



## Florida International University College of Law eCollections @ FIU Law Library

---

eCollections Documents

Law Library

---

2014

# Converting CV to Excel Workflow

Lisa A. Davis

*Florida International University College of Law*, [lisdavis@fiu.edu](mailto:lisdavis@fiu.edu)

Follow this and additional works at: <http://ecollections.law.fiu.edu/documents>

---

### Recommended Citation

Davis, Lisa A., "Converting CV to Excel Workflow" (2014). *eCollections Documents*. Paper 2.  
<http://ecollections.law.fiu.edu/documents/2>

This Workflow is brought to you for free and open access by the Law Library at eCollections @ FIU Law Library. It has been accepted for inclusion in eCollections Documents by an authorized administrator of eCollections @ FIU Law Library. For more information, please contact [lisdavis@fiu.edu](mailto:lisdavis@fiu.edu).

# CONVERTING CV TO EXCEL SPREADSHEET

## How to Get from This:

**RÉSUMÉ OF THOMAS E. BAKER**

Florida International University  
College of Law  
Moderato M. Maidique Campus, RDB 2038  
(305) 348-8342  
(305) 348-1159 facsimile  
thomas.baker@fiu.edu

Home  
10720 N.W. 66th Street #207  
Doral, Florida 33178  
(305) 629-8587

**Positions**

August 2002 to present: member of the founding faculty of the College of Law at Florida International University

January 2007 to May 2007: Visiting Professor, Marshall-Wythe School of Law at the College of William & Mary

August 1998 to August 2002: James Madison Chair in Constitutional Law and Director of the Constitutional Law Center, Drake University Law School (established and endowed by Congress, 20 U.S.C. § 4516)

October 1991 to August 1998: inaugural Alvin R. Allison Professor of Law, Texas Tech University School of Law (Professor 1984-91; Associate Professor 1982-84; Assistant Professor 1979-82)

Summer Semester 1994: Visiting Professor, University of Florida College of Law

Fall Semester 1992: on leave as Fulbright Professor, National and Capodistrian University of Athens, Athens, Greece

September 1986 to January 1987: on leave as Acting Administrative Assistant to Chief Justice William H. Rehnquist (position created by 28 U.S.C. § 677)

August 1985 to August 1986: on leave as Federal Judicial Fellow, Supreme Court of the United States (selected Tom C. Clark Fellow for 1985-86)

August 1977 to August 1979: Law Clerk to Judge James C. Hill, United States Court of Appeals for the Fifth Circuit

June to August 1977: Interim Instructor of Law (Legal Writing) University of Florida College of

(Practicum), Contracts, Corrections, Criminal Law, Criminal Procedure, Federal Jurisdiction, First Amendment, First Amendment Seminar, Framers' Constitution, Jurisprudence, Legal Analysis, Legal Process, Political and Civil Rights, Post-conviction Remedies, Supreme Court Seminar

**Publications**

FIRST AMENDMENT LAW: FREEDOM OF EXPRESSION AND FREEDOM OF RELIGION (Lexis-Nexis Publishing Co. 3d ed. forthcoming) (with Arthur D. Hellman & William D. Araiza) and TEACHER'S MANUAL AND ANNUAL SUPPLEMENTS

CONSTITUTIONAL LAW — SKILLS AND VALUES (Lexis-Nexis Publishing Co. 2013) (with William D. Araiza, Olympia Ross Dahart & Steven I. Friedland)

FIRST AMENDMENT LAW: FREEDOM OF EXPRESSION AND FREEDOM OF RELIGION (Lexis-Nexis Publishing Co. 2d ed. 2010) (with Arthur D. Hellman & William D. Araiza) and TEACHER'S MANUAL (2010) and ANNUAL SUPPLEMENTS (2010, 2011, 2012 & 2013)

A PRIMER ON THE JURISDICTION OF THE UNITED STATES COURTS OF APPEALS (Federal Judicial Center 2d ed. 2009)

APPELLATE COURTS: STRUCTURES, FUNCTIONS, PROCESSES, AND PERSONNEL (Lexis-Nexis Publishing Co. 2d ed. 2006) (with Daniel J. Meador & Joan E. Steinman) and TEACHER'S MANUAL (2006) and SUPPLEMENT (2009)

FIRST AMENDMENT LAW: FREEDOM OF EXPRESSION AND FREEDOM OF RELIGION (Lexis-Nexis Publishing Co. 2006) (with Arthur D. Hellman & William D. Araiza) and TEACHER'S MANUAL (2006) and ANNUAL SUPPLEMENTS (2006, 2007, 2008 & 2009)

AT WAR WITH CIVIL RIGHTS AND CIVIL LIBERTIES (Rowman & Littlefield Publishers, Inc. 2006) (editor with John E. Stack, Jr.)

ALL THE THINGS YOU NEED TO HEAR ABOUT SUCCEEDING IN LAW SCHOOL (CD recording BQ2 Productions forthcoming) (with David G. Epstein) (The Lawyer's Reference Shelf ISBN 0-19-510776-4)

CONSTITUTIONAL ANALYSIS IN A NUTSHELL (Westgroup Publishing 2d ed. 2003) (with the late Jerre S. Williams)

AMICUS HUMORAE: AN ANTHOLOGY OF LEGAL HUMOR (Carolina Academic Press 2003) (editor with Robert M. Jarvis & Andrew T. McFlow)

## To This:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Year	First	Middle	email	Type	Title	Volume	Journal	Page	Year	Copyright?	Location?	Meta?	Upload?	Notes				
	Thomas	E.	thomas.baker@fiu.edu	Journal	Book Review: Bernard Schwartz, ed., The Burger Court: Counter-Revolution or Confirmation?	43	Amer. J. Legal Hist.	220	1999		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	Book Review: Jack M. Balkin & Reva B. Siegel, eds. The Constitution in 2020,	50	Amer. J. Legal Hist.	104-05	-2010		Hein, SSRN							
	Thomas	E.	thomas.baker@fiu.edu	Journal	Book Review: Michael J. Gerhardt, The Federal Appointments Process: A Constitutional and Historical Analysis,	44	Amer. J. Legal Hist.	475	-2000		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	The Federal Impeachment Process: A Constitutional and Historical Analysis,	42	Amer. J. Legal Hist.	74-76	-1998		Hein			(review essay)				
	Thomas	E.	thomas.baker@fiu.edu	Journal	Eighth Amendment Challenges to the Length of a Criminal Sentence: Following the Supreme Court "From Precedent to Precedent",	27	Ariz. L. Rev.	25-74	-1985		Hein			(with Fletcher N. Baldwin, Jr.)				
	Thomas	E.	thomas.baker@fiu.edu	Journal	On Redrawing Circuit Boundaries — Why the Proposal to Divide the United States Court of Appeals for the Ninth Circuit is Not Such A Good Idea,	22	Ariz. St. L.J.	917-61	-1990		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	At War with the Constitution: A History Lesson from the Chief Justice,	14	BYU J. Public Law	69-81	-1999		Hein			(review essay)				
	Thomas	E.	thomas.baker@fiu.edu	Journal	A Generation Spent Studying the U.S. Courts of Appeals: A Chronology,	34	Cal. Davis L. Rev.	395-423	-2000		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	At War with Civil Rights and Civil Liberties, A View to the Future of Judicial Federalism: "Neither Out Far Nor in Deep,"	34	Case W. Res. J. Int'l L.	219-21	2002		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	Book Review: Frank M. Kemerer, William Wayne Justice — a Judicial Biography (1992),	45	Case W. Res. L. Rev.	705-821	-1995		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	Book Review: Joseph Goldstein, The Intelligible Constitution (1992),	9	Const. Commentary	361-67	-1992		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	Clear and Present Dangers: The Importance of Ideas and the Bowels in the Cosmos,	10	Const. Commentary	167-174	-1993		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	The Supreme Nonet,	16	Const. Commentary	485-90	1999		Hein			Symposium				
	Thomas	E.	thomas.baker@fiu.edu	Journal	Toward A Unified Theory of the Jurisdiction of the United States Courts of Appeals,	18	Const. Commentary	291-93	-2001		Hein			(review poem)				
	Thomas	E.	thomas.baker@fiu.edu	Journal	A Compendium of Clever and Amusing Law Review Writings — An Idiosyncratic Bibliography of Miscellany with In Kind Annotations Intended as a Humorous Diversion for the Gentle Reader,	39	De Paul L. Rev.	235-97	-1990		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	A Roundtable Discussion with Lawrence Lessig, David G. Post & Jeffrey Rosen,	51	Drake L. Rev.	105-49	-2002		Hein							
	Thomas	E.	thomas.baker@fiu.edu	Journal	A Roundtable Discussion with Stephen L. Carter &	49	Drake L. Rev.	441-55	-2001		Hein							

# EXCISE JOURNAL INFORMATION FROM FACULTY CV INTO FACULTY PUBLICATIONS SPREADSHEET

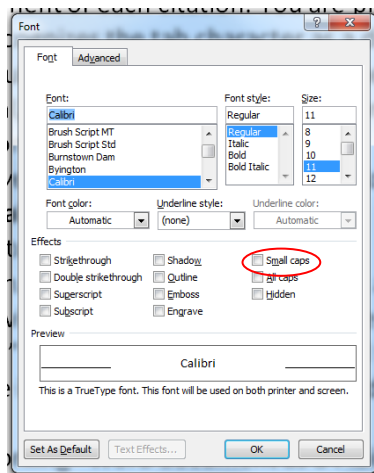
You will be provided the Faculty’s CV in PDF or Word form. For the purposes of rapid review and deposit, focus only on articles published in journals, as the publisher policies for these are the fastest to ascertain. Most Faculty will have separate sections of their CV dedicated to “journals” versus “books” or “conferences/symposia.” For the time being, we are focusing on journal articles only.

## CONVERTING CV TO TEXT FILE:

1. Copy and paste the journal portion of the CV into a new Word document titled “(Faculty Last) (Faculty First) Working”.
2. Remove all tabs or indents present in the journal citations.
3. Add a tab between each component of each citation. You are preparing the text to be converted into an Excel spreadsheet, and Excel recognizes the tab character as a delimiter. The citation will be chopped up into six columns, unless the Faculty has kept his/her name in the citation, in which case you can remove the name: Title, Volume, Journal, page number(s), year, additional notes. Here’s an example of how a citation should be tabbed in Word:

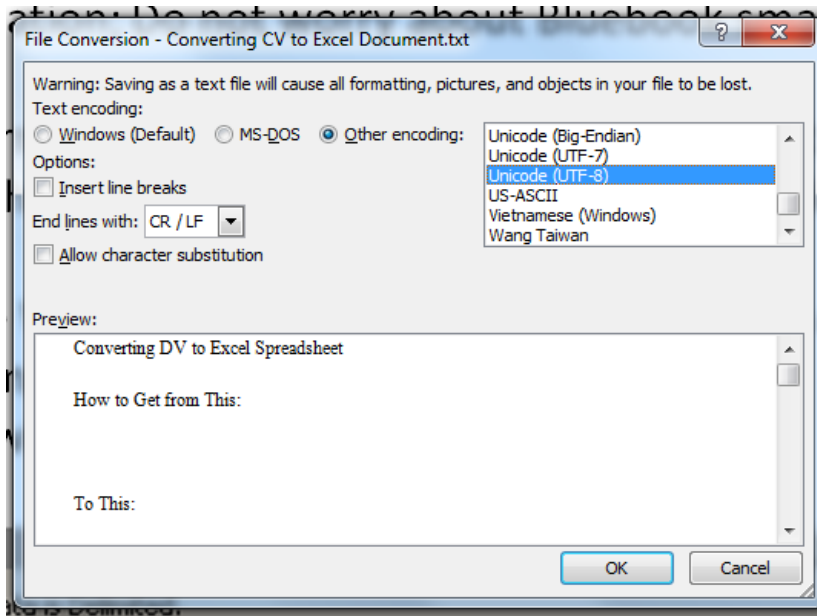
*Book Review: John Paul Stevens, Five Chiefs — a Supreme Court Memoir, (tab) 62 (tab) J. LEGAL EDUC. (tab) 647-62 (tab) (2013) (tab) (additional notes, if any)*

4. Select all and convert text/font to uncheck SMALL CAPS:



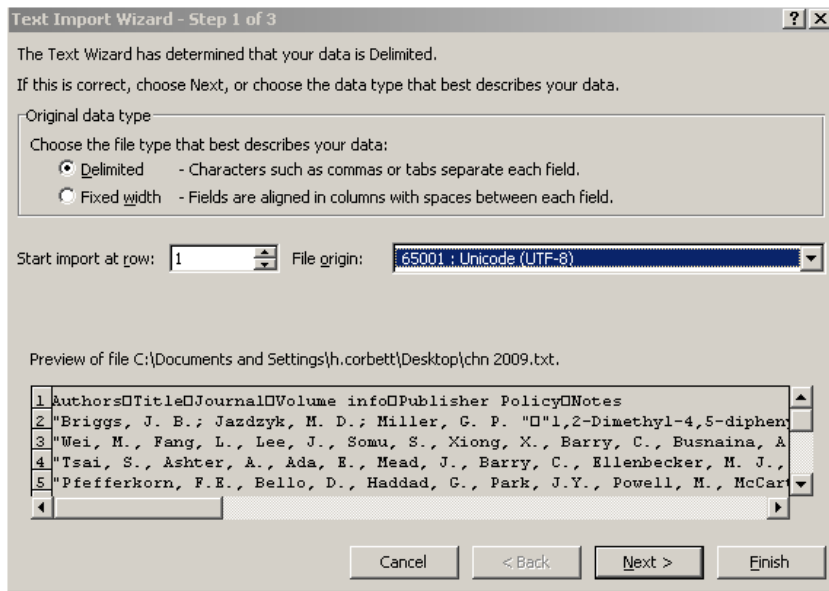
5. Do not worry about punctuation. Do not worry if there are not any additional notes, but if there are, put them after a final tab (you will not need this last tab if there are no notes!).
6. As you go through the “journals” there may be “journals” listed that should not be added to the final excel document; highlight those in yellow on the original CV and delete them from the “working” document.

7. When this is done, save the “working” Word document as a Plain Text file (.txt), *not a Rich Text (.txt) file*. Select the radio button for “Other encoding” and use the menu to highlight “Unicode (UTF-8)” as the encoding language:



## EXCEL PROCESS (WORKING TO FACULTY PUBLICATIONS SPREADSHEET):

Now, open the .txt file in Excel. You will see this box:



Make sure the radio button next to Delimited is selected, and change the File Origin dropdown to Unicode (UTF-8) – this will preserve any special characters that may exist in the original document.

8. Click Finish. (You do not need to click Next.)
9. Clean up the “Working” Excel document:
  - (a) make sure that the Volume – Journal – Page number(s) – Year are in the proper columns
  - (b) Change the “Journal” column from small caps to regular font
10. Copy and paste the information in the “Working” Excel document into a new sheet in the “Faculty Publications” spreadsheet:
  - (a) Create a new sheet using the Faculty’s (Last name, First name) to name the sheet
  - (b) Insert a new row at the top of the spreadsheet and copy/paste the header information from the “Baker, Thomas” sheet.
  - (c) Copy/paste the corresponding columns from the “Working” excel document by Copy/pasting everything except the “notes” column, and then copy/pasting the “notes” column
11. Scan through the spreadsheet to find and correct any places where data appears in the incorrect columns
12. Sort the spreadsheet by Journal.