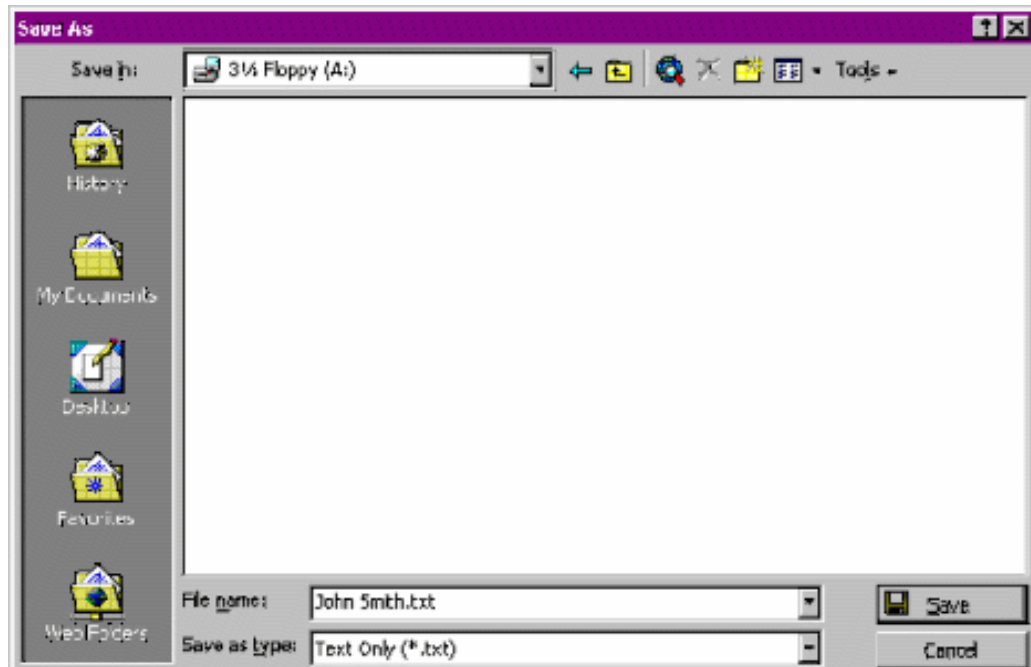


## HOW TO CREATE AND SAVE A MATRIX TO THE A:\ FLOPPY DRIVE IN OFFICE 2000, WORD

1. Open the Microsoft Word program
2. Type the Creditor list in Word as you would with 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 Print
4. On the Menu Bar click on File, then click on “Save As”
5. A dialog box will come up. (See below) 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 Only (.txt) (See Exhibit A below)
6. Click on the Save Button. You may have a box come up that tells you “You are about to save the document in Text Only format and may lose the formatting” click on YES. 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