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Acrobat allows you to add a header and footer to the entire PDF. Headers and footers can include date, automatic page numbering, Bates legal document number, or title, and author. You can add headers and footers to one or more PDFs. You can change the headers and footers in the PDF. For example, you can add a header that displays the page number on the right side of pages with odd numbers, as well as another header that displays the page number to the left of even pages. When you add Bates numbering, you can specify the number of digits, starting number, and prefix or suffix to be added to each Bates number. You can define and save your headers and footers to reuse later, or simply apply a header and footer and forget it. After applying a header and footer, you can edit, replace, or delete it in the PDF. You can also preview headers and footers before you apply them, and adjust the header and footer fields so that they don't overlap other page content. Open the PDF to which you want to add the header and footer. Select **Tools > Edit PDF**. The pdf editing toolkit is displayed on the secondary toolbar. Note: Formatting and other related options are displayed in the right pane. On the secondary toolbar, select **Header and Footer > Add**. If necessary, specify font values and fields. Text properties apply to all headers and footers that are part of this setup definition. You cannot apply different settings to individual header or footer text boxes within the same session in the **Add Header and Footer** dialog box. Note: To prevent overlap, click the **Appearance Options** link and select **Collapse Document** to avoid overwriting the text and graphics of the document. To prevent resizing or resizing when printing a PDF in large format, select **Save header/footer text constant position and size when printing in different page sizes**. Type the text in one of the text boxes of the **headers and footers**. To insert the page number or current date, click in a field, and then click the appropriate buttons. To select formatting for automatic records, click **Page Number and Date Format**. Note: You can combine text with dates and page numbers. You can also add multiple lines of text to a record. To specify the pages on which the header and footer appear, click **Page Range Options**. Then specify a page range and select the **Subset** option if necessary. Review the results the preview area by using the **Page Preview** option to view different pages from the PDF. (Optional) To save these header and footer settings for future use, click **Save Settings**; at the top of the dialog box. (Optional) To apply the same settings to additional PDFs, click **Apply to multiple files**. Click **Add Files**, choose **Add Files**, or **Add Open Files**; and select the files. Then in the **Add Open Files** dialog box, specify your folder preferences and file name and click **OK**. On the secondary toolbar, select **Header and Footer > Add**. In the dialog box, click **Add Files**; and choose **Add Files**; and then select **select Files**. Note: You can also add files or folders by dragging them into the dialog box. Follow steps 4 through 8 in the procedure to add open document headers and footers. When you have finished setting up headers and footers, click **OK**. In the **Output Options** dialog box, specify the preferences for your folder and file name and click **OK**. Open the PDF that contains a header and footer. On the secondary toolbar, select **Header and Footer > Update**. Change the settings if necessary. Open the PDF that contains a header and footer. On the secondary toolbar, select **Header and Footer > Add**, and then click **Add New** in the message that appears. The preview displays all existing headers and footers. Enter text in the text boxes of headers and footers to add more headers and footers. As you type, the preview updates the appearance of the full page headers and footers. Select new formatting options, as preferred, to mark the update again in the preview. Open the PDF that contains a header and footer. On the secondary toolbar, select **Header and Footer > Add**, and then click **Replace Existing** in the message that appears. Specify the settings if necessary. Open the PDF that contains a header and footer. Then select **Tools > Edit PDF > Header and Footer > Remove**. To remove headers and footers from multiple PDFs, close all open documents and select **Tools > Edit PDF > Header and Footer > Remove**. In the dialog box, click **Add Files**; and choose **Add Files**; and select the files. Click **OK**, and then in the **Options** dialog box, specify folder preferences and file name. Bates numbering is a method of indexing legal documents for easy identification and retrieval. Each page of each document receives a unique Bates number, which also shows its relationship to other Bates-numbered documents. Bates numbers appear as headers or footers on the pages of each PDF file in the folder. The Bates ID is called a number, but can include an alphanumeric prefix and a suffix. Prefix and suffix can make it easier to recognize the main subject of files. Note: Bates numbering is not available for secure or encrypted files and some forms. When you define bates numbering documents, you can add PDFs and any non-PDF files that can be converted to PDF. The process converts non-pdf files to PDF and this adds Bates numbers to the resulting PDF. Select **Tools > Edit PDF**. The pdf editing toolkit is displayed on the secondary toolbar. On the secondary toolbar, select **More > Numbering > Add**. In the **Bates Numbering** dialog box, click **Add Files** and choose **Add Files**, **Add Folders**, or **Add Open Files**; Then select the files or folder. Note: If you add a folder that contains files other than PDFs, non-PDF files are not added. If some files are password protected, one or more messages appear in which you must enter the correct password. If necessary, do any of the following in the list of files: files: the order in which Bates numbers are assigned, select a file, then drag it, or click **Move Up** or **Move Down**. To sort the list, click the column name. Click again to sort in reverse order. To specify a destination folder for the source files and file name preferences, click **Output Options**. Specify the necessary options, and then click **OK**. After adding and sorting the files as needed, click **OK**. Then in the **Add Header and Footer** dialog box, click to insert the insertion point into the corresponding box. Click **Insert Bates Number**. Then type the following: In the **Count numbers** box, specify how many digits make up the Bates number by entering any number from 3 to 15. The default number is 6, which produces Bates numbers such as 000001, 000002, and so on. The default is 1. In a prefix, enter text to display before the Bates number. In Suffix, type text to appear after bates' number. Note: For lawsuits involving a large number of pages, enter a higher value in number of digits. Do not use the # symbol in the prefix or suffix text. Click **OK**, and then make any other changes to the settings as you would for any other header and footer. Before you start, rest assured that you know Bates' last number in the series. Follow the procedure described in the previous topic to start the Bates numbering process by selecting the files to add to the series. After you click **Insert Bates Number**, enter the next number in the series in the **Starting Number**. Enter the text of the suffix and prefix that corresponds to the rest of the series. Complete the change settings and click **OK**. Select **Edit > Advanced Find**. In the search text or phrase box, type all or part of the Bates number. For example, to find a specific document, when you know the Bates number, enter the full number as search text. To find documents from a Bates number series, enter a distinctive part of the Bates series, such as a prefix or suffix. Under **Where** you want to search, choose **All PDF Documents**; Click **View Location**; and specify the location. Note: To search for Bates-numbered PDFs in a PDF Portfolio, open the PDF Portfolio and type all or part of bates number into the search box in the PDF Portfolio toolbar. You can prefix or suffix file name with Bates number. To add bates numbers to a file name, do the following: in the **Edit PDF** toolbar, click **more > Numbering > Add**; in the **Bates Numbering** dialog box, click **Exit** options. Select **Add to original file names and type %BATES\_NUMBER\_KEY%** in the **Insert Before** or **Insert After** Optional fields. Open the PDF that contains the bates number. On the secondary toolbar, select **More > Bates numbering > Remove**. Remove. Remove.

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