

Page Number Settings in PDF Files

This brief guide will show you how to set the page numbers of the pages of a PDF document when converting an Office 2003 document to Adobe PDF. You will also be shown how to insert headers and/or footers in a PDF file.

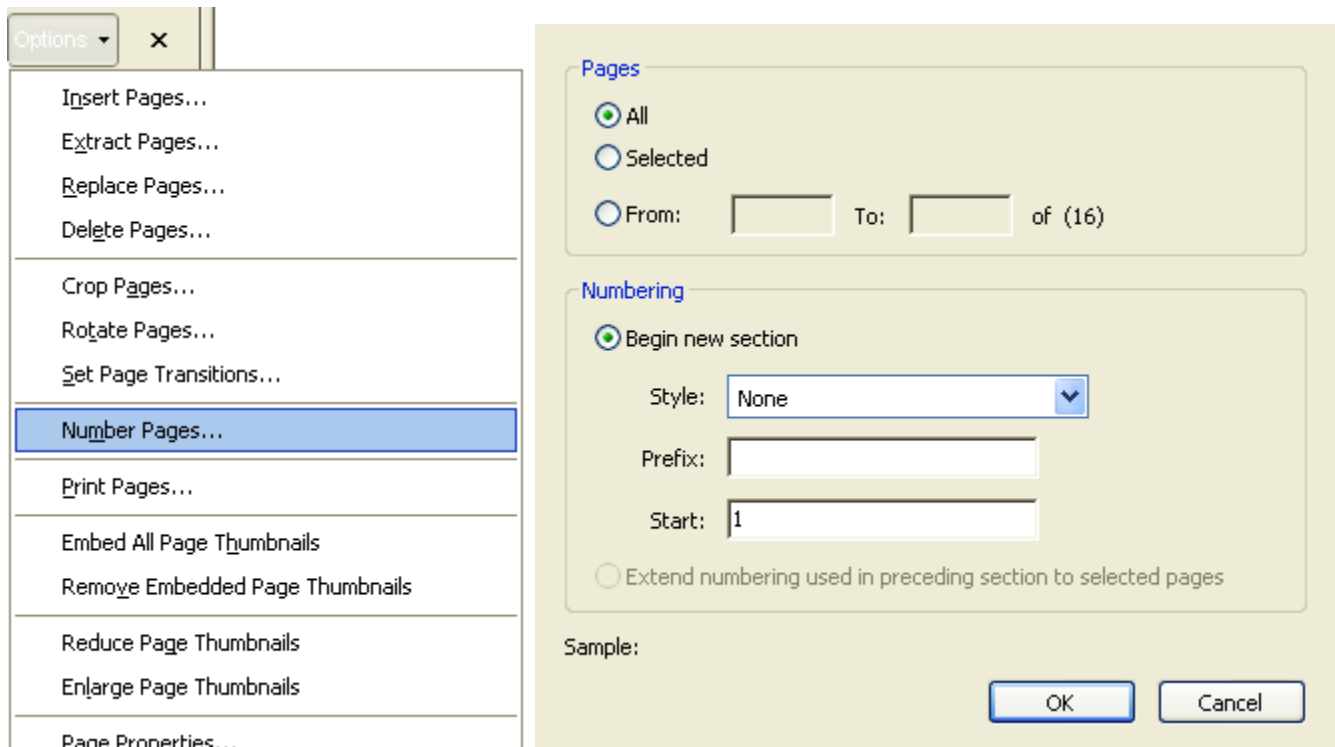
Numbering Pages

The page numbers on the Adobe PDF document pages do not always match the page numbers in the document that appear below the page thumbnails and in the status bar. Because some PDF documents may contain a copyright page or a page or pages containing table of contents, their body pages may not follow the numbering shown in the status bar.

When creating PDF documents, you can number the pages in a variety of ways. You can specify a different numbering style for groups of pages, such as 1, 2, 3, or i, ii, iii. You can also customize the numbering system by adding a prefix such as 1-1, 1-2, 1-3 for chapter 1 and 2-1, 2-2, 2-3 for chapter 2.

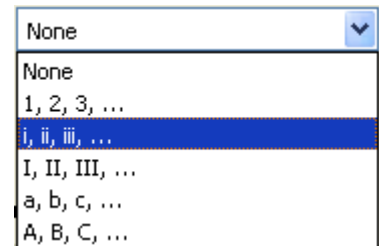
Use the Number Pages command

Using the NUMBER PAGES command affects only the page thumbnails and the status bar. If you have used a footer in a *Word* document, for example, and you want to make sure your pages on the converted PDF document are consistent with the page numbers of your *Word* document, then using the NUMBER PAGES command will be sufficient.



1. With the PAGES tab showing in the NAVIGATION PANE, click the triangle at the right of the OPTIONS tab and select the NUMBER PAGES command that appears on the drop-down menu.
2. The NUMBER PAGES dialog displays.
3. In the PAGES section, specify the pages you want to number.

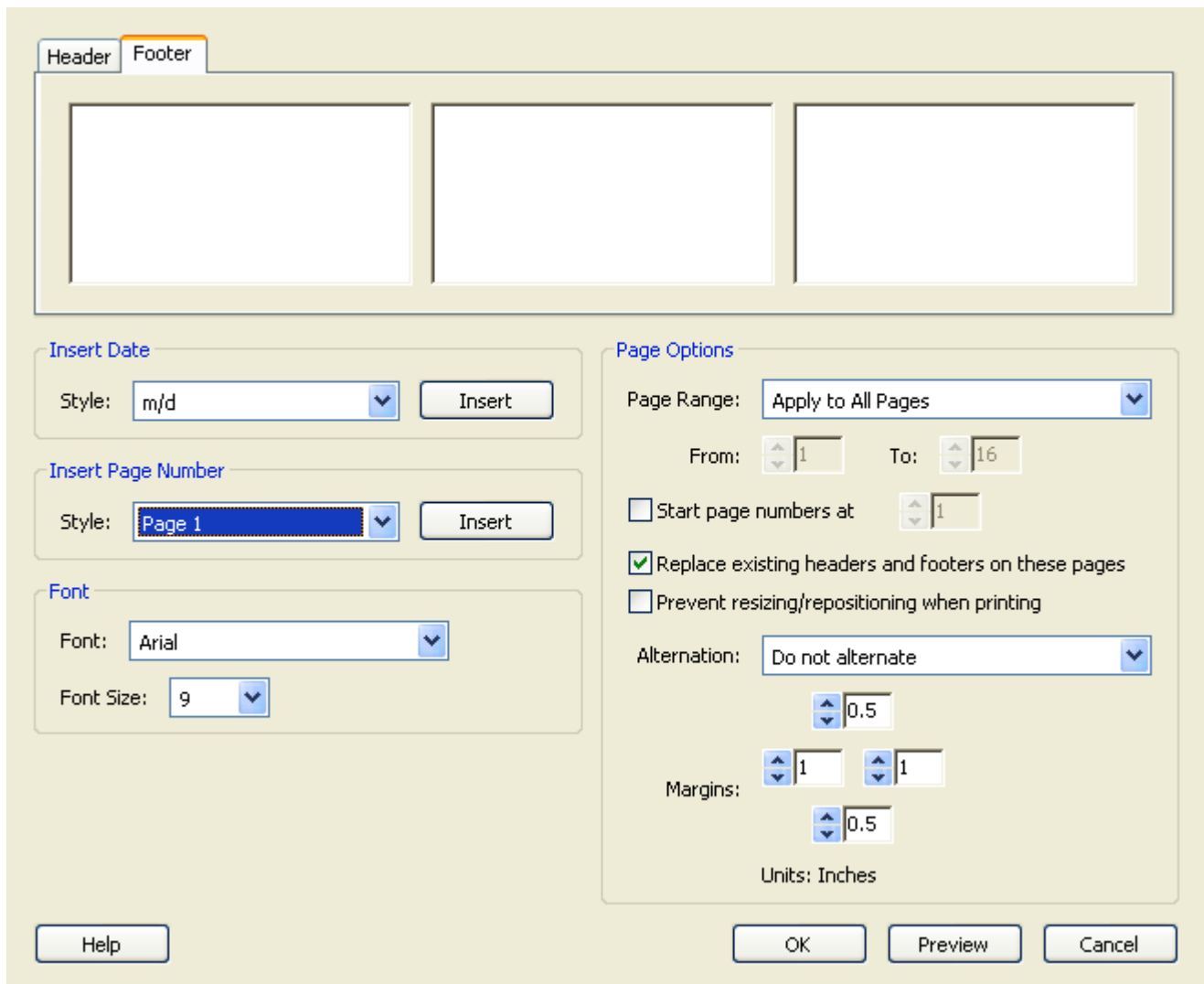
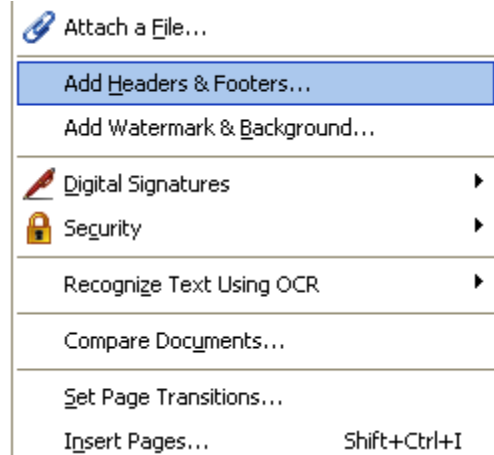
4. In the NUMBERING area, you can specify the STYLE, PREFIX, and/or START number. If this is the beginning of the document, and if the document includes some pages that are not part of the body of the document, then you would choose a different style for the selected or specified pages. At the right, see depicted the variety of styles offered. For the body of the document, you could choose an appropriate style and choose the appropriate pages.



Use the Add Headers and Footers feature

If you want to add or replace headers and/or footers in your PDF document, then you will use the HEADERS AND FOOTERS feature.

1. Choose DOCUMENT and then select the ADD HEADERS & FOOTERS command.
2. In the ADD HEADERS & FOOTERS dialog box, click the FOOTER tab. See a screen picture below.
3. Type the text you want to appear in the appropriate box or boxes. Text typed in the left box appears left-aligned; in the center box, centered; and in the right box, right-aligned.



4. You can combine text with dates and page numbers.
5. In the INSERT PAGE NUMBER area, see the various page number styles you can use for the footer.
6. If you want to replace any existing headers and footers, click that selection.
7. When finished, click the OK button.
8. If you selected to replace any existing headers and footers, you will be asked whether you are sure you want to replace any existing headers and footers.
9. Click the OK button.
10. You are ready to save your PDF document or continue with any other procedure.

