

## HOW TO CREATE AND SAVE A MATRIX TO THE A:\ FLOPPY DRIVE IN NOTEPAD.

1. Click on Start, click on Programs, click on Accessories, click on NotePad.
2. Type the Creditor list in NotePad as you would in any word processor, aligning the text on the left side of the page.  
Font should be : Times New Roman, Courier New or Arial with a font size of 12
3. For a printed copy of the Matrix:
  - a. Click on File
  - b. Click on Page Setup
  - c. Delete the “&f” in the Header Section and the “Page &p”; click on OK
  - d. Click on File; Click on Print
4. On the Menu Bar click on File, then click on “Save As”
5. A dialog box will come up. (Exhibit A) Make sure you have the following settings:
  - a. “ Save in” must be: 3 ½ Floppy (A:) (See Exhibit A below)
  - b. “ File name” must be the debtor’s name (See Exhibit A below)
  - c. “Save as Type” must be Text Documents (See Exhibit A below)
6. Click on the Save Button. This will save the matrix to the floppy disk in a: drive. It is now ready to be submitted to the Court.

### EXHIBIT A



To make sure the file saved to the floppy:

1. Double click on the “ My Computer” Icon on the desktop.
2. Double click on the “3 ½ Floppy (A:)” Icon
3. You should see the file you just saved, with the name of the Debtor.