- 1. <u>Convert</u> the matrix to a PDF
- 2. Open the PDF
- 3. In Adobe, Click Tools



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





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

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

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- 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.