"Cut & Paste Guide" for the Form 1073MW or the Form 1073iMW

You should have two (2) monitors on your computer. If you don't, this guide will be a bit more cumbersome. You also should have requested & received a list of your wells from us; if not, please do so. Print this guide (in color if possible) to help you use the "copy and paste" functions of Microsoft Excel™ **and to check-off items as you complete them.**

SETTING UP FOR COPY & PASTE

Open two instances of Excel on your computer (one on each monitor if you can).

1) In one Excel window, open 1073MW or 1073iMW form. Left-click its "Well List" tab.
2) In other other Excel window, open well list you received from us.

FORMATTING WELL LIST YOU RECEIVED FROM OCC

Working with well list we sent you, **format well list we provided to you precisely as described below;** the goal is to enable you to "import" it into the 1073MW or 1073iMW "Well List" tab:

1) **Delete Columns "B" and "D" and Rows 1, 2 and 3.**
2) Sort file by column(s) of your choice as needed to group wells intelligently according to your needs
3) Make these **"formatting" changes** in order listed:
    a. Highlight cells containing data (no "header" cells)
    b. Select Font=**Arial,** Font Size=**11,** Font type=**Bold**
    c. With data cells still highlighted, **Change cell formats**: **(these steps are crucial!)**
        1. Right-click, then left-click "**Format Cells**"
        2. Left-click "**Alignment**" tab
        3. Uncheck "**Wrap text**" box
        4. Left-click "**Border**" tab
        5. Left-click "Outline" and "Inside" icons to "turn them on"
        6. Click "**OK**"
        7. Highlight Column "A":
            - Left-click "Home" Excel tab
            - Left-click "Find & Select" at top right of Excel window
            - Left-click "Replace" tab in the small popup window that appears
            - Type a hyphen ("-") in the "Find what:" top box of the popup window
            - Click the "Replace All" button in lower left of the popup window
            - The hyphens ("-" symbols) have now been removed from the API numbers
        8. Your data is **almost** ready to copy and then paste into the 1073MW/IMW form.

Please refer to the correct section below depending upon **which** form (**1073** **or** **1073i**) you are using.

1073MW FORM: PASTING DATA INTO ITS RED "WELL LIST" TAB

1) **Ensure** that the **number and sequence of columns** on the well list you just edited "**match**" the **number and sequence of columns** on the blank 1073MW *(except the 1073MW "OCC Use", "CM" and "Comments" columns -- you will ignore the "OCC Use Only" column and hand-type "CM" or "Comments" on the 1073MW form for any wells that need those annotations)*
2) **Copy** ONLY this data (no headers) from our well list you formatted: **API#, Well Name**, **Well #**, **Type, Status** and **Legal Loc**. (Sec/Twp/Rge -- see **NOTE** at bottom of next page of this guide)
3) Left-click red "Well List" tab (bottom left) on 1073MW form.
4) On new Excel page that opens, left-click cell **B4** – right-click then left-click "**Paste**".
5) **Copy** ALL of the **QTR** data (no headers) from the well list you formatted.
6) On 1073MW form, left-click cell **K4** – right-click then left-click "**Paste**".
7) Type "Comments" you may have (**Arial 11 "bold"**, please) into "Comments" column.
8) "Save" 1073MW file and send a copy to the OCC.

1073iMW FORM: PASTING DATA INTO ITS ORANGE "WELL LIST" TAB

1) Delete "Status" Column on the well list we provided you which you've edited.
2) **Insert** a new "OCC Order/Permit Number" column to the right of the "API#" column.
3) Then **Enter** or Paste your own data (**Arial 11 "bold"**) into the "OCC Order / Permit Number" column (the well list we sent you does not include that data).
4) **Insert** a new "Date of Last MIT" column to the right of the far-right "QTR" column.
5) Then **Enter** or Paste your own dates (**Arial 11 "bold", formatted as "Date" and "03/14/12" format**) into the "Date of Last MIT" column (the well list we sent you does not include that data).
6) **Ensure** that the **number and sequence of columns** on the well list you just edited "**match**" the **number and sequence of columns** on the blank 1073**i**MW *(except the 1073MW "OCC Use", "CM" and "Comments" columns -- you will ignore the "OCC Use Only" column and hand-type "CM" or "Comments" on the 1073MW form for any wells that need those annotations)*
7) **Copy** ONLY this data (no headers) from our well list you formatted: **API#, OCC Order/Permit Number, Well Name**, **Well #, Type** and **Legal Loc**. (Sec/Twp/Rge -- see **NOTE** at bottom of this page)
8) Left-click orange "Well List" tab (bottom left) on 1073MW form.
9) On new Excel page that opens, left-click cell **B4 –** right-click and left-click "**Paste**". This will populate that data into the 1073iMW form's orange "Well List" tab.
10) **Copy** ALL of the **QTR** data (even blank QTR fields) (no headers) and all of the **Date of Last MIT** data from the well list you formatted.
11) On 1073iMW form, left-click cell **K4** – right-click then left-click "**Paste**".
12) "Save" 107iMW file and sent a copy to the OCC.

NOTE, SORTING, SORTING GUIDE SCREENSHOTS and REQUESTING YOUR WELL LIST

NOTE: Only the "**SEC**" column on 1073MW/iMW form is populated after you "paste" it. On the well list we sent you, SEC/TWP/RGE data occupies a **single** column; on 1073MW/iMW forms, they occupy separate columns. The end-result is completely readable, though; the complete SEC/TWP/RGE data you pasted should appear in full on the 1073MW/iMW form. So the end-result should be readable and is satisfactory.

SORTING: The 1073MW or 1073iMW form should already be listed in "lowest to highest API Number" order. **If not, please "sort" list to show wells in that order**. *Screenshots on next page show how to do that*.

SORTING ASSISTANCE: If unable to sort 1073MW or 1073iMW by "lowest to highest API Number" on your own, please email the file to me at j.rosado@occemail.com. The file will then be emailed back to you after we've sorted it correctly. Then you can email it to our Well Records Department for processing.

Screenshots Depicting How To "Sort" Your Pasted Data Correctly

2. Left-click on the "Data" tab

3. Left-click on the "Sort" button

To "sort" your well list, follow Steps 1 through 3 in sequence. Then refer to the next page of this help guide.

1. Highlight all cells (and only the cells) which contain data that you entered.

FOR OCC USE ONLY	API Number (no dashes)	Well Name	Well #	Class: (Oil, Gas or Dry)	Status: (use Codes on Back Page)	SEC	TWP	RGE	Qtr	Qtr	Qtr	Qtr	COMMENTS
	11111111												
	55555555												
	22222222												
	77777777												
	44444444												

Add Level | Delete Level | Copy Level | Options... | ☑ My data has headers

Column	Sort On	Order
Sort by	API Number (no dashes)	Values	A to Z

API Number (no dashes)
Well Name
Well #
Class: (Oil, Gas or Dry)
Status: (use Codes on Back Page)
SEC
TWP
RGE
Qtr
Qtr
Qtr
Qtr

Left-click on the "Sort by" drop-down list and select the Column to Sort by (we recommend that you Sort by the "API Number" or "Column B"). Ensure that the "Sort On" and "Order" drop-downs are as shown above and that the "My data has headers" box is checked. Then click the "OK" button.

OK | Cancel

Your well list should now be sorted correctly. If not, please proceed to the next page of this guide.

If you have any difficulty or issues with any part of this guide and/or your working file(s), you can email me at j.rosado@occemail.com (preferred) or call me with the details.

The **easiest** way to obtain assistance is to email me your file(s) with a description of issue(s) you are having. I can then try to fix the issue(s) for you and email your corrected file back to you.

Thank you.

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