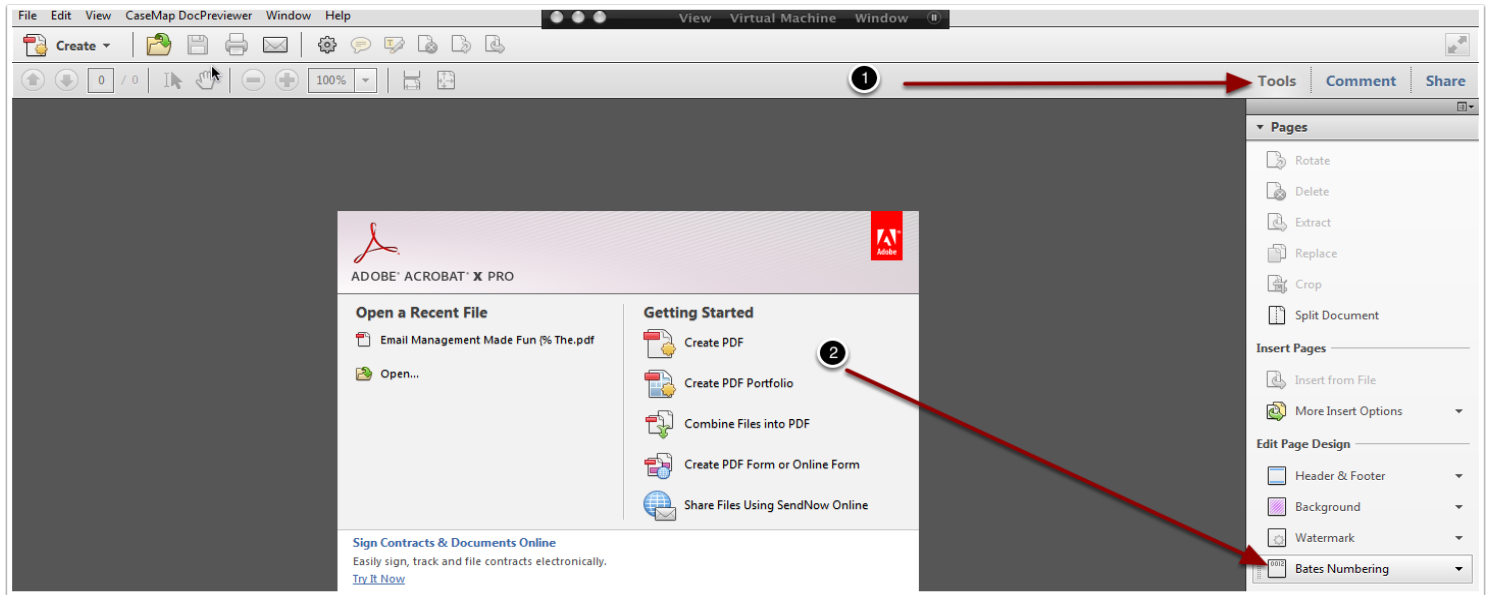
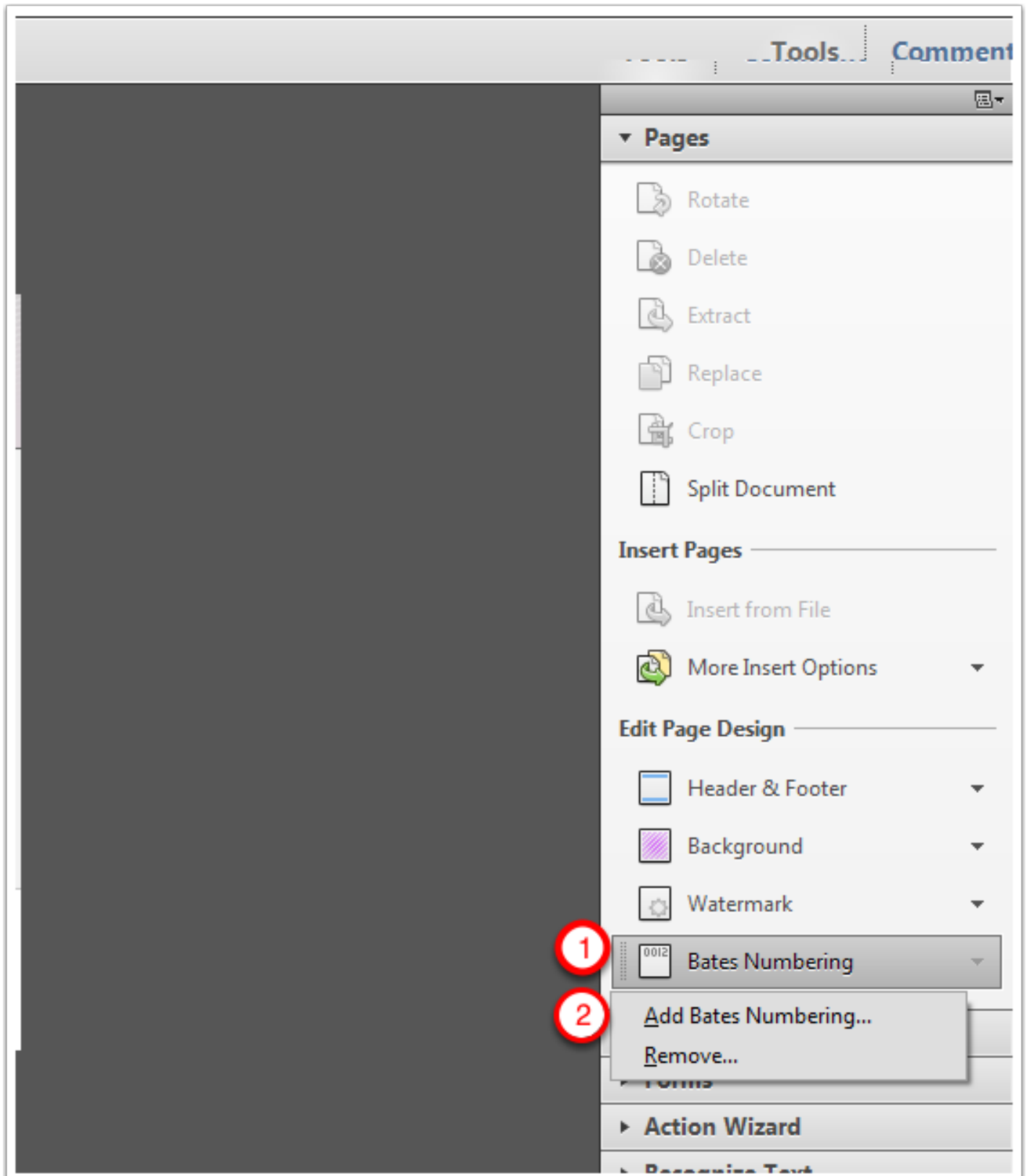


# In Acrobat X choose the "Tools" Menu



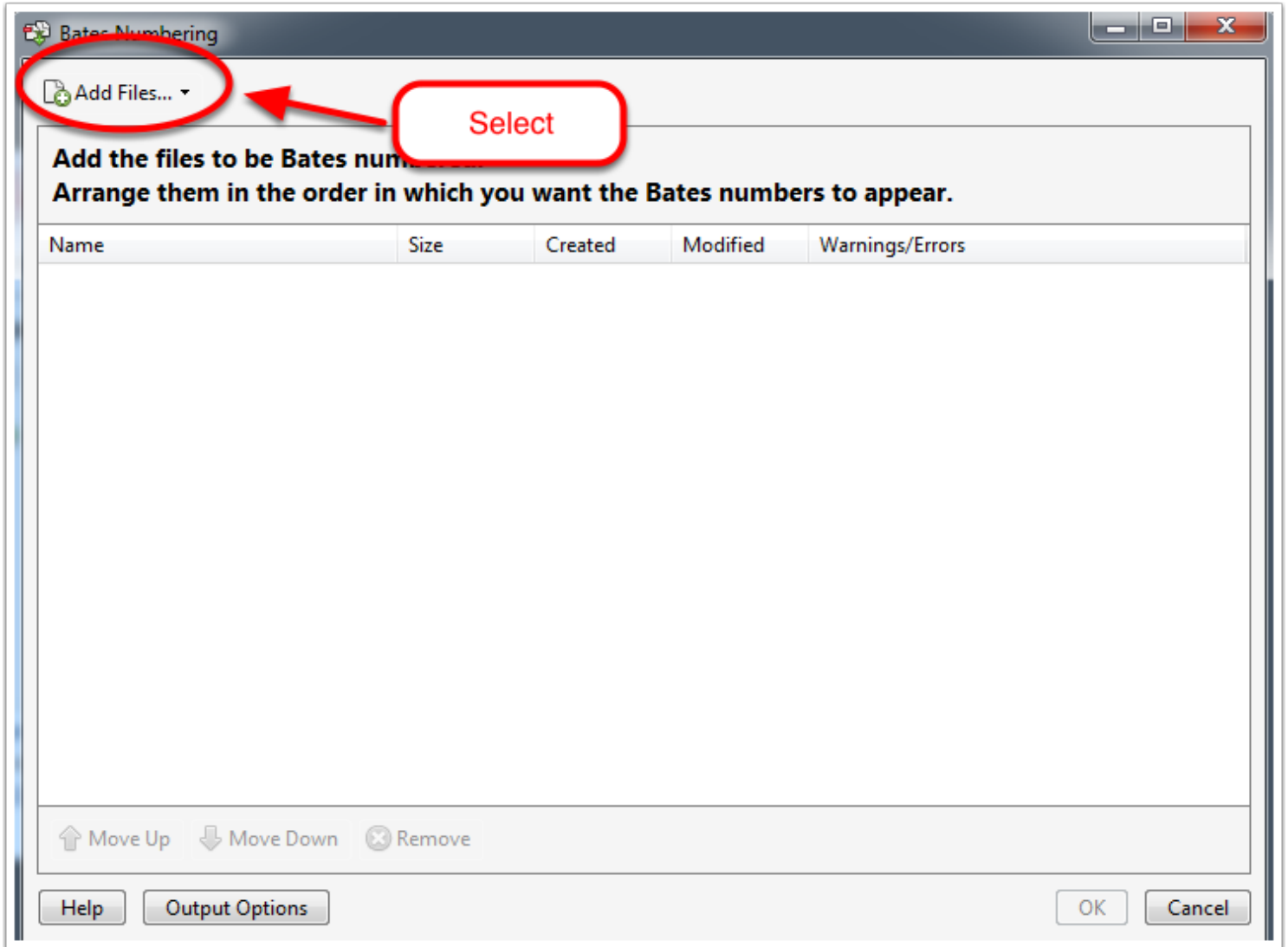
## After selecting "Bates Numbering" select "Add Bates Numbering..."

- 1) Bates Numbering
- 2) Add Bates Numbering



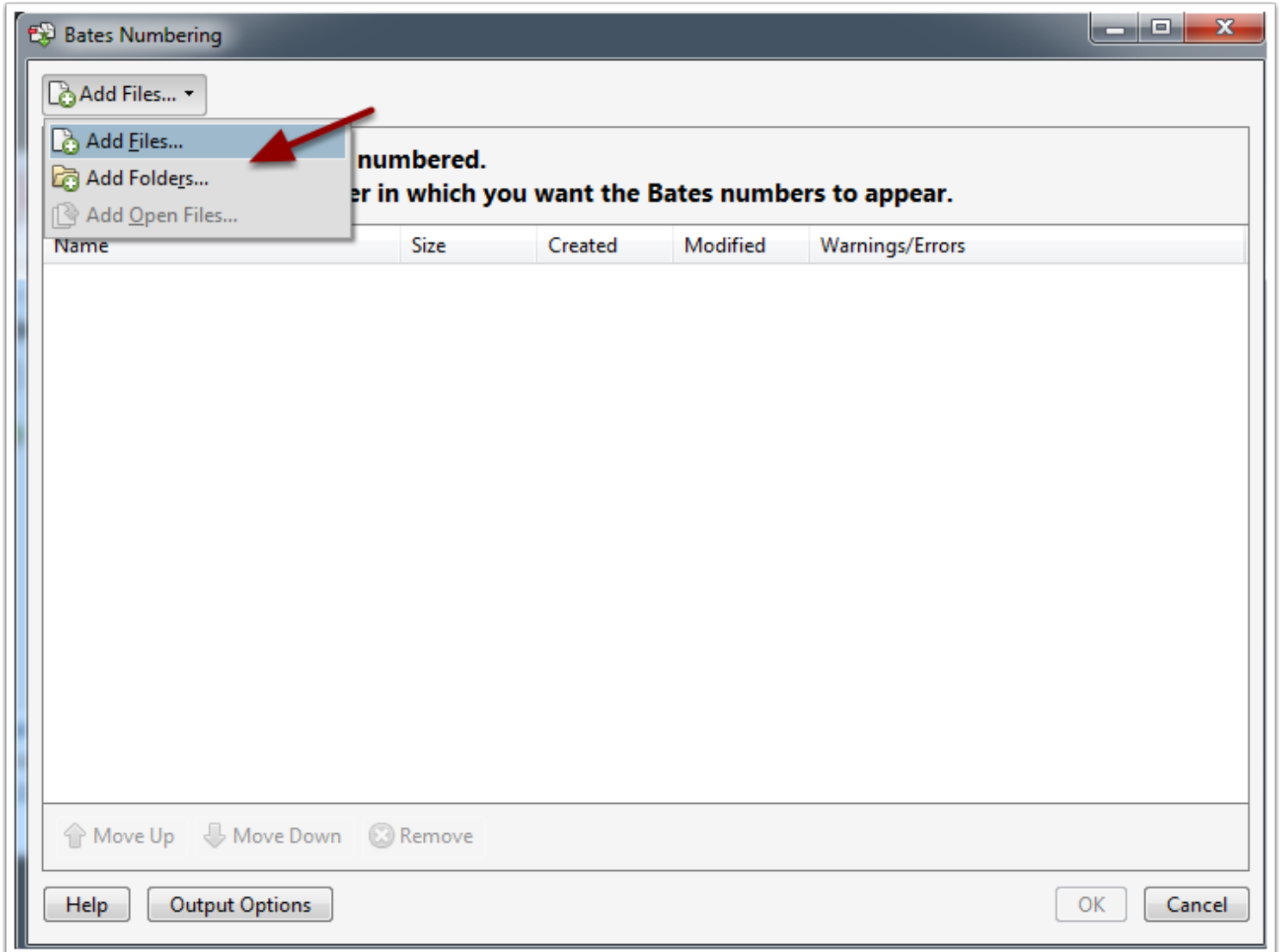
# Bates Numbering Dialogue box

Select the files you want to bates-number



# Bates Numbering

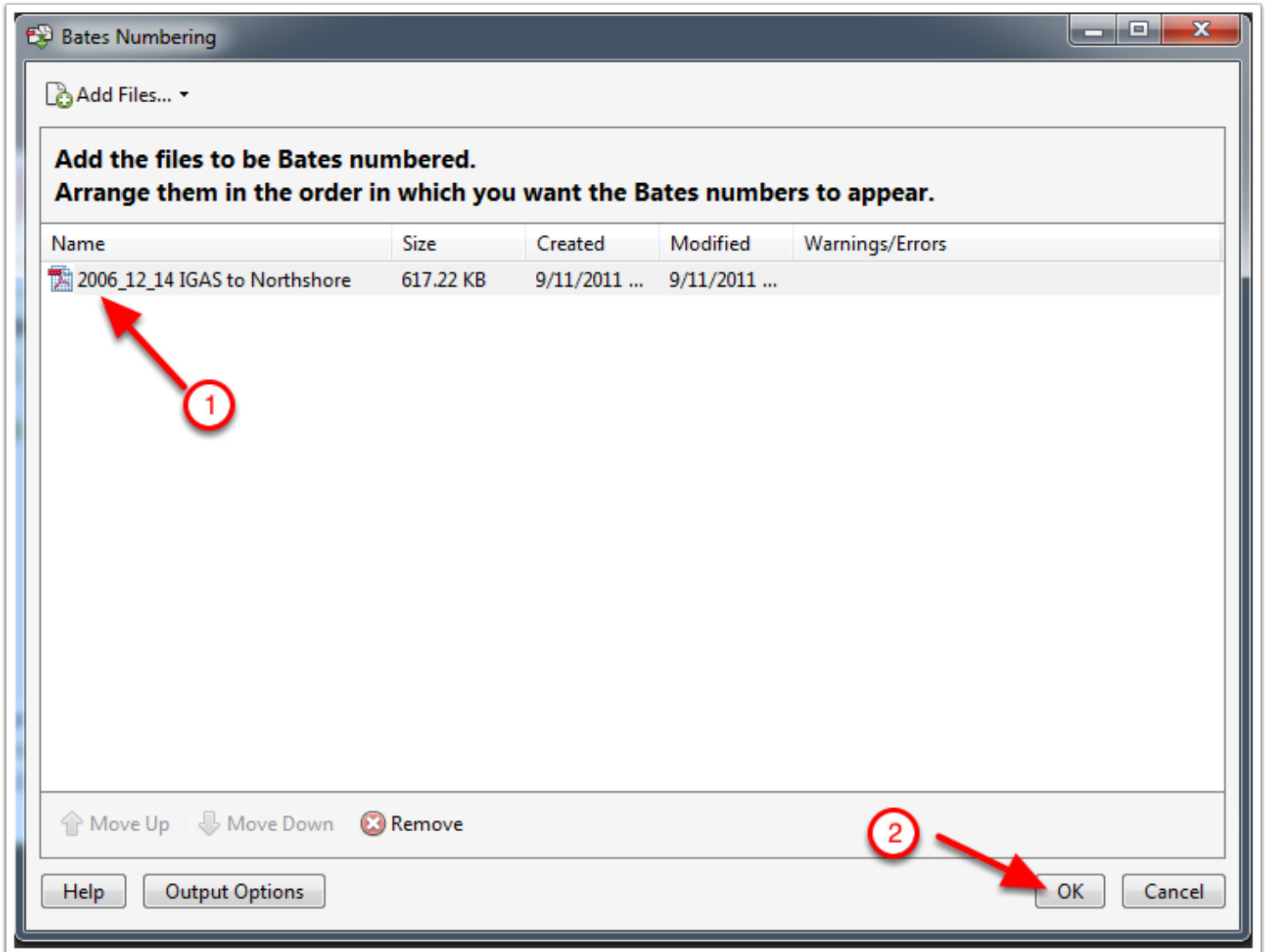
You can choose "Files" or "Folders", depending on what documents you want to bates stamp.



# Bates Numbering

- 1) If it's just one file, then you'd see just that one file in the list (after you select it, of course)
- 2) after confirming it's correct, click OK

REMEMBER: YOU CAN SELECT MANY FILES! You don't have to bates-number files one at a time. You can bates-number many files at once, and this is what you SHOULD DO.



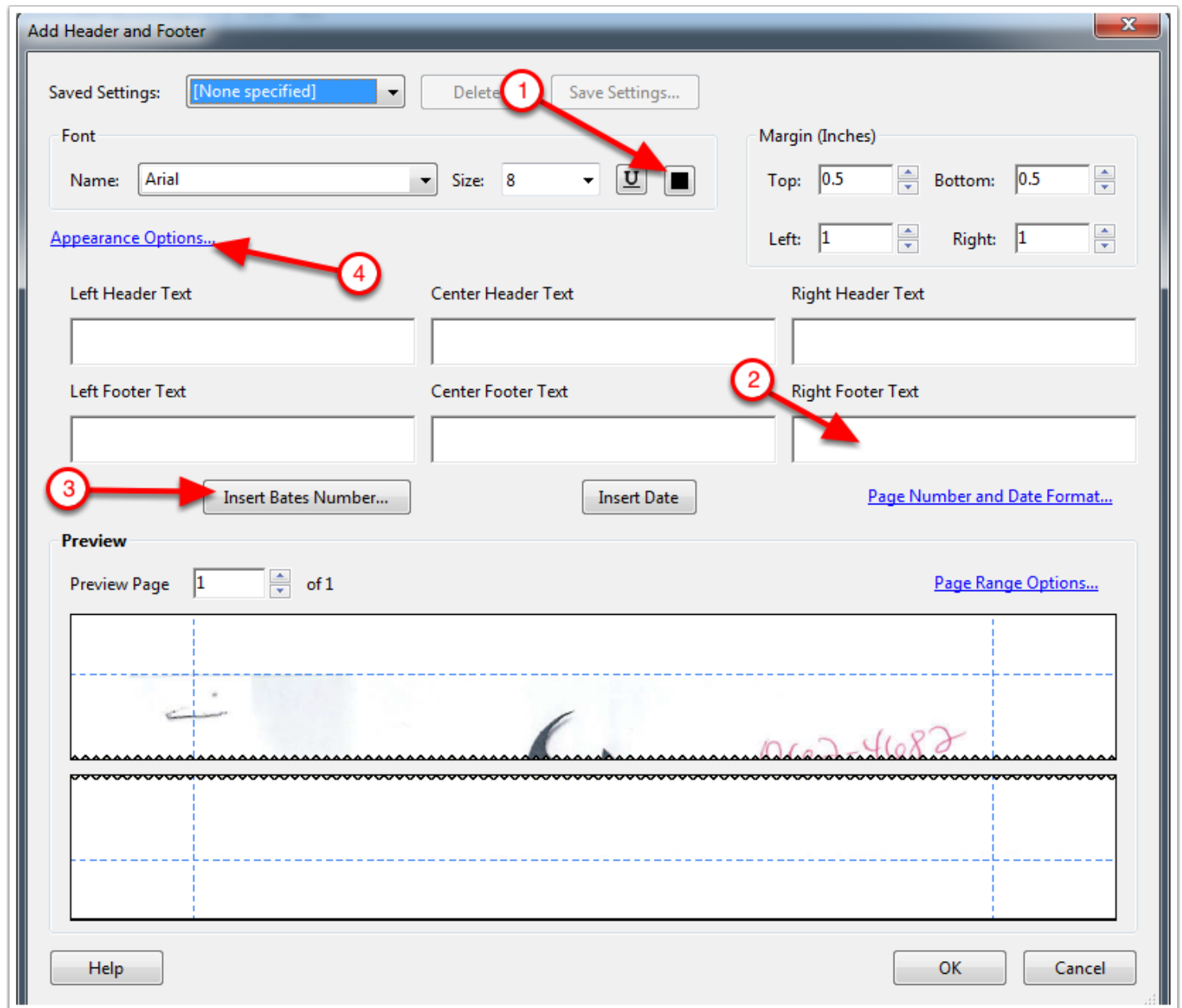
# Select location for bates numbers, and appearance options

Next you'll see this dialogue box

- 1) this is the color of your bates text
- 2) if you want the bates number to appear here click in this box to place insertion point here
- 3) then click this button

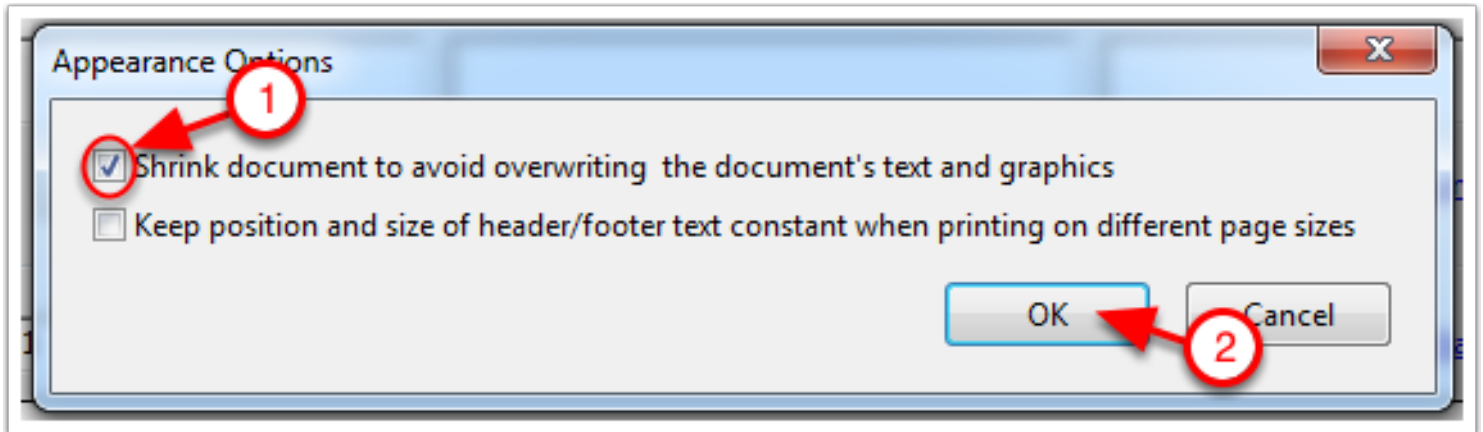
but there is one more important thing...

- 4) click here



## Appearance Options

- 1) click here to keep bates-stamped information from being hidden by existing document text
- 2) then click OK



# Click OK to start the bates-numbering process

Then click OK to start the bates numbering process

