n. Click the citation you just created, click the Citation Options arrow, and then click Edit Citation. Type 23 in the Pages box. Click OK.

o. Save the document. Click the File tab and click Export. Ensure that Create PDF/XPS Document is selected and click Create PDF/XPS. Leave the file name as w04p1Live_LastFirst and ensure that the type is PDF. Click Publish to save the document as a PDF file.

p. Close all open files, saving a file if prompted to do so. Based on your instructor’s directions, submit the following: w04p1Live_LastFirst.docx
w04p1Live_LastFirst.pdf.

2 DREAM Act Letter

You are a partner in a law firm that deals with a large number of potential DREAM Act beneficiaries. The DREAM Act (Development, Relief, and Education for Alien Minors) provides conditional permanent residency to undocumented residents under certain conditions (good moral character, completion of U.S. high school degree, arrival in the United States as minors, etc.). Supporters of the Act contend that it provides social and economic benefits, whereas opponents label it as an amnesty program that rewards illegal immigration. Your law firm has partnered with leading law professors across the country to encourage the U.S. Executive Branch (Office of the President) to explore various options related to wise administration of the DREAM Act. In a letter to the president, you outline your position. Because it is of a legal nature, the letter makes broad use of footnotes and in-text references. Because the letter is to be signed and supported by law professors across the country, you will share the letter online, making it possible for others to edit and approve of the wording. Refer to Figure 4.43 as you complete this exercise.

FIGURE 4.43 Format the DREAM Act Letter

a. Open a blank document. Click the File tab and click Open. Navigate to your data files and double-click the PDF file w04p2Law.pdf. Click OK when advised that Word will convert the document into an editable Word document. Save it as a Word document with the file name w04p2Law_LastFirst.

b. Scroll through the document and change Firstname Lastname in the closing to your first and last names. Check the document for spelling errors. All names are spelled correctly. The word parole should be spelled parole. The word nonpriority is not misspelled. Select text in the