

The Board strongly encourages briefs and accompanying exhibits to be sequentially numbered, also known as Bates Numbering. Bates Numbering can either be done within the PDF itself starting at the first page of the document or it can be handwritten at the bottom right hand corner of the page.

Bates Numbering the briefs will help the BOA to keep track of larger submissions, as well as allow the Board to identify page number(s) being referenced in a hearing.






INSTRUCTIONS:

1. Open the PDF of your brief and exhibits.
2. Click on “Tools” at the top left side of the PDF document.
3. Locate “Stamp” under Review and Approval and click “Add” and “Open.”
4. At the top right of the page, you will find a “Bates Numbering” drop down. Select “Add” and click on your document to highlight it. Click “Ok.”
5. “Add Header and Footer” will pop up on the screen. Place the cursor in the box labeled “Right Footer Text.”
6. Click “Insert Bates Number.” The system will default to inserting 6 Digits and start at number one. Click “Ok.”
7. Click “Ok” a second time and the document will now be numbered sequentially.
8. Save the PDF as a new document to accept the page numbering.




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Review & Approve













-  Comment
-  Send for Comments
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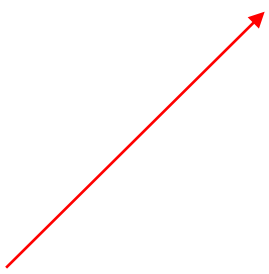
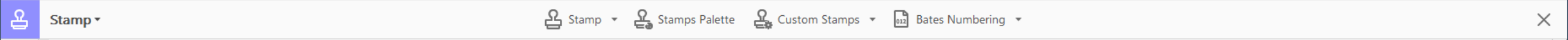
Forms & Signatures

-  Fill & Sign
-  Prepare Form
-  Certificates

Protect & Standardize

-  Protect
-  Redact
-  PDF Standards
-  Optimize PDF
-  Print Production
-  Accessibility


-  Create PDF
-  Edit PDF
-  Export PDF
-  Comment
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-  Enhance Scans
-  Protect
-  Fill & Sign
-  Prepare Form
-  Compare Files
-  Combine Files
-  Redact



Bates Numbering

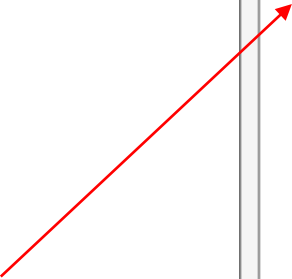
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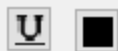
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Font

Name: Arial v

Size: 8 v



Margin (Inches)

Top: 0.5 v

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000001

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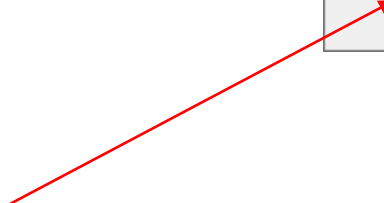
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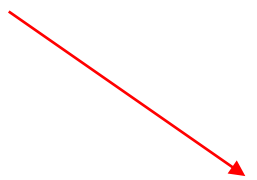
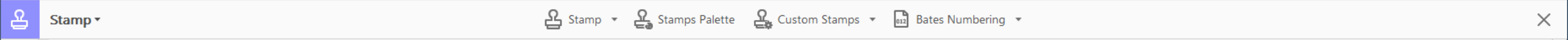
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