

COURT OF APPEAL FOR BRITISH COLUMBIA

Combining Multiple Documents (Files) into one PDF (eBook or portfolio) with a *PDF Tool

This is one method describing how to combine together multiple different documents in one PDF file or eBook for e-filing using *Adobe Acrobat Pro. This includes but is not limited to appeal books, appeal records, application books and books of authorities.

Last Updated: July 18, 2022

Requirement	Description	Completed
STEP 1: Scanned Records: Optical Character Recognized - OCR	<ul style="list-style-type: none"> If scanning is necessary because the original text-based document is paper or requires a handwritten signature (ex. affidavits), the scan must be Optical Character Recognized (OCR'ed) This allows the PDF to be copied from and pasted into another document and made text searchable. How to OCR using Adobe	<input type="checkbox"/>
STEP 2: Combine Multiple Files into one PDF (eBook or portfolio)	In the cases of appeal books, appeal records and motion books when multiple documents (exhibits, orders etc.) are required to be compiled together with a title page, index (table of contents) and sequential page numbers this can be done using a PDF tool such as Adobe Acrobat Pro . How to combine multiple documents using Adobe.	<input type="checkbox"/>
STEP 3: Page Numbering	<ul style="list-style-type: none"> page numbered (1, 2, 3) sequentially (or Bates numbered) top centre of page can start after Table of Contents or on cover page Table of Contents <u>must</u> match page numbering (or Bates numbering) Page searching <u>must</u> match page numbering (or Bates numbering) (if page numbering starts after the table of contents this is done using the Page Labels function in Adobe otherwise page 1 will be the cover page when searching) How to add Page Numbering using Adobe.	<input type="checkbox"/>
STEP 4: Bookmarking Required Bookmarks must be: <ul style="list-style-type: none"> consistent; clear and; meaningful. 	The combined files (documents) must also contain bookmarks, which <u>consistently, meaningfully, and clearly</u> describe the individual documents or sections of the book. For example, Bookmarks should describe the contents of the Exhibit (e.g. "Exhibit 1 – June 1, 2019 - Letter from John Doe to Jane Doe.") How to add bookmarks to PDF using Adobe.	<input type="checkbox"/>

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Requirement	Description	Completed
STEP 5: Create Table of Contents	Manually create Table of Contents in Word based on page numbering (or Bates numbering) in eBook (PDF portfolio) and with header style applied for title "Table of Contents"	<input type="checkbox"/>
Step 6 Create Cover Page	Create title page in Word using this template . Template content required with header style applied to document name. i.e. "Appeal Book"	<input type="checkbox"/>
Step 7: Insert Table of Contents & Cover Page	Insert Word Table of Contents and cover page into eBook (PDF portfolio) How to create and insert table of contents and cover page	<input type="checkbox"/>
Step 8: Organizing Bookmarks in PDF	Ensure the table of contents and cover page are the first 2 bookmarks. How to organize bookmarks in PDF	<input type="checkbox"/>
Step 9: Update Page Numbers with Page Labels for Searching	Page searching <u>must</u> match page numbering (or Bates numbering) in PDF. If page numbering starts after the Table of Contents, the Page Labels function in Adobe needs to be used otherwise page 1 will automatically be the cover page. If this step is missed when searching for specific page numbers it will always be incorrect by the number of pages including your cover page and Table of Contents. How to update page numbers for searching using Page Labels.	<input type="checkbox"/>
Step 10: Automatically Display Bookmarks Panel	You can set the initial view so that the Bookmarks Panel is shown by default when the PDF is opened. How to automatically display bookmarks panel in PDF.	<input type="checkbox"/>
Step 11: Check file size 100 MB maximum CSO e-filing limitation	<ul style="list-style-type: none"> • Court Services On-Line e-filing will accept one (1) PDF file (including title/cover page and index (table of contents)) with a file size maximum of 100MB. • If the document is larger than 100MB, the material cannot be electronically filed. The court record can be submitted in paper or spit into volumes. Check the file size of your PDF Reduce the file size of your PDF	<input type="checkbox"/>

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Requirement	Description	Completed
Volumes: File size greater than 100 MB	Files greater than 100 MB: <ul style="list-style-type: none">• Can be split into volumes based on file size <u>not</u> number of pages. For example: an 150MB appeal book, could be split into two 75MB volumes including: <ul style="list-style-type: none">• title page identifying 1 of 2 volumes,• sequentially numbered page numbers matching the index (table of contents) and updated for searching;• Full index (table of contents) in both volumes• Consistent, clear and meaningful bookmarking for each volume• try not to split exhibits between volumes Files less than 100 MB: one (1) file including: <ul style="list-style-type: none">• title/cover page;• sequentially numbered page numbers matching the Table of Contents and updated for searching;• <u>not</u> spilt into separate files based on number of pages	<input type="checkbox"/>