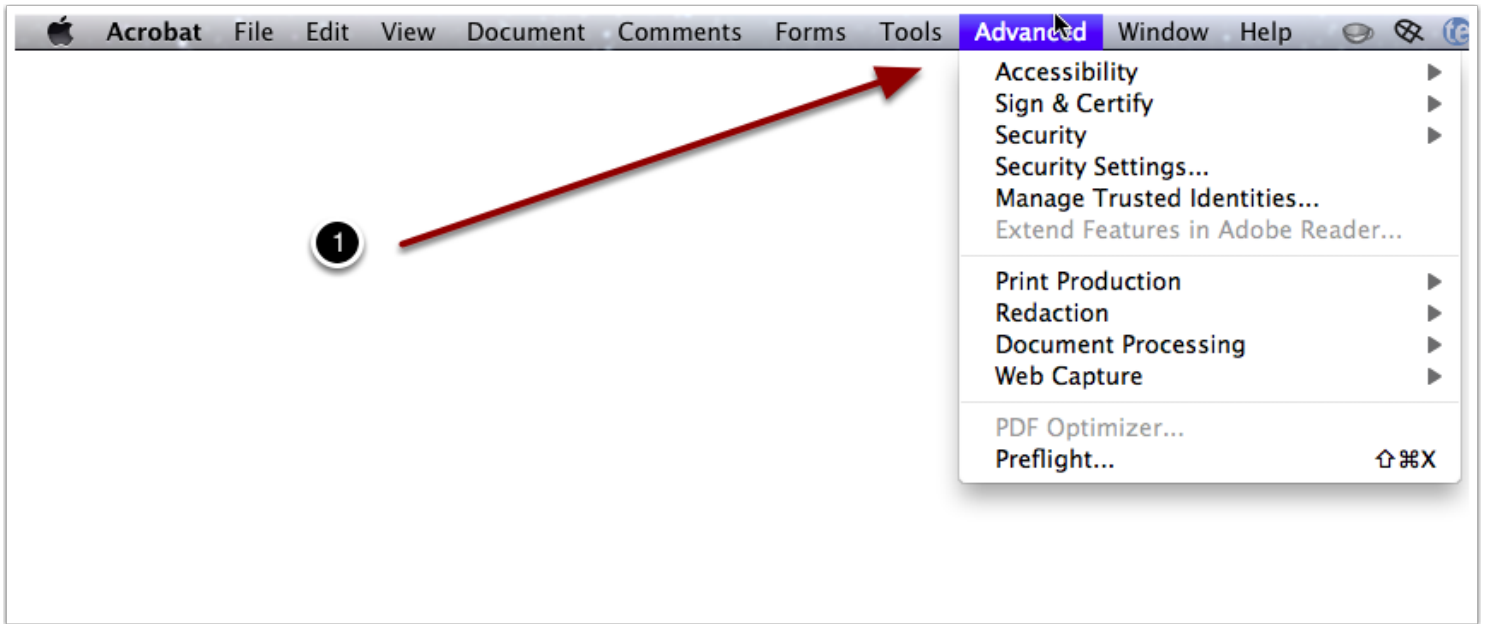
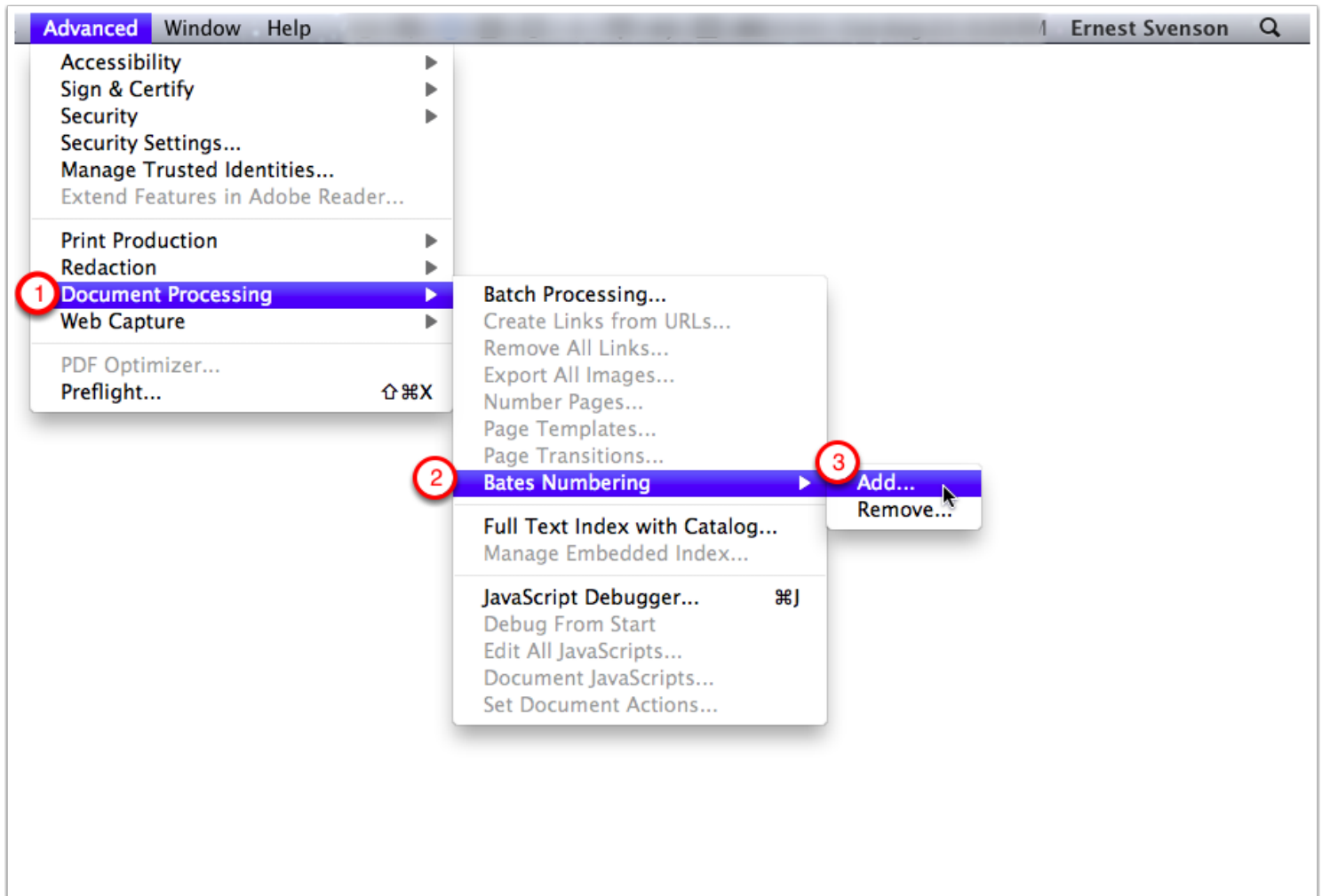


## In Acrobat 9 choose the "Advanced" Menu



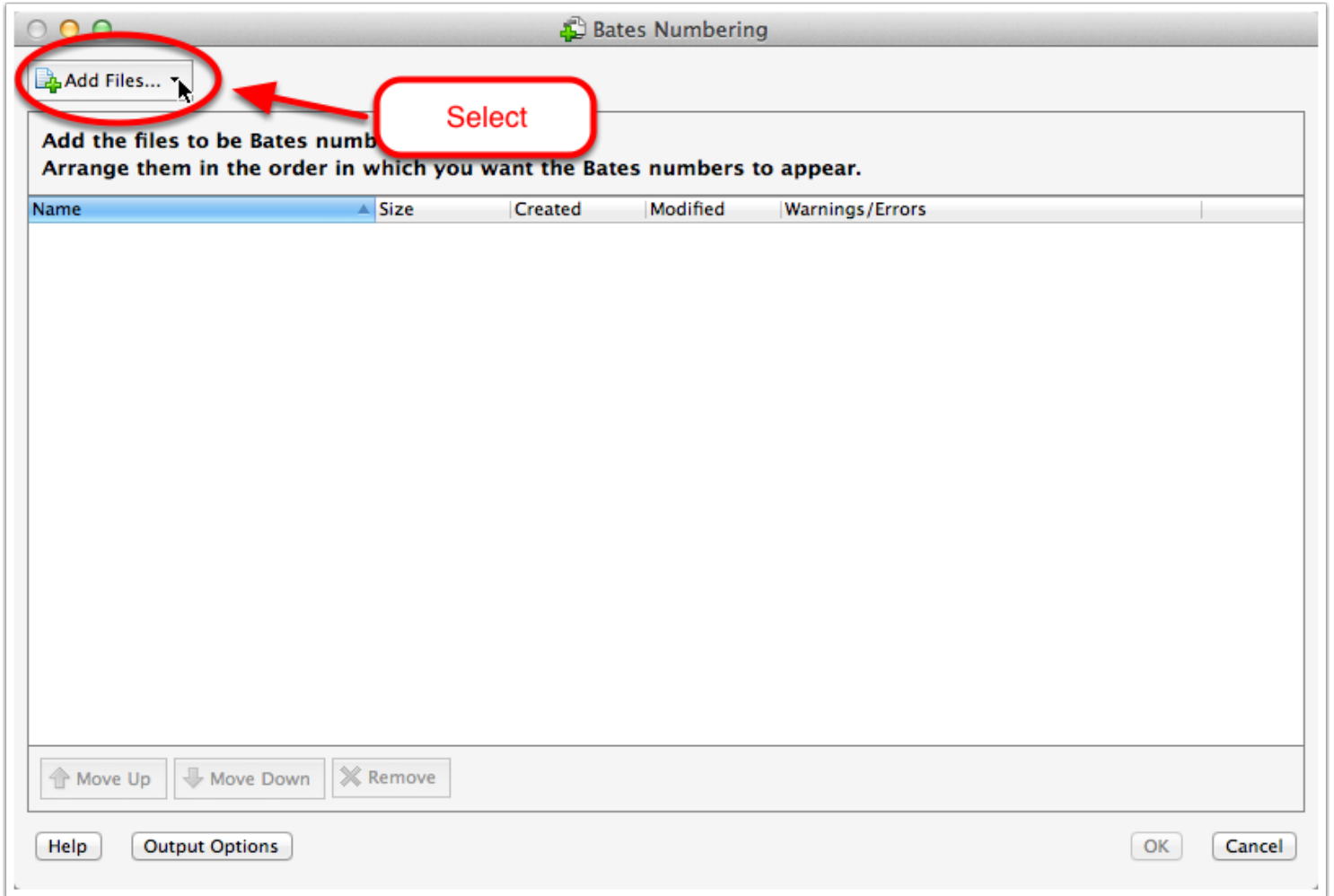
# From 'Advanced' select the following sub-menus

- 1) Document Processing
- 2) Bates Numbering
- 3) Add...



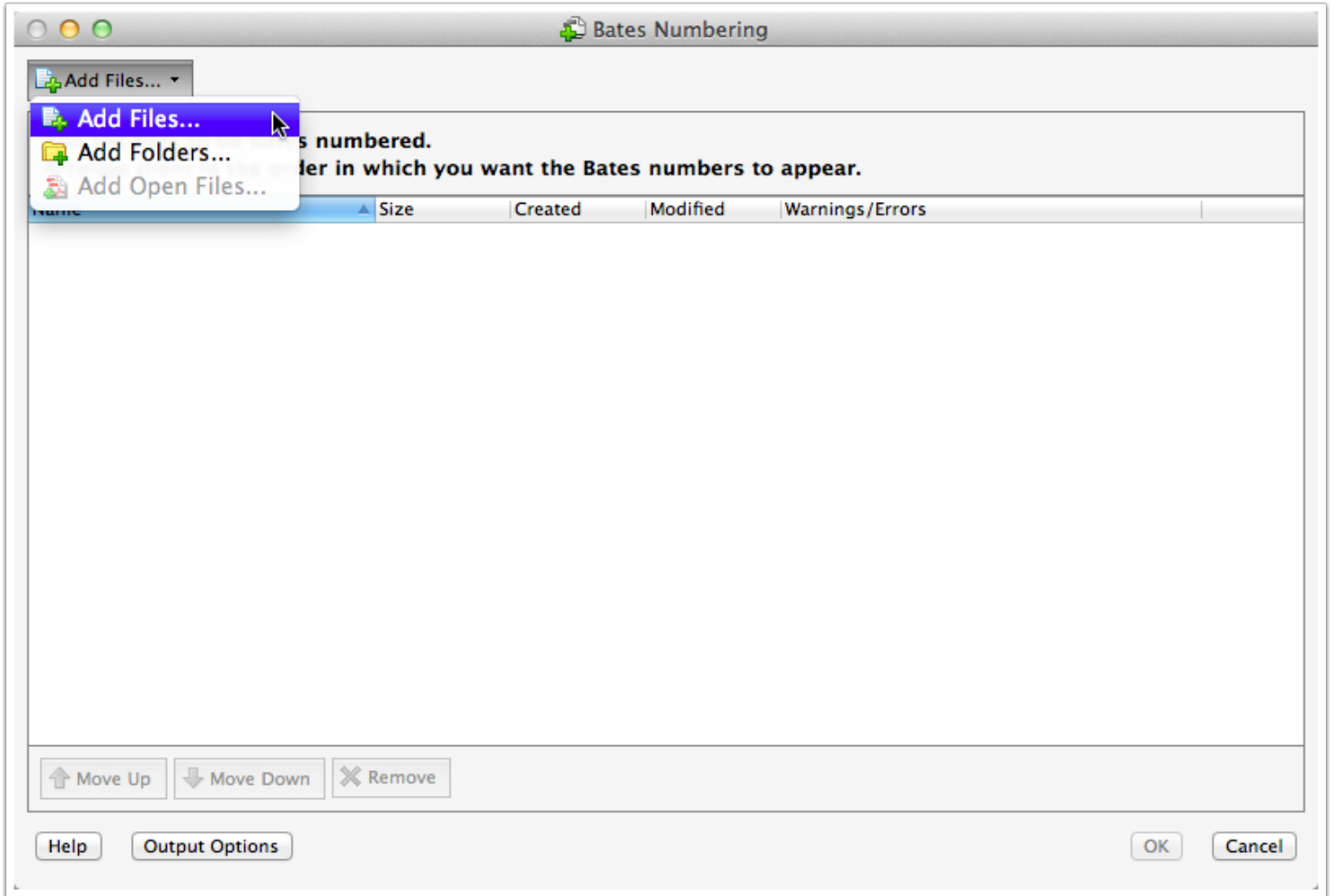
# Bates Numbering Dialogue box

Select the files you want to bates-number



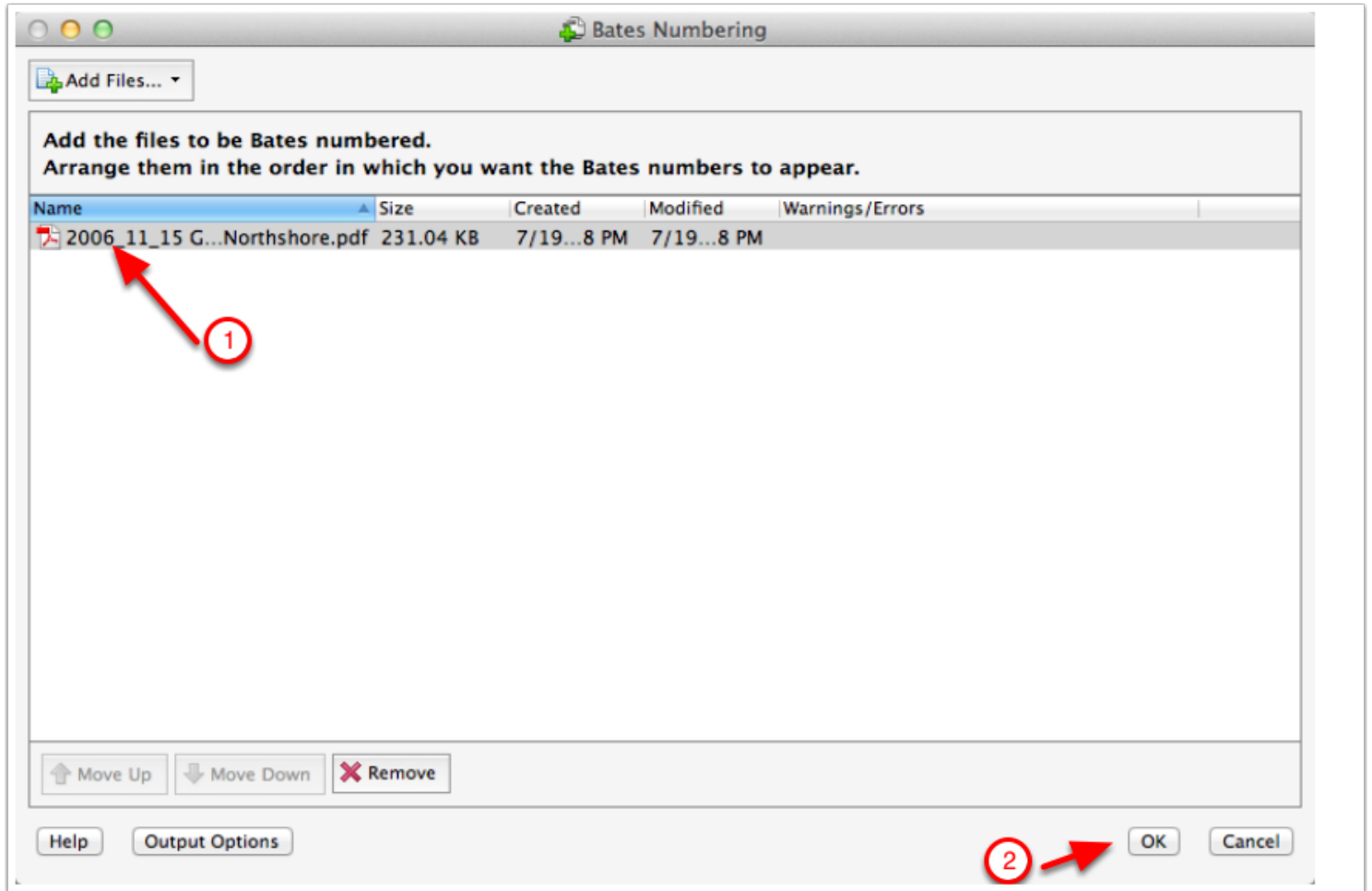
# Bates Numbering

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



# Bates Numbering

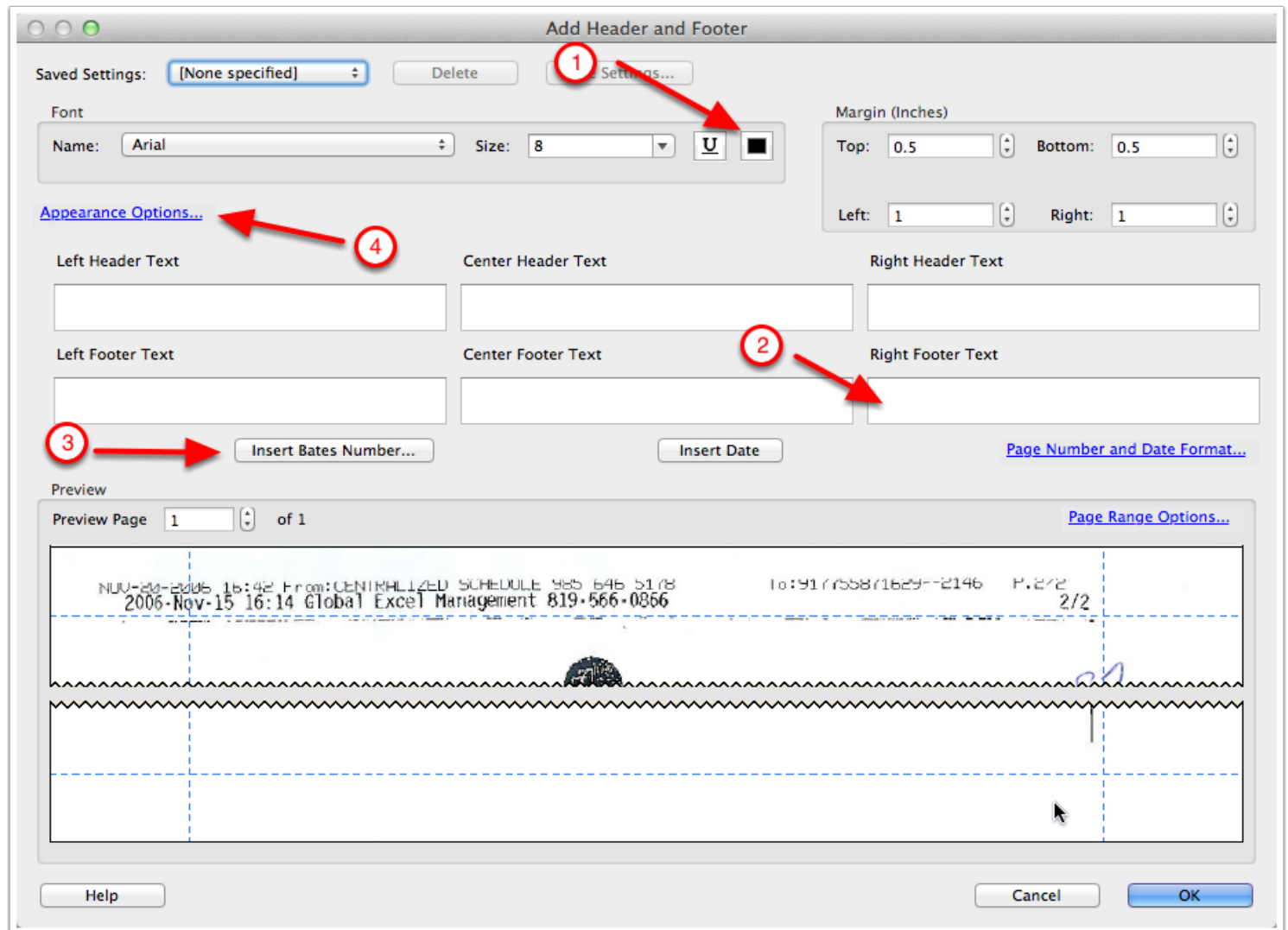
- 1) If it's just one file, then you'd see just that one file in the list (after you select it, of course)
- 2) after confirming it's correct, click OK



# Add Header and Footer

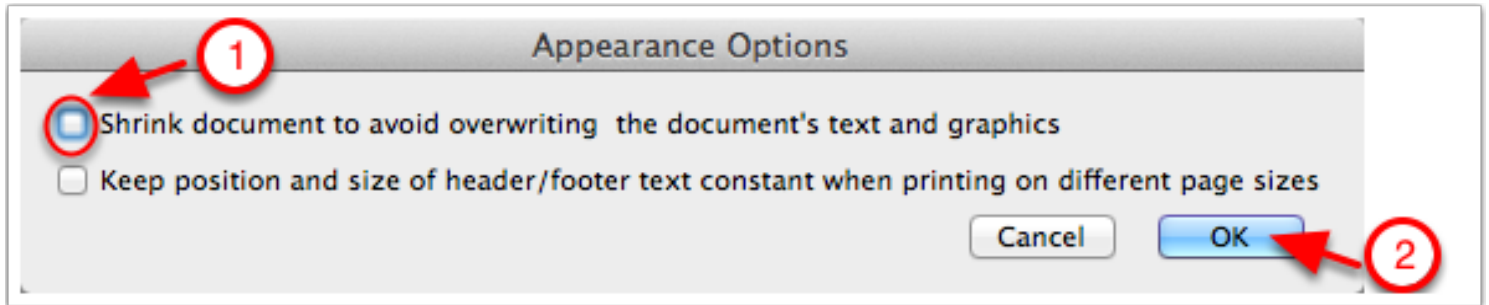
Next you'll see this dialogue box

- 1) this is the color of your bates text. I usually change this to RED.
- 2) if you want the bates number to appear here (my usual preference) click in this box to place insertion point here
- 3) then click this button to insert the bates-number macro (you'll be given an option to add a prefix to the numbers &mdash;e.g. Plaintiff-0004343&mdash; where "Plaintiff-" is the prefix). BUT there is one more important thing...
- 4) click here and the next page will reveal why this option is important



# Appearance Options

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



# Add Header and Footer (Copy)

Then click OK to start the bates numbering process

The dialog box is titled "Add Header and Footer". It features a "Saved Settings:" dropdown menu set to "[None specified]", with "Delete" and "Save Settings..." buttons. The "Font" section includes a "Name:" dropdown set to "Arial", a "Size:" dropdown set to "8", and icons for underlining and bolding. The "Margin (Inches)" section has input fields for Top (0.5), Bottom (0.5), Left (1), and Right (1). Below these are sections for "Left Header Text", "Center Header Text", "Right Header Text", "Left Footer Text", "Center Footer Text", and "Right Footer Text". There are buttons for "Insert Bates Number...", "Insert Date", and a link for "Page Number and Date Format...". A "Preview" section shows "Preview Page 1 of 1" and a "Page Range Options..." link. The preview area displays a document page with a header containing the text: "NOV-20-2006 16:42 From: CENTRALIZED SCHEDULE 985 646 5178 To: 91755871629-2146 P. 2/2" and a footer containing: "2006-Nov-15 16:14 Global Excel Management 819-566-0856 2/2". A red circle with the number "1" and a red arrow points to the "OK" button at the bottom right.