ADDING PAGE NUMBERING IN PDF DOCUMENTS

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NOTE: There are several methods of adding page and Bates numbering in PDF documents and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.

Sequential page numbering needs to be added when combining multiple documents together in one PDF eBook or portfolio. It can be done through the **Header function** or **Bates Numbering function** (can add page numbers or bates numbering) of Adobe Pro.

> **Bates Numbering** is a method of indexing legal documents by assigning a unique sequential identification numbering to each page, file or image to make the task of organizing, retrieval and identifying important documents a lot easier. It can become the page number as well. This is particularly helpful for appeal books that include a variety of different documents that would not otherwise be numbered sequentially.

Using Acrobat DC Pro, you can automatically apply page numbering or Bates numbering as a header or footer to any document or to documents in a PDF Portfolio (If the PDF Portfolio contains non-PDF files, Acrobat converts the files to PDF and adds page or Bates numbering). You can add custom prefixes and suffixes, as well as a date stamp. And you can specify that the numbering is always applied outside the text or image area on the document page.

1. Open your PDF document in Adobe Acrobat DC.

2. Click **Tools > Organize Pages**. Choose **More > Bates Numbering > Add**
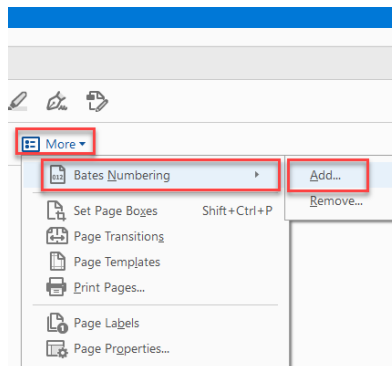
3. In the **Bates Numbering dialog box**, add the files you want to number, and arrange them in the appropriate order. Click **Output Options** to specify the location and naming convention for the numbered files. Click **OK**
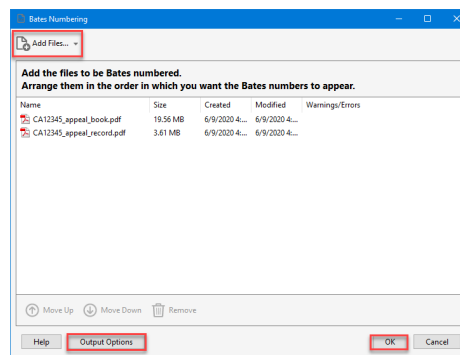
4. *Note: Page or Bates numbering can start **after** the Table of Contents or on the cover page.*

In the **Add Header and Footer** dialog box click **Page Number and Date Format…** and select the proper start page number. You can select either page numbering (number "1") or Bates Number from the **page number format** drop down menu.

a. Click Page Number and Date Format

Select "1" from **Page Number Format** drop down menu for **page numbering** and click ok

Under the **Appearance Options** put your cursor where you want the page number to appear then click **Insert Page Number**. Set your preference.
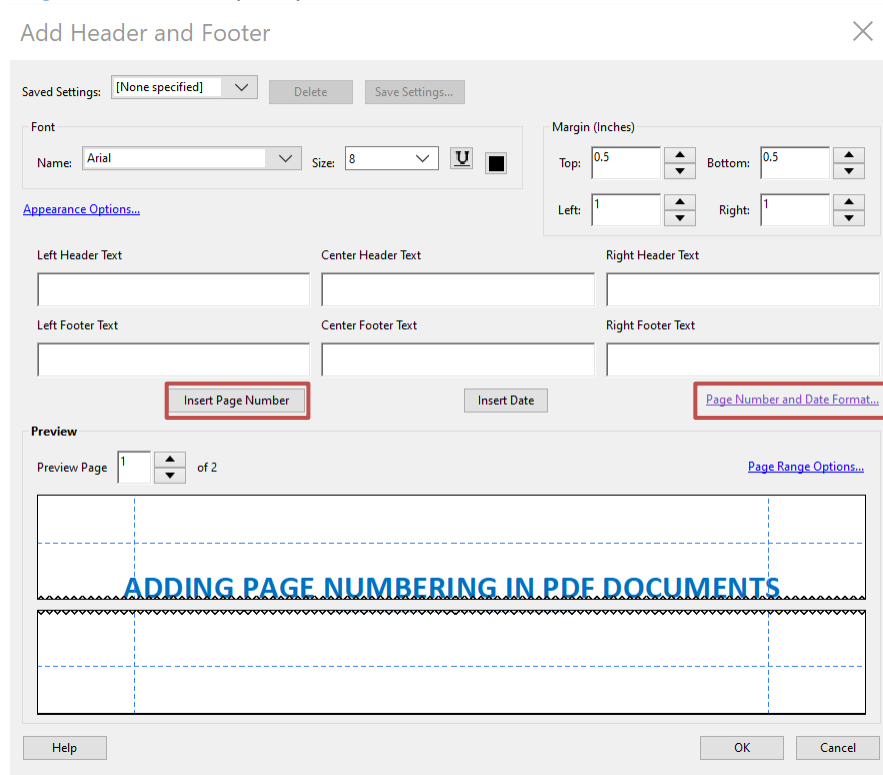
b. Click Page Number and Date Format

Select Bates Number from **Page Number Format** drop down menu for **Bates numbering** and click ok

Under the **Appearance Options** put your cursor where you want the page number to appear then click **Insert Bates Number**. Set your preference.
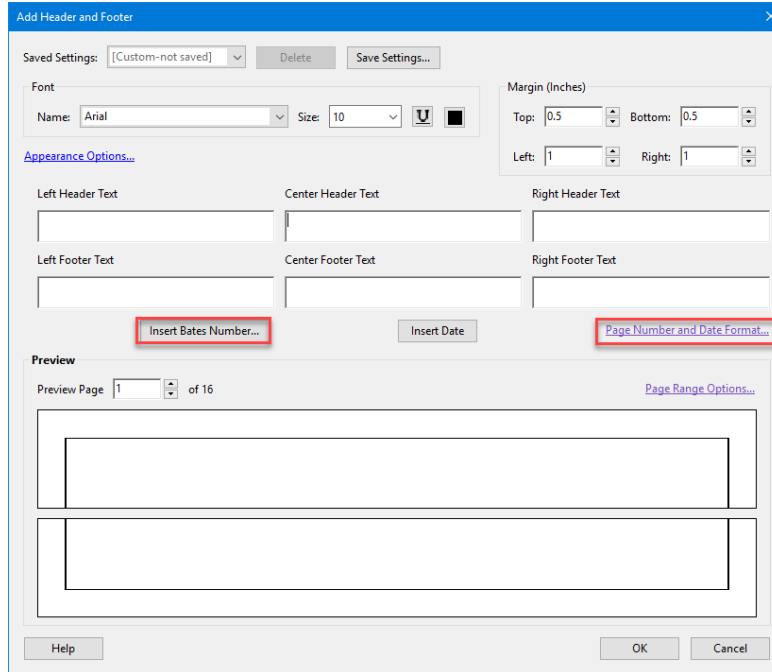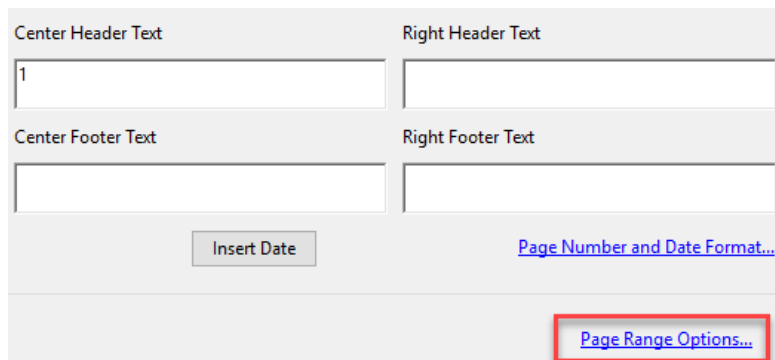
5. If you do not want to page number or stamp every page in the document click the **Page Range Options…** link. Select the range of pages that you wish to stamp. Click **OK.**

6. Select **OK** to apply the page numbering or Bates numbers to your page(s).

You cannot edit Bates page numbering after you've added it to a document. You can, however, delete Bates numbering and apply a different Bates numbering formula.