

## Merging for the Outgoing Correspondence Center (OCC) for the Energy Program

When to merge documents for the OCC:

- To Include the combined OCC Transmittal/address page
- Include claim form if you are sending a letter to a physician or hospital requesting medical records (the Employee Declaration of the claim form authorizes our request for information).

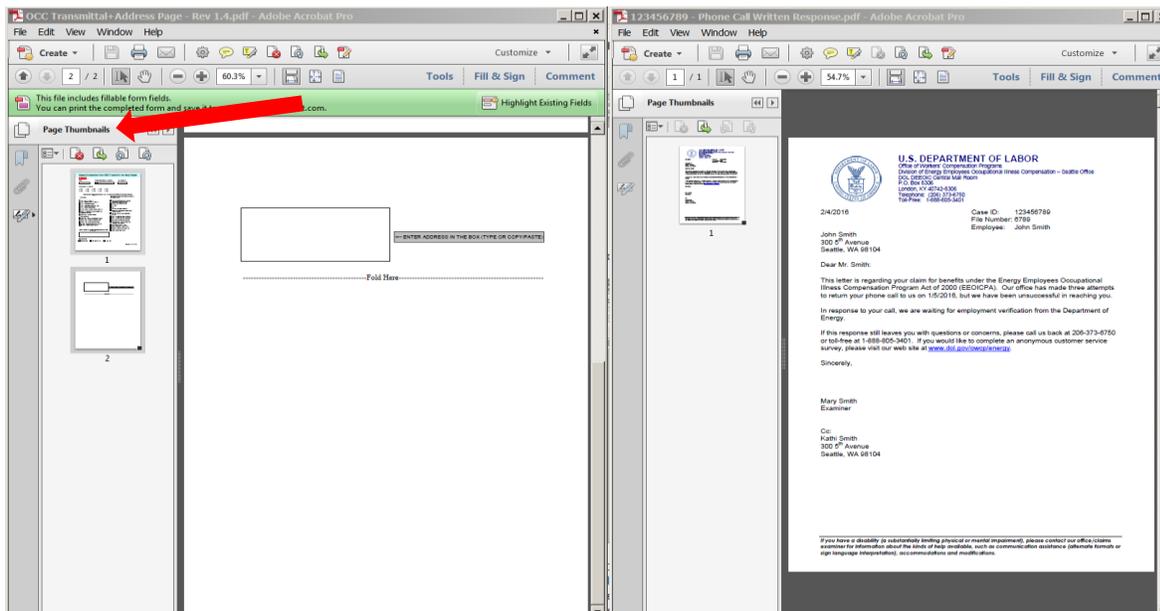
**NOTE: For the Best Print Quality Do Not Merge and Print Documents from OIS (except the claim form when required)**

### Option 1 – Merging Documents for Printing under the (OCC)

**Step 1:** Open the OCC Transmittal and enter your personal data (i.e. user id, office location, etc.). Save the Transmittal to a folder of your preference. This is an initial step and does not need to be repeated for each print job.

**Step 2:** Open the saved .pdf version of your letter. Then, open the saved .pdf version of the OCC Transmittal/address page. Minimize each document and place them side-by-side, making sure you can see both the Transmittal/address page and the letter on the same screen.

Open Page Thumbnails for both documents by clicking  in the left column. This will be the picture of 2 pieces of paper on top of each other.



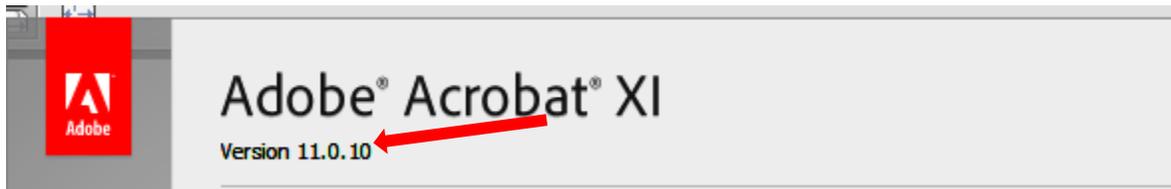
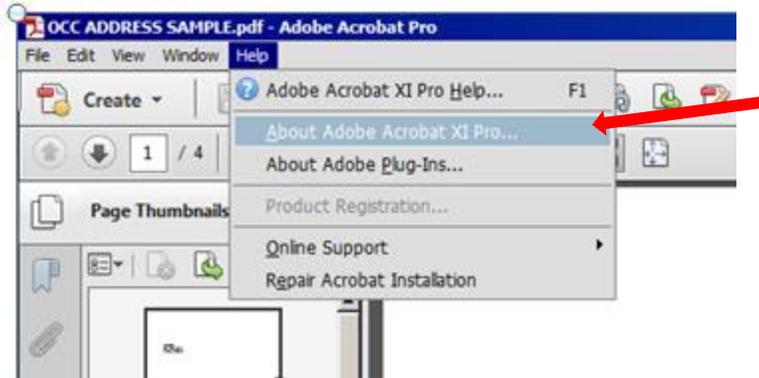
**Step 3:** Select the Transmittal and then hold your control button and left click on the address page so that they are both highlighted (generally they will highlight in blue).

**Rev 1.4 – 2/10/2016**

Left click and hold the documents and drag them to the letter. Place the Transmittal and the address page before the letter. Save this document, identifying the addressee (claimant, authorized representative, etc.). At this point you should copy and paste the address from the letter onto the address page, and complete the transmittal by entering the date, the Case ID, and selecting any attachments that should be pulled by the contractor.

**Step 4:** Save the document identifying the addressee. Once the document is saved, you can copy the address of the courtesy copy and paste it onto the address page, and save this document by identifying this addressee. Repeat the above steps as many times as necessary depending on the parties copied on your letter.

**NOTE:** If you are unable to highlight the address page check your Adobe version by selecting "Help", then "About...".



If you have a version previous to Version 11, please call the ESA Helpdesk and request an upgrade. If you have version 11 and are still unable to select the page, please contact the OCC Workgroup at: [zzOWCP-DEEOIC-Workgroup-Centralized-Printing-ALL@DOL.GOV](mailto:zzOWCP-DEEOIC-Workgroup-Centralized-Printing-ALL@DOL.GOV)

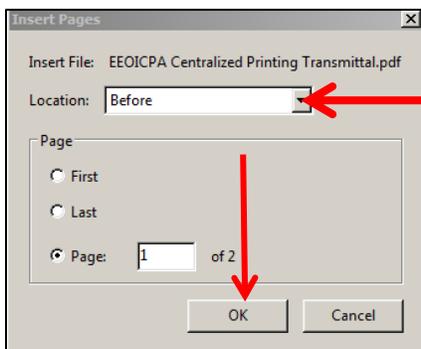
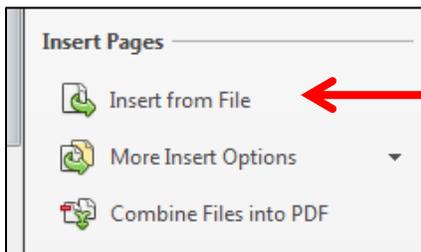
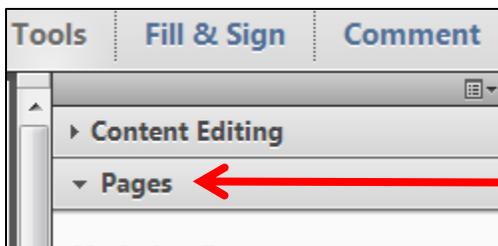
One additional note, if you are logged on to SEATS using accessx1, please log in to accessx2. Adobe may not work correctly if you are using accessx1.



## Option 2

**Step 1:** After saving your correspondence as a .pdf and bronzing it into OIS, insert the OCC Transmittal/address page (saved in option 1, step 1 above) before the correspondence. This step ensures the transmittal is the first page printed, and the address page is the second.

Click "Tools," "Pages," "Insert from File," and "Select File to Insert." Once the Energy Outgoing Correspondence Center Transmittal/address page is inserted you can enter data accordingly.

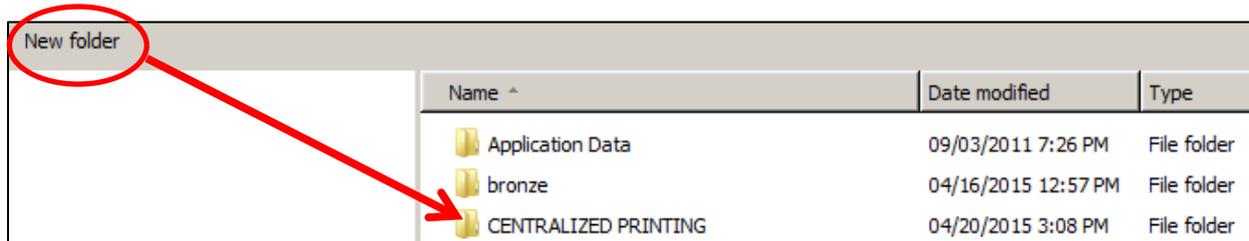


**Step 2:** Repeat Step 2 to include additional documents, such as a Claim Form.

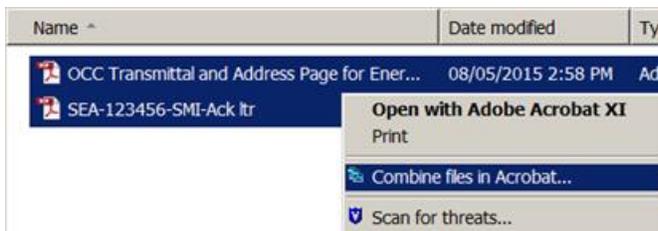
**Step 3:** Once all of the documents have been merged and the correspondence has been saved, send your document to the centralized printing email group ([OWCP-Printer-Mail-DEEOIC](mailto:OWCP-Printer-Mail-DEEOIC)).

### Option 3

**Step 1:** It is easiest to combine documents that are located in one file folder; so it is recommended that a folder for centralized printing is created (i.e. on the H-Drive, create a folder named “CENTRALIZED PRINTING”).

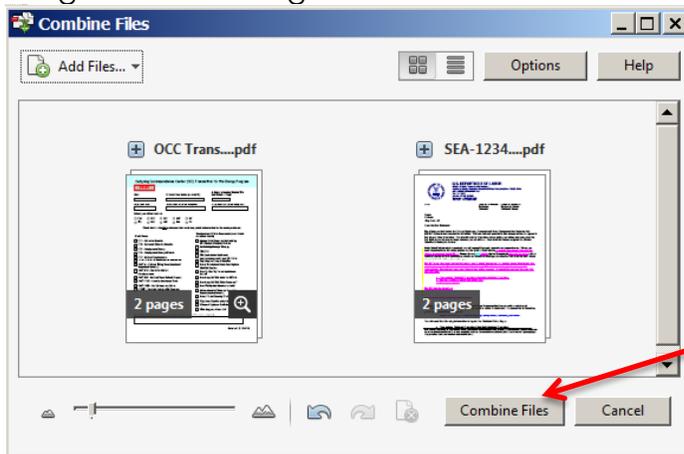


**Select** the documents you want to combine, right click the mouse, and choose “Combine files in Acrobat...” Most file types can be combined (i.e. Word, Adobe PDF, PowerPoint, Excel, TXT)

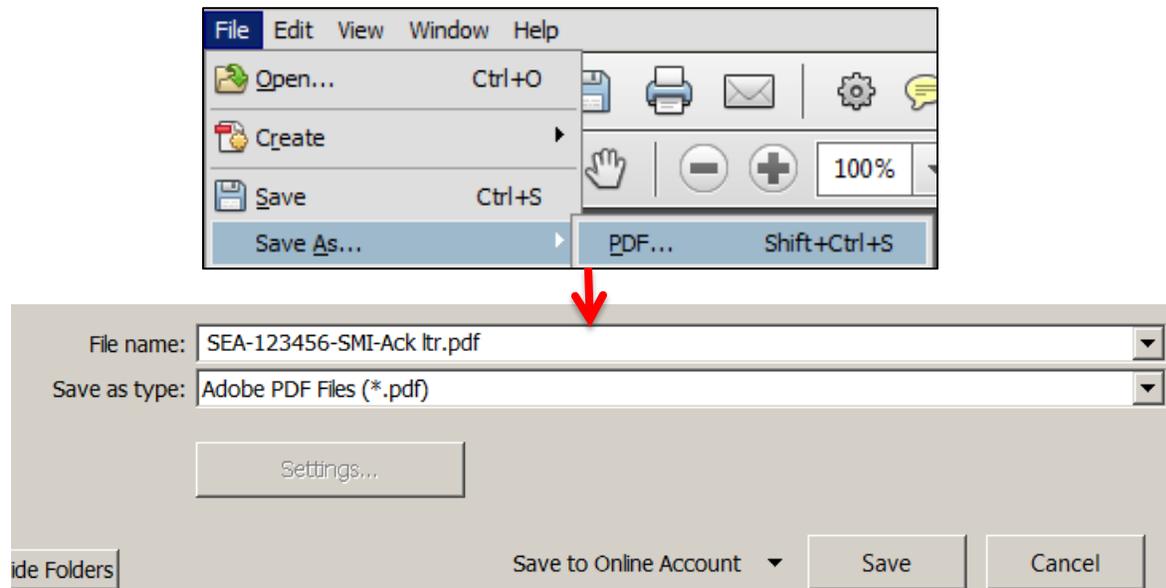


**Important** – When selecting any DEEOIC form (EE-1, EE-2, etc.), select the Word version and not the .pdf (acrobat) version. The pdf’s are password protected and cannot be combined without the password.

**Step 2:** A Combine Files Action box will appear. Put the documents in print order by using “click and drag” with the mouse. Once in order, choose “Combine Files.”



**Step 3:** A .pdf file will open with the documents combined, use "Save As" to save your document.



**Step 4:** Send your document to the centralized printing email group ([OWCP-Printer-Mail-DEEOIC](#)).

Revisions:

1.0 – 5/26/15 – establishes revision and changes page format. Also includes using address page for all correspondence.

1.1 – 6/29/15 - Changes the text to apply to emailing documents rather than sending them directly to the printer.

1.2 – 8/4/15 - Changed all reference from Energy Centralized Printing (ECP) to Outgoing Correspondence Center (OCC) for the Energy Program; updated option 1 to identify merging correspondence as a .pdf.

1.3 – 11/9/15 – updated step 2 in Option 1 and step 3 in Option 2 to remove the requirement of the naming convention.

1.4 – 2/10/16 – added Option 1 and moved the original options to Options 2 and 3.