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FIU Law Review Extraction Workflow

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FIU LAW REVIEW EXTRACTION WORKFLOW

- A. Name Destination Folder: (Vol).(Issue)
- B. Open Issue through Adobe Acrobat Pro
- N:// Drive
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- C. Extract Files:
- Extraction Tool: Tools – Pages – Extract
- D. Naming Conventions for Extracted Files:
- 1-(vol).(issue) TOC
- 2-(vol).(issue) Editorial Board
- 3-(vol).(issue) Publisher
- 4-(vol).(issue) Message (Last Name Author)
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- 5-(vol).(issue) (Document Type) (First Word Title) (Last Name Author)
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- *example: “5-2.1 Symposium Introduction Wasserman”