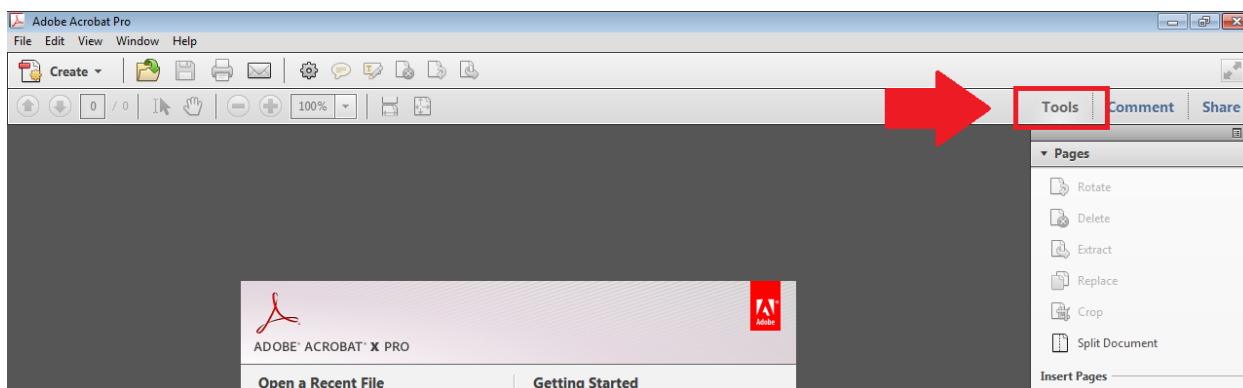


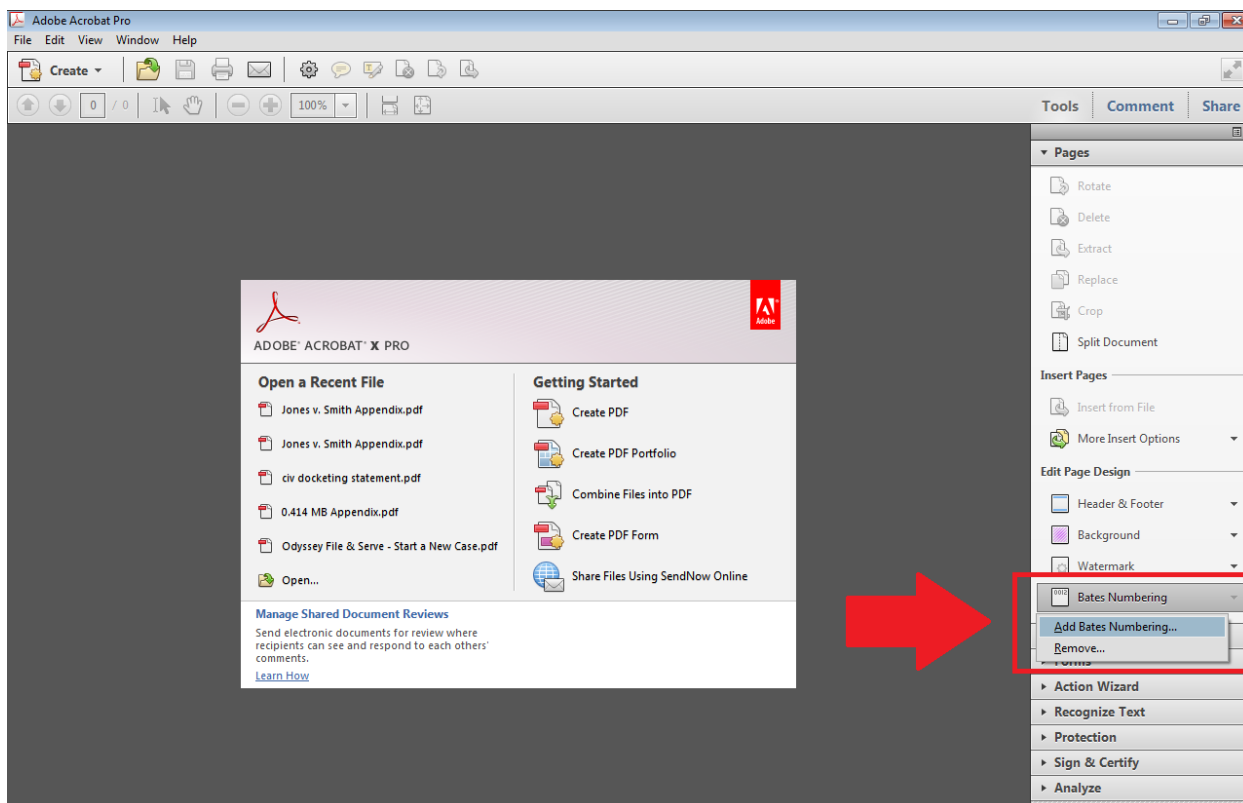
BATES NUMBERING PDFs USING ADOBE

If you have Adobe 8 Pro or newer, you can Bates number your appendix or addenda when they are in PDF form using Adobe Pro rather than manually numbering the pages.

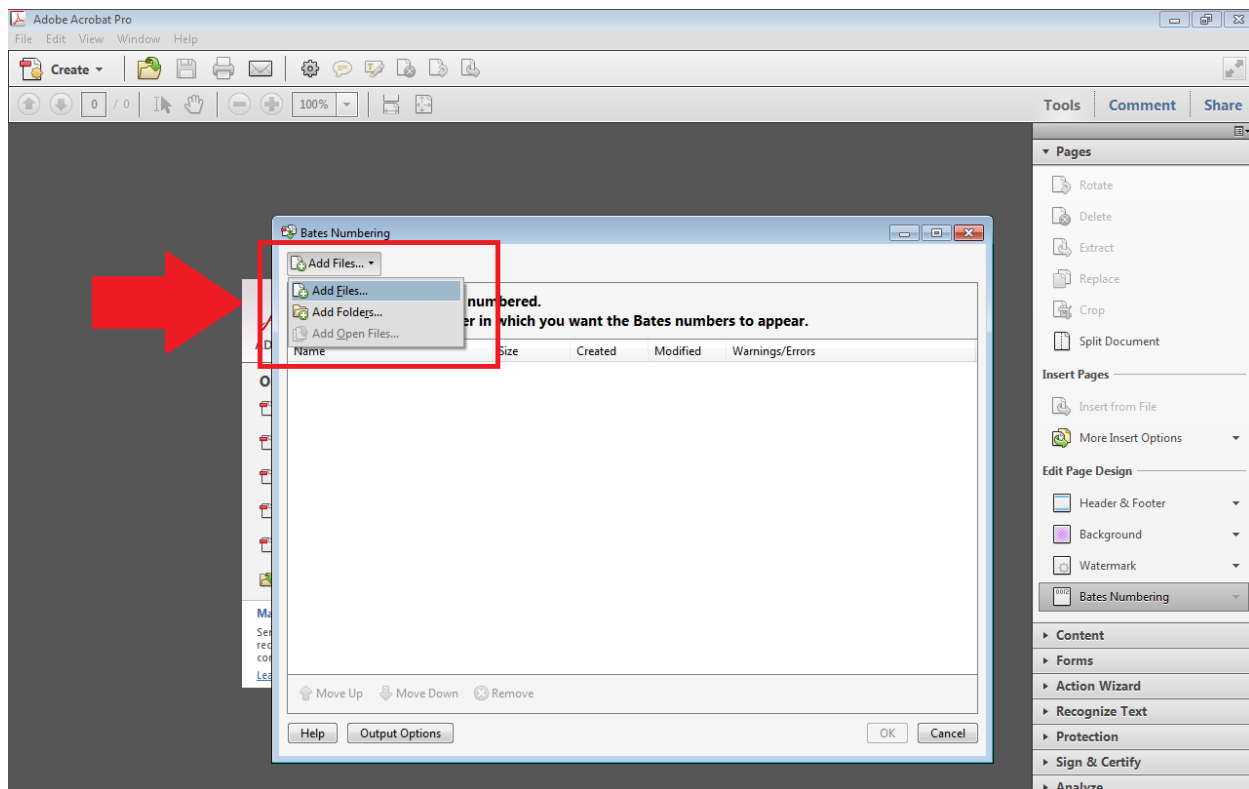
1. Click the "Tools" button:



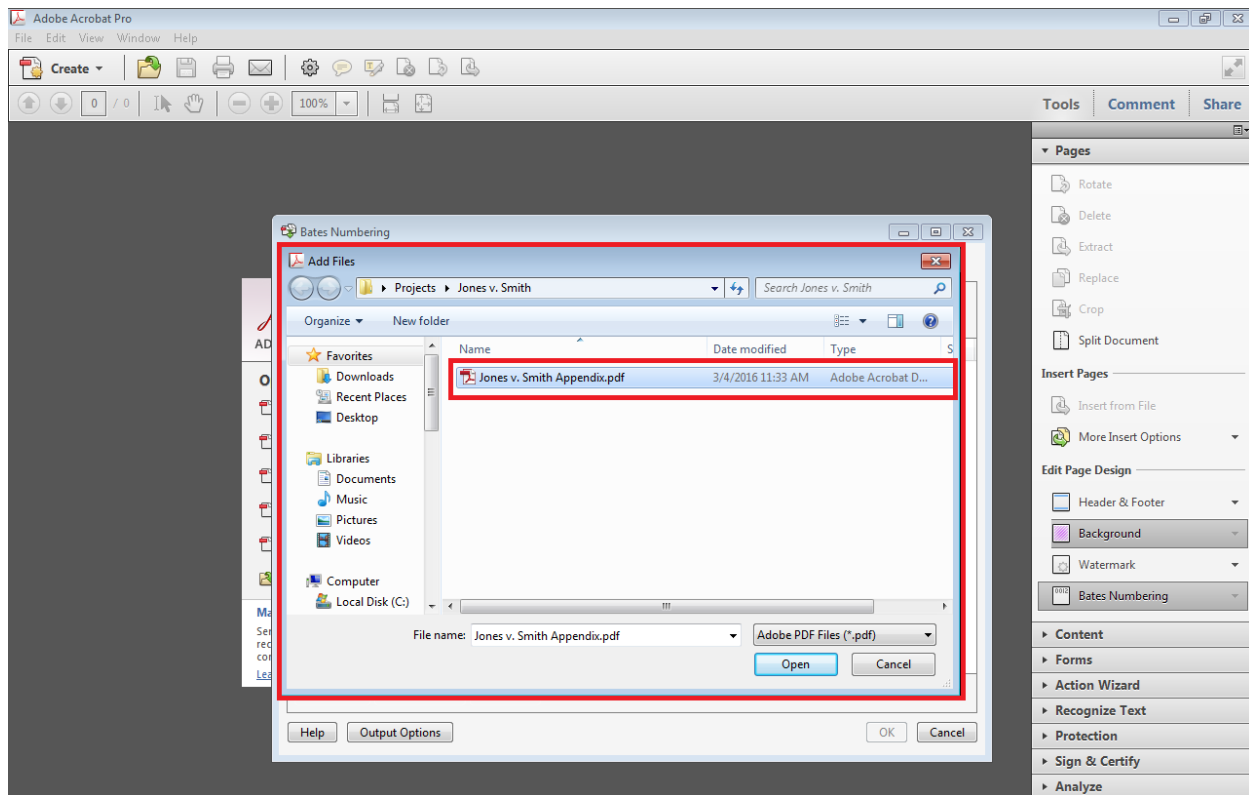
2. Select "Bates Numbering" from the menu on the right hand side of the screen. Click on "Add Bates Numbering" from the dropdown menu:



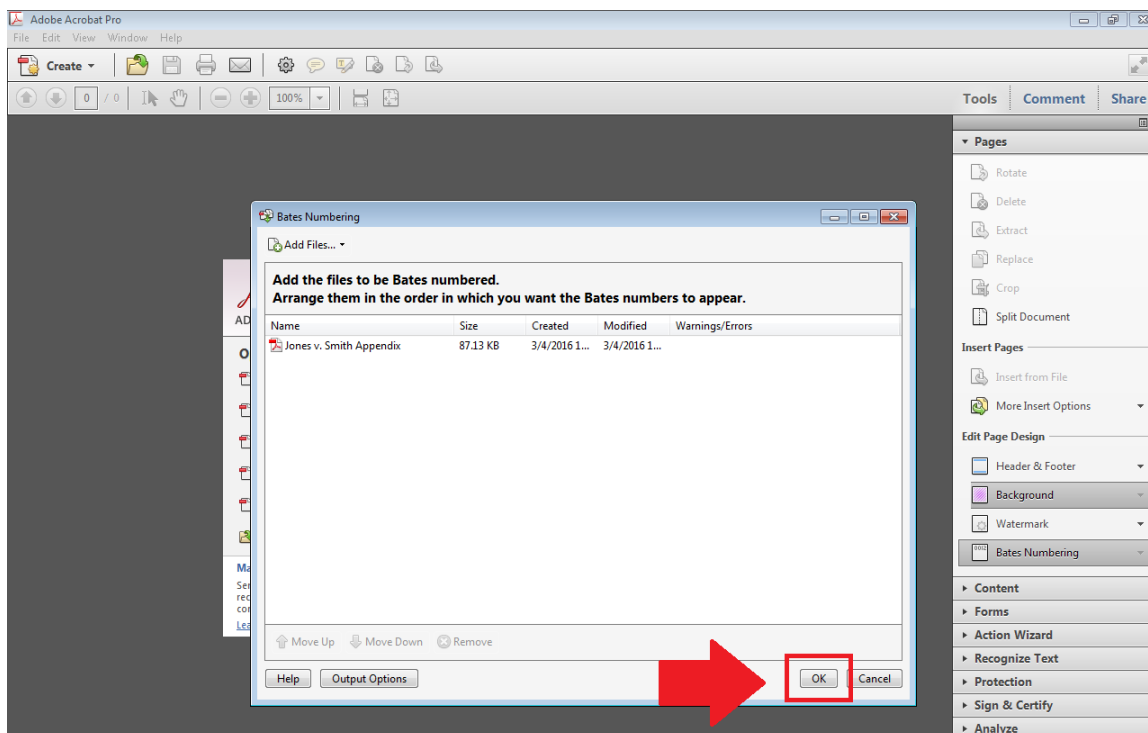
3. In the Bates Numbering popup screen, click the "Add Files..." button and select "Add Files":



4. Navigate to the PDF file that you need to number. Double click it to open:

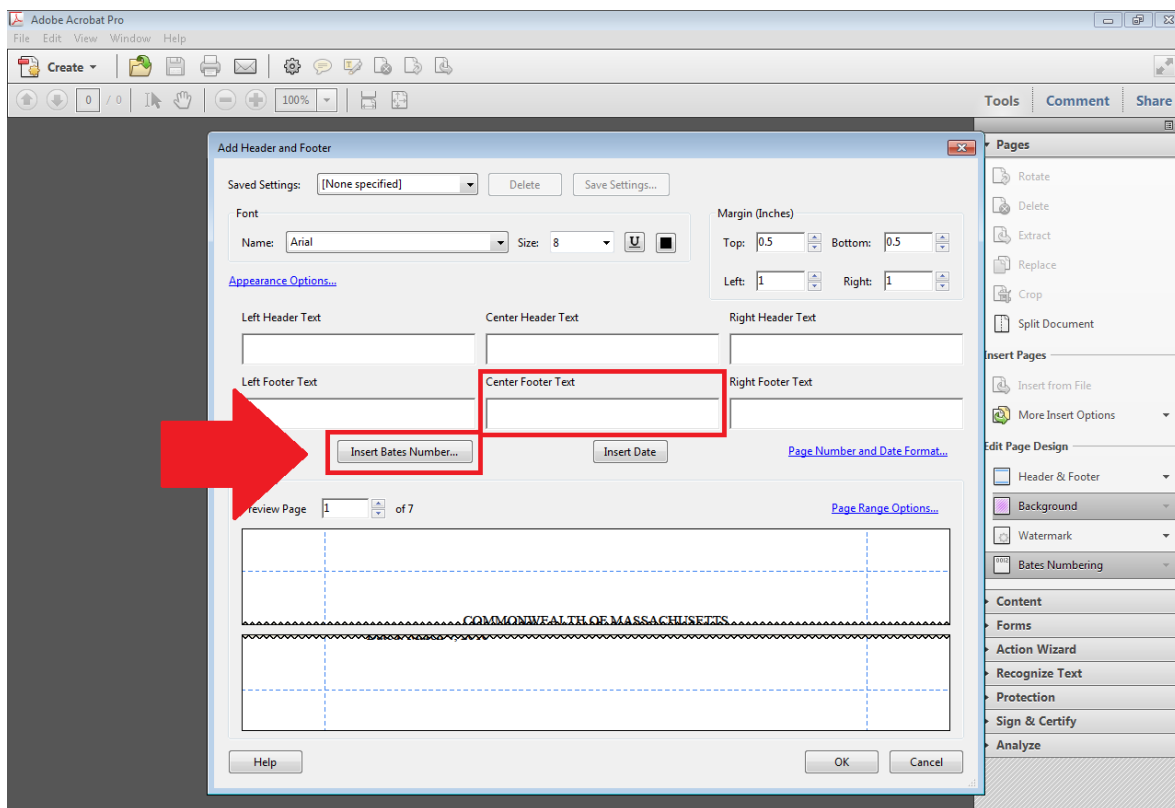


5. Hit "OK":

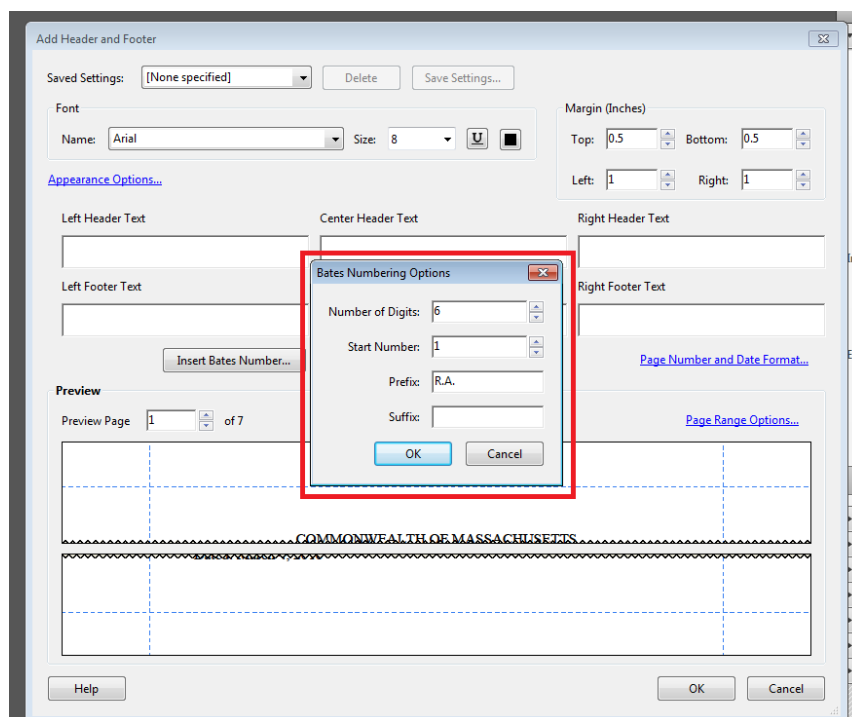


NOTE: You should only number one PDF file (one appendix volume) at a time. Numbering in multi-volume appendices should *not* span multiple appendix volumes; instead, each volume should begin with page 1.

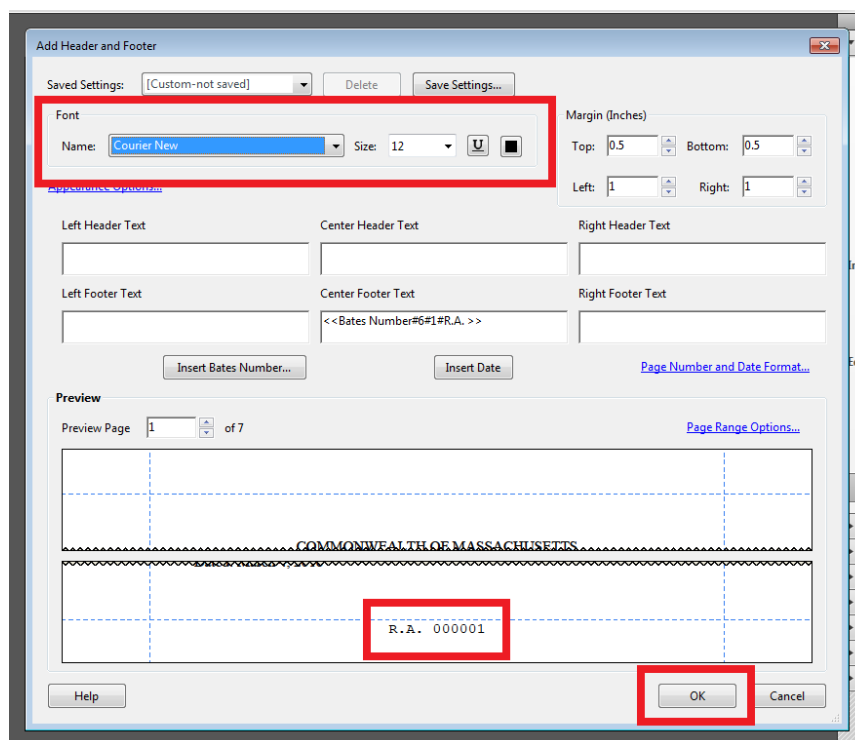
6. In the Add Header and Footer popup screen, click into the white space where you would like the Bates numbering to appear (e.g., Center Footer Text), and then click "Insert Bates Number":



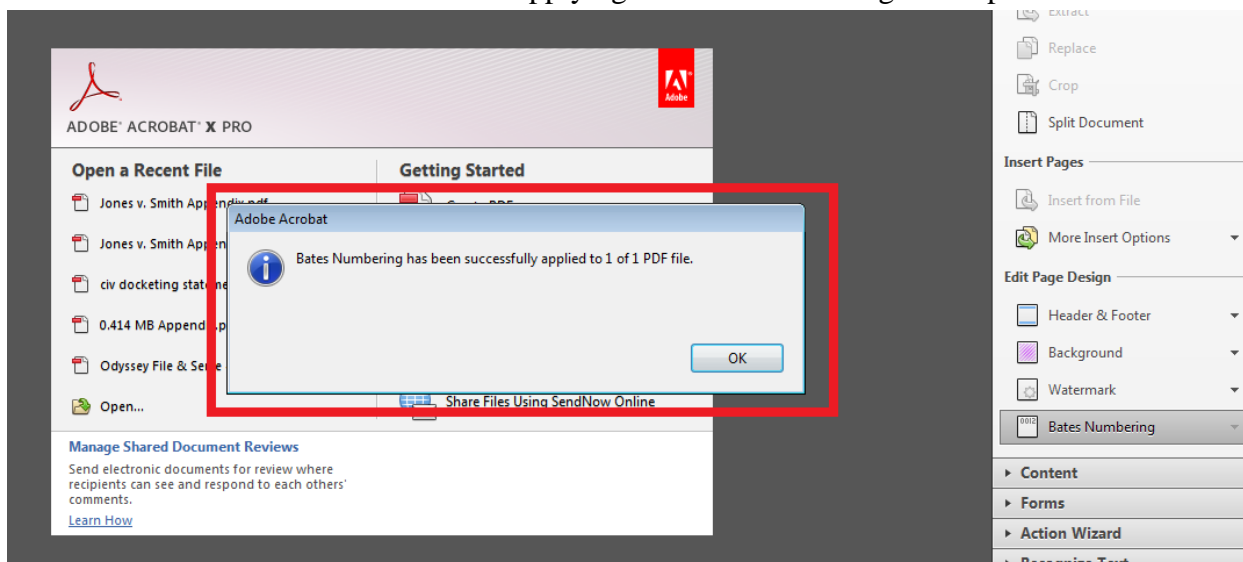
7. In the Bates Numbering Options, select the amount of digits you want the numbering to contain, what page number the numbering should begin on, and any Prefix or Suffix that is needed (e.g., R.A.). Then click "OK":



8. Change the font type, size, and color as desired. Check at the bottom of the screen in the Preview pane that the numbering is showing up as desired. When you have your settings as you would like them, click "OK":



9. You will receive this notification when applying the bates numbering is completed:



10. Click OK. The process is complete. Open the PDF file to be sure the bates numbering is present.