\*There are now Finished Document folders in each subfolder so if you are working in the Senate folder put finished documents in the Finished Documents folder in the Senate folder.

\*\*Once you finish with a pdf move it to the Completed pdf folder.

Speeches from Senate Committee Hearings

1. Use the Content page (usually pg 3) to identify statements (some will also include prepared statements which should be put in the same document as long as the speaker is the same) made by U.S. Senators, members of the Department of State, and members of the Department of Defense.
2. Occasionally, the opening statement(s) by the chairman and/or ranking member are not on the content page. These will always be the first statement(s) given; make sure to include these.
3. Copy each pdf into a Word document. Use the Find (type in the person’s name) command to locate all the speeches by an individual. Once all the speeches by that individual are together in a Word document, go to the next person and repeat.
4. Within **the header** of each document include the speaker and the date.
5. Save each document as ID.Speaker.Month.Day.Year.docx.
   1. Use the excel file to find the ID number. For example 1.Bennett.1.28.03.docx
6. Add information for each document into the Excel file named “list of files” in Dropbox. Fill in all columns except the last one.
7. Things to exclude:
   1. [Anything in brackets].
   2. The title of who’s speaking usually listed as THE CHAIRMAN.
   3. Page numbers.

Senate/House of Rep Sessions

1. For each document, copy the speech by the speaker in the document name. If two names are in the document name, copy each speech to separate documents.
2. If the document name is “Multiple,” copy the whole pdf into a Word document. Use the Find tool (type in the representative’s name) to search for all speeches by a given representative. Once all the speeches by one representative, repeat for the next representative.

\*\*\*Note: “Speeches” that are only a sentence or two and have to deal with asking for more time and switching speakers can be excluded.

\*\*\*Note: If the person has a common last name and the state they are from is included in the document, include the state in the file name and list of files, e.g. 34.SmithNJ.5.5.05

1. Within **the header** of each new document include the speaker, the region, and the date.
2. Make sure each document includes only one person’s words. Changes of speaker are indicated by the new speaker’s name in all caps.
3. Some speeches include speakers quoting other people. Delete any and all quotes. Quotes will always be in a smaller font than the actual speakers words.
4. Add information for each document into the Excel file named “list of files” in Dropbox.
5. Save each document as ID.Speaker.Month.Day.Year.docx.
   1. Use the excel file to find the ID number. For example 1.Bennett.1.28.03.docx

Notes for Entering Data into Excel sheet (“list of files”)

1. Name: If first name isn’t given, just enter in their last name.
2. Title: Titles will be Senator, Representative, State Department Official, or Defense Department Official.
3. Venue: Venue will be Senate Hearing, House Hearing, Senate, or House.
4. Region: The region should be explicit in the title. If it is not clear, leave this column blank. Regions should be Russia (if it is about Georgia, classify it as Russia), Iraq, Iran, North Korea, Sudan (if it is about Darfur, classify it as Sudan), Kosovo, Afghanistan, Syria, or Libya.
5. Oppose/Support: Always leave this column blank.

Coding Party Affiliation for Representatives in the Excel Sheet

1. Go to this website (<http://www.house.gov/representatives/>). This lists all the current representatives. Sort by last name. Enter R, D, or I in the Excel Sheet in the column labeled Party Affiliation.
2. Go to this website (<http://beta.congress.gov/members?q=%7B%22chamber%22%3A%22House+of+Representatives%22%7D>). Enter R, D, or I in the Excel sheet. If you have trouble finding someone, try selecting the Congress which matched the date of the speech.