UPLOADING A MATRIX
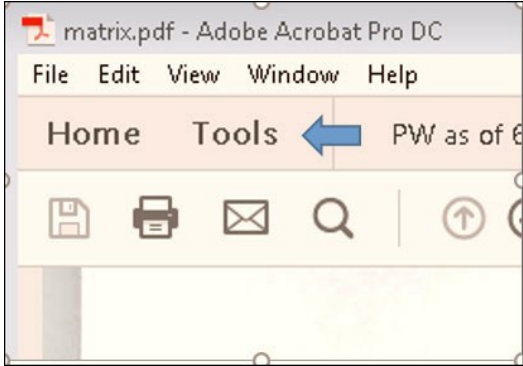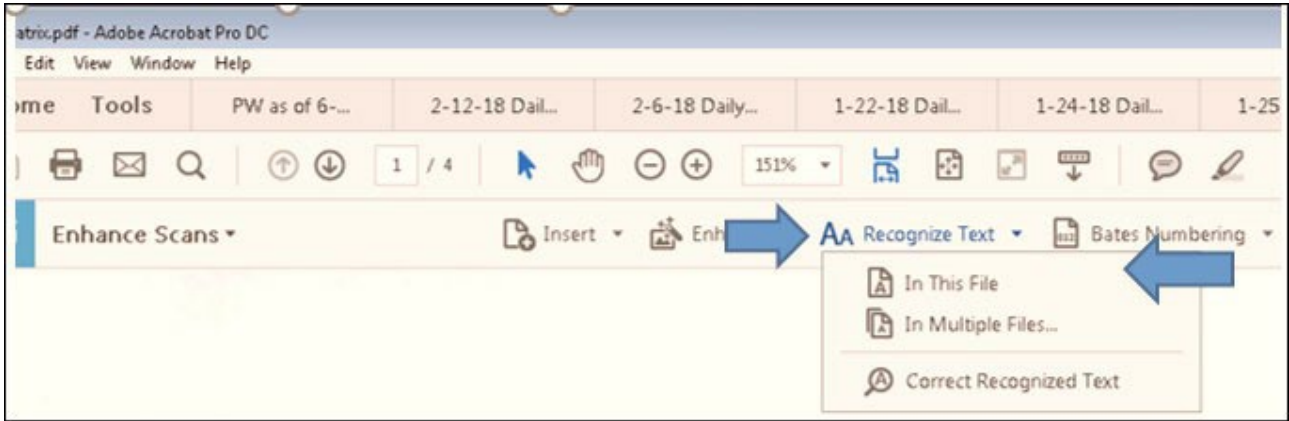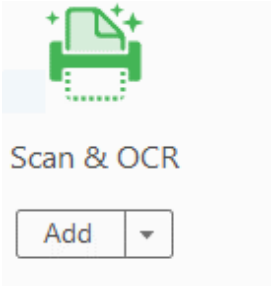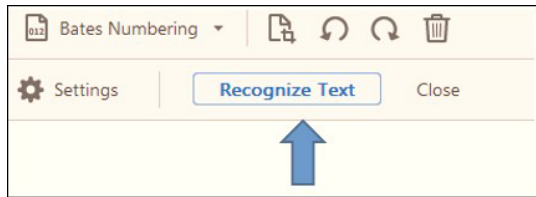
1. <u>Convert</u> the matrix to a PDF

2. <u>Open</u> the PDF

3. In Adobe, <u>Click</u> Tools
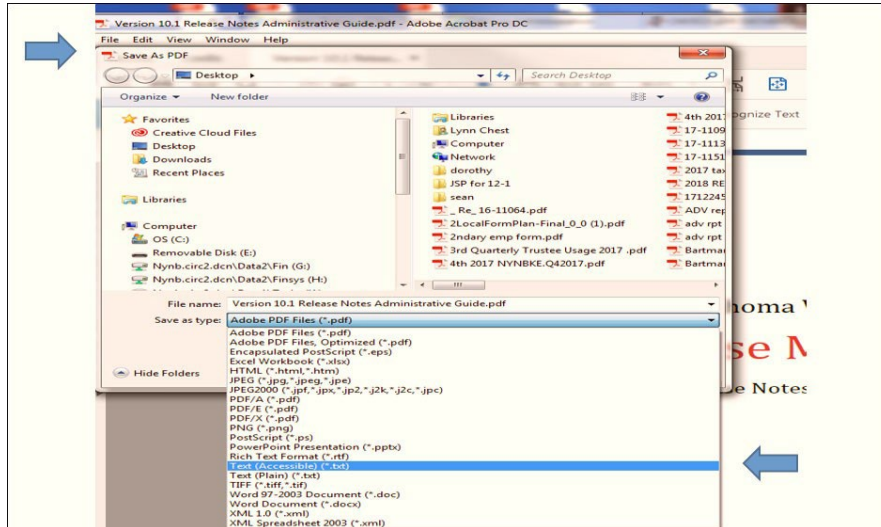

4. <u>Click</u> on Scan & OCR > Recognize Text > In this File

5. <u>Click</u> Recognize Text

6. Next, go to File > Save as > Select Test Accessible from the dropdown menu.

7. <u>Name</u> your file and <u>click</u> Save.

8. <u>Open</u> the new Text (Accessible) matrix file, <u>edit</u> as necessary, and <u>save</u> the changes.

9. <u>Upload</u> via CM/ECF *Bankruptcy > Creditor Maintenance > Upload a creditor matrix file.*