

“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 Column “D”**
- 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**:
 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**”

You can now “copy” and “paste” data into 1073MW or 1073iMW form. **Please refer to the correct section below** depending upon **which form you are using**.

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

- 1) **Copy ONLY** this data (no headers) from our well list you formatted: **API#**
- 2) Left-click **red** “Well List” tab (bottom left) on 1073MW form.
- 3) On new Excel page that opens, left-click cell **B4** – right-click then left-click “**Paste**”.
- 4) **Copy ONLY** this data (no headers) from our well list you formatted: **Well Name, Well #, Type, Status** and **Legal Loc.** (see #1 at bottom of next page of this guide)
- 5) On 1073MW form, left-click cell **C4** – right-click then left-click “**Paste**”.
- 6) **Copy ALL** of the **QTR data** (no headers) from the well list you formatted.
- 7) On 1073MW form, left-click cell **K4** – right-click then left-click “**Paste**”.
- 8) Type “Comments” you may have (**Arial 11 “bold”**, please) into “Comments” column.
- 9) “Save” 1073MW file and send a copy to the OCC.

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

- 1) **Copy ONLY** this data (no headers) from our well list you formatted: **API#**
- 2) Left-click **orange** "Well List" tab (bottom left) on 1073MW form.
- 3) On new Excel page that opens, left-click cell **B4** – right-click and left-click "**Paste**". "**Paste**". This will populate that data into the 1073iMW form's **orange** "Well List" tab.
- 4) **Paste or type** "OCC Order / Permit Number" data (**Arial 11 "bold"**, please) into that column on 1073iMW form (the well list we sent you does not include that data).
- 5) **Copy ONLY** this data (no headers) from our well list you formatted: **Well Name, Well #, Well Class. Type** and **Legal Loc.** (see #1 at bottom of this page)
- 6) On 1073iMW form, left-click cell **D4** - right-click and left-click "**Paste**".
- 7) **Copy ALL** of the **QTR** data (no headers) from the well list you formatted.
- 8) On 1073iMW form, left-click cell **K4** – right-click then left-click "**Paste**".
- 9) **Paste or type** the "Date of Last MIT" data (**Arial 11 "bold"**, please) into that column on 1073iMW form (the well list we sent you does not include that data).
- 10) "Save" 107iMW file and sent a copy to the OCC.

RESULTS, NOTE, and 1073MW / 1073iMW SORTING GUIDE

- 1) Only "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.

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. The screenshots on next page show how to do that.

If unable to sort 1073MW or 1073iMW by "lowest to highest API Number", please email the file to us, "Attention: Jim Rosado". The file will then be emailed back to you after we've sorted it correctly.

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.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The 'Sort' button in the ribbon is highlighted with a red box. A range of data in the spreadsheet is also highlighted with a red box. The data includes API numbers, well names, well numbers, and various status codes.

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												

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

The screenshot shows the 'Sort' dialog box in Microsoft Excel. The 'Sort by' dropdown is set to 'API Number (no dashes)', 'Sort On' is 'Values', and 'Order' is 'A to Z'. The 'My data has headers' checkbox is checked. A blue arrow points to the 'Sort by' dropdown. The 'OK' button is highlighted with a red box.

Column Sort by: API Number (no dashes)
Sort On: Values
Order: A to Z
My data has headers:

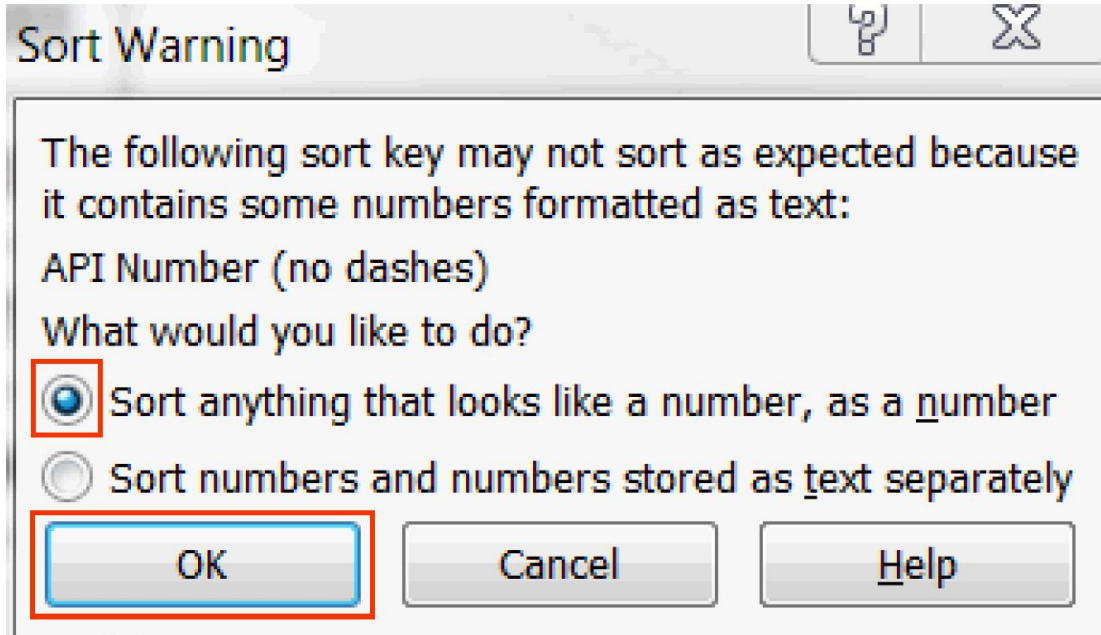
Left-click on the "Sort by" drop-down list and select the Column to Sort by (we recommend that you Sort by the "API Number" or "Column B"). Ensure that the "Sort On" and "Order" drop-downs are as shown above and that the "My data has headers" box is checked. Then click the "OK" button.

OK Cancel

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

Screenshots Depicting **How To “Sort” Your Pasted Data**
(continued)

You **MIGHT** get a “Sort Warning” box like the one shown below. If so, simply ensure that the first option is selected as shown below. Then left-click the “OK” button to complete the sorting process.



Your well list should now be sorted correctly.
If not, or if you are still having issues or have further questions, please contact Jim Rosado at j.rosado@occemail.com or call him at (405) 522-1123 for assistance. Thank you.

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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