

# Ohio Region 8 Paper Category

Quick Guide for Students & Teachers

**\*\*\*February 24<sup>th</sup>, 2018 at 11:59 p.m. is the deadline for papers to be submitted.\*\*\***

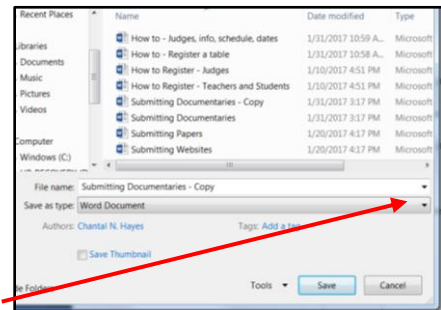
Please refer to [National History Day Contest Rule Book](#) for individual category rules on length requirements, citations, preparation requirements and Number of copies (with exception of needing to submit 4 copies since they will be sent to judges electronically)

**Step 1:** Convert your document to a PDF to ensure that no changes accidentally happen to your paper as it is being opened and read by staff and judges. File name should be the title of your project.

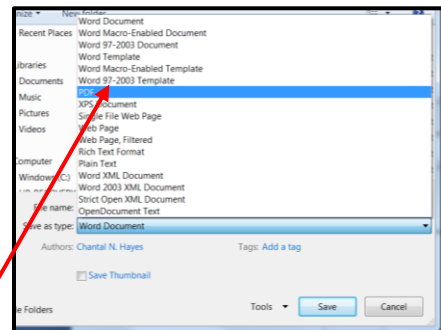
Create a copy of your document. (This is purely for safety purposes to ensure that you don't accidentally do something to your master copy that you can't undo.)

Open the copy.

File > Save As > Choose location

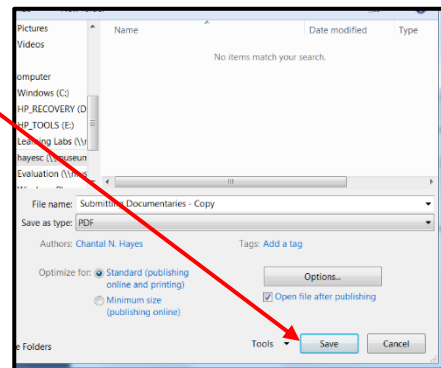


Click on the arrow by "Save as type" to bring down the list.



Scroll down to "PDF".

The box will automatically adjust to options available for a PDF document. Make sure the file name is the title of your project. Click Save and you have a version of your document as a PDF.

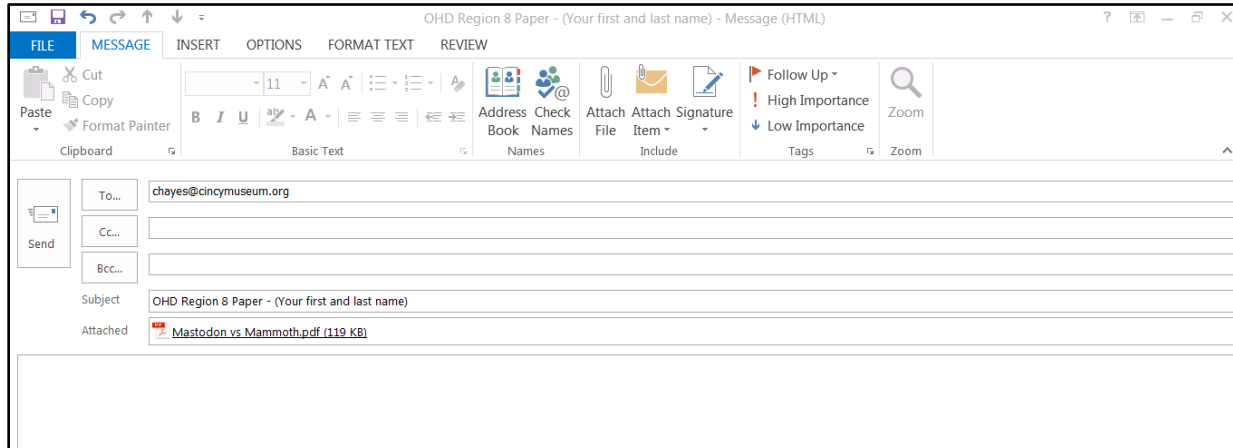


**Step 2:**

Email to Chantal Hayes [chayes@cincymuseum.org](mailto:chayes@cincymuseum.org)

Subject: OHD Region 8 Paper – (Your first and last name)

Attach the PDF of your paper and hit send.



**Step 3:** Print out one copy and bring it with you the day of the event.