

Directions on Conversion from Word Document to PDF

For the 2008 Law Review Write-On Competition, participants must submit electronic copies of their casenotes. Each casenote must be converted from Word format to PDF format prior to submission. Please make sure that you put your blind grading number on each page of your casenote **prior** to converting the document into PDF format.

We would highly recommend that you make sure you know how to make a PDF document before the deadline so that any problems are ironed out well in advance.

If Using Mac OS X

Mac OS X has built in PDF conversion software. When using your document creation software (e.g., word, word perfect, etc.), simply chose to save as PDF from a native OS X application.

If Using Pre-Microsoft Office 2007

For those who may not be familiar with the process of converting a word document to PDF format, the following provides directions and various options on how to convert a document to PDF format. (Note: This is not an exhaustive list.)

I. Option One- Upgrade to Office 2007

A. Requirements: Windows XP or Vista Operating System (XP or Vista)

If you already have Office 2007, this version of Microsoft Office comes preloaded with the necessary tool to convert to PDF. All you have to do is select Adobe PDF when you “save as.” All of your formatting (page numbers, section breaks, etc) will translate over.

If you do not currently have Office 2007, you can download this newest version of Microsoft Office FREE from the University of Miami Website.

B. How do I get Office 2007?

The school provides you with a license to use the Enterprise Edition of Microsoft Office 2007 FREE.

Simply go to this URL:

http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,31349-1;52909-3,00.html

Follow the prompts and copy down your license key when you are given it. You will be required to type this in during the installation process. You will also be given a choice to either download an executable (EXE) file or an Image File (ISO). The EXE file allows you to install Office simply by double clicking the file and following the prompts. You can also back this file up by copying it to a CD or DVD. Downloading the ISO requires that you use a CD authoring application (such as Nero) and burn it to disk. This, however, allows you to create a copy that Autoplays when you put the disc in your computer.

You are allowed to download either the EXE or the ISO up to two times. If for whatever reason you have a problem downloading it and require another attempt, the school's IT department will allow you to.

If you have any questions or problems trying to install this program, please contact the University Technology Product Center.

II. Option Two- Download a Free Conversion Tool

If you are disinclined to update to the most recent version of Office, you can download one of the following freeware applications to finish your PDF conversion. These options are available for users of Windows.

a. PrimoPDF (currently at version 3.2) (recommended)

http://www.primopdf.com/primopdf_free_idx.aspx

Simply download and follow the easy instructions to install. Afterwards, use the conversion wizard to complete the file.

b. CutePDF

<http://www.cutepdf.com/Products/CutePDF/writer.asp>

Download the installer as well as the Ghostscript converter linked on the website. After you've downloaded and installed both, run the application and follow the instructions

III. Option Three- Use an Online Conversion Program

The creators of PrimoPDF have made an online conversion program that is also free to use. Simply follow the instructions on the following website to complete the conversion

<http://online.primopdf.com/>

IV. Option Four- Use Symplicity's PDF Conversion Tool

A. Requirements: Web Browser

<https://law-miami-csm.symplicity.com//students/>

Most people think of Simplicity simply as a way to apply for jobs. But, you can also use it for PDF conversion. Whenever you upload a document to Simplicity, it converts to PDF. Simply upload your brief as a writing sample, wait until the conversion is done, and then download it by clicking on the PDF link. Make sure you rename the file to correspond with

the instructions in the 1L Competition Packet.

V. Option Five- Use a Local Copy Center

If all else fails, all chain copy centers can convert a document file to a PDF. Just bring your brief to a store of your choice and have the clerks convert the file for you. The preferred method would be to bring the brief on a disc or flashdrive. Otherwise, you can bring a hardcopy and have them scan it for you. You may be required to pay for this option.