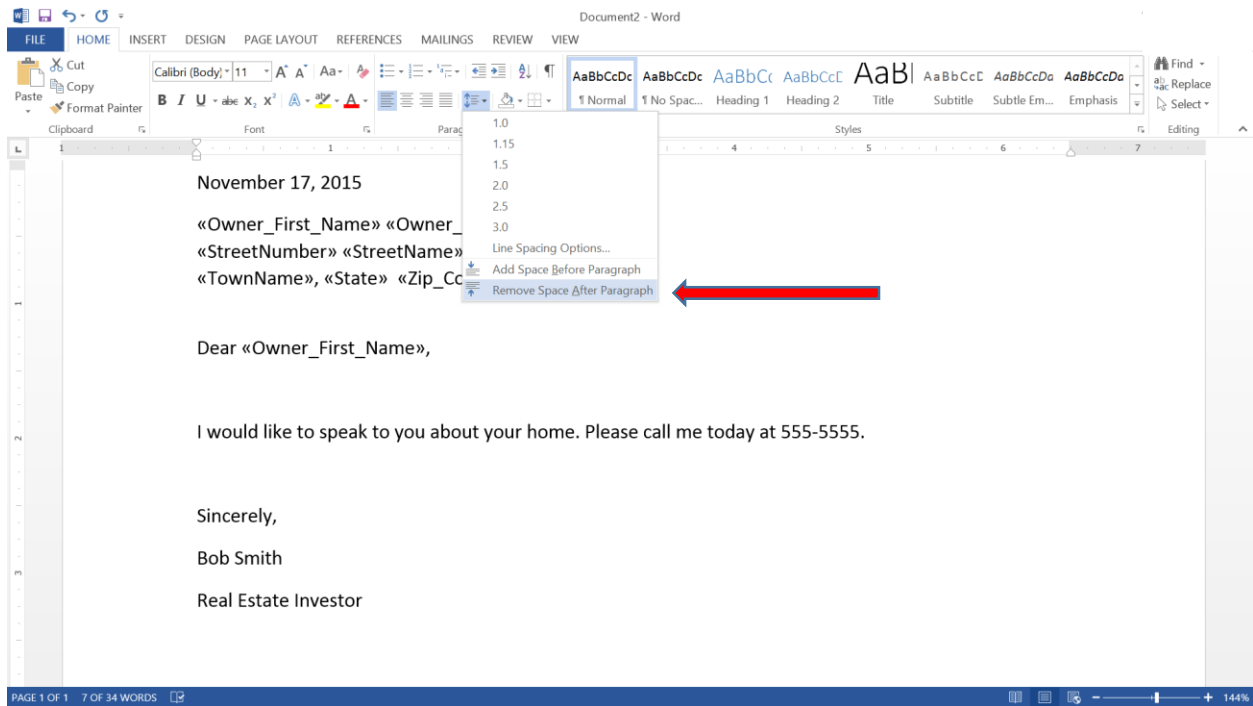
24. To adjust the spacing click on the “Home” tab at the top. Highlight what you want to change.



25. Click on the “Line and Paragraph Spacing” tab (to the left of the bucket).



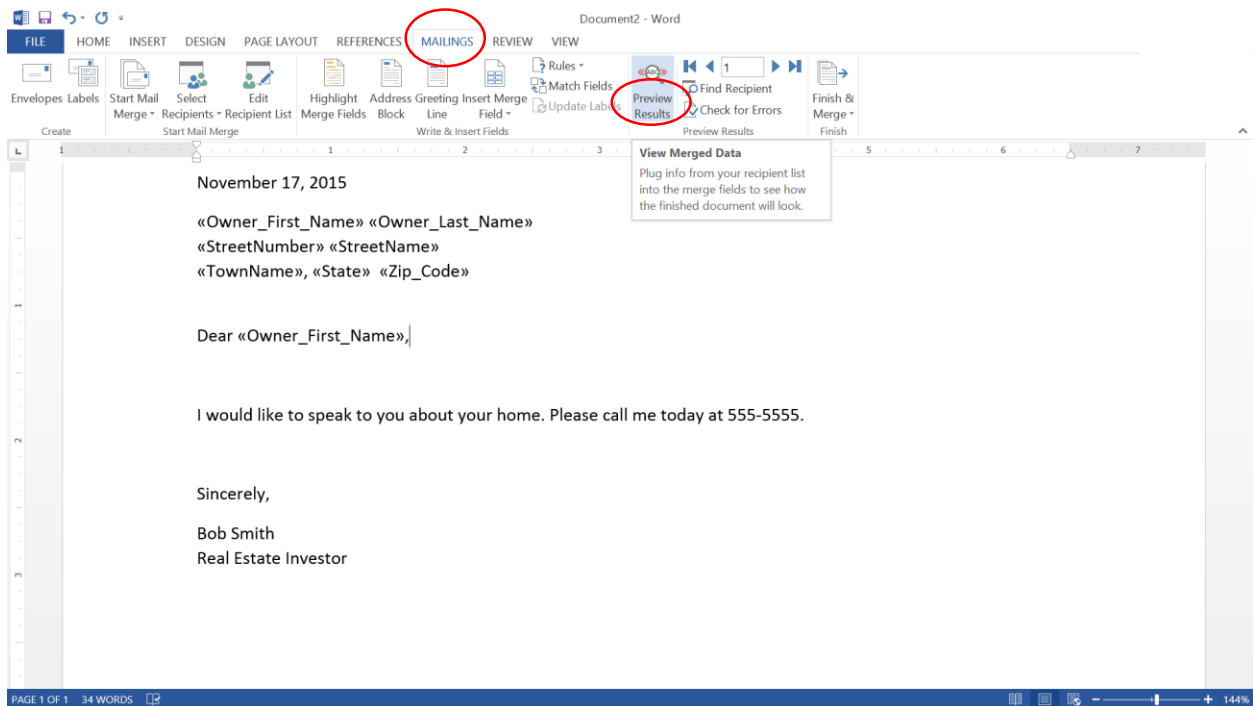
26. Select “Remove Space after Selected Paragraph”.



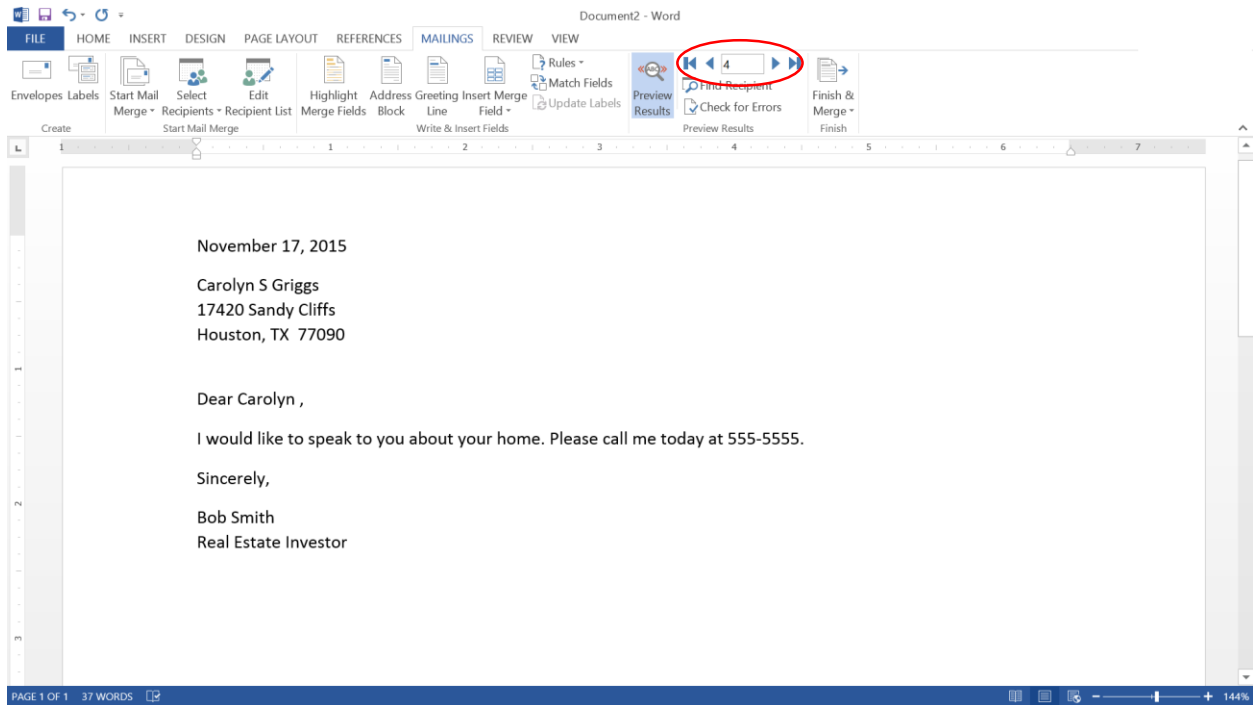
27. You can repeat this at the bottom as well to remove the space from the signature.

28. You can highlight any text to change the size of the font.

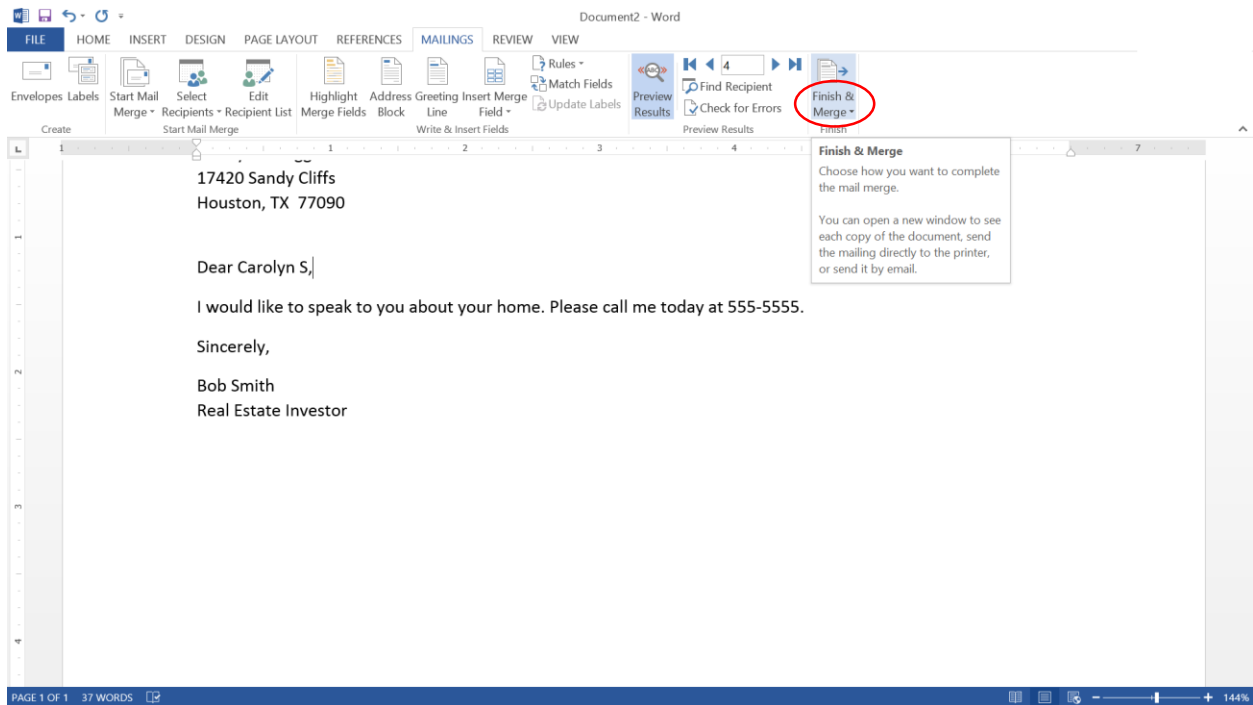
29. Once you are happy with your letter go back to the top and click on “Mailings” then click on “Preview Results”.



30. You can cycle through each name. You may need to remove the middle initial from the salutation.



31. When you are happy with the letter click on “Finish and Merge” and “Print Documents”.



32. Be sure to save your letter for use next time. You can then open the file in Word. Change the date. From the “Mailings” tab click on “Select Recipients”. Select “Use and Existing List” and select you’re the new list you have created at www.ForecloseHouston.com. Then you can go straight to “Preview Results” to adjust for middle initials, etc. Then click “Finish and Merge” to select the print option.