

Saving Text Documents

The following instructions will guide you through the process of converting a creditor mailing list to a text or ASCII format. In ECF all documents are filed with the court as PDF files with one exception. The creditor matrix must be saved as a text file to allow for uploading into the creditor area.

A text (.txt) document is in a generic format that most software applications can read. A document can be saved as a .txt document by selecting ASCII (Dos) in the **file type** list. (The steps are outlined below).

STEP 1 Create or open the creditor list in your Word Processor.

STEP 2 Save your document.

- ' Click File on the word processor menu bar and select **save as**.

STEP 3 The following displays steps in saving the document to your computer.

- ' Navigate to the folder where the document will be housed.
 - % **NOTE:** Documents may be easily located when a folder has been created specifically for your matrices.
- ' Name the document. The document may be saved using the standard naming conventions; 1st letter of debtor(s) first name, plus last name, **JSmith**.
- ' Click the — (down arrow) to view a dialog box of available File Type options.
- ' Select **ASCII (DOS)** text.
- ' Press the **Save** button
- ' The document is now saved as a .txt document and can be uploaded into the creditor area of ECF.