Workflow OP 5 - Numbering Plan Sets In Adobe

This document guides you through the use of the page numbering option within Adobe Acrobat Professional.

Prerequisites

Before you begin, you will need a pdf file of the plan set that is not numbered in MicroStation.

Basic Page Numbering

This section, explains how to set up header/footers to number sheets when the title block is located at the bottom of the sheet and at the top of the sheet.

1. Open the plan set PDF using Adobe Acrobat Professional.

2. Because Right-of-Way plans have the title block at the top of the sheet, the numbering at the bottom of the sheet must end prior to encountering the Right-of-Way sheets. Make a note of the page number of the last design plan sheet for use in the steps below.

3. From the menu bar, select **Document > Header & Footer > Add**. This displays the ***Add Header and Footer*** dialog box.
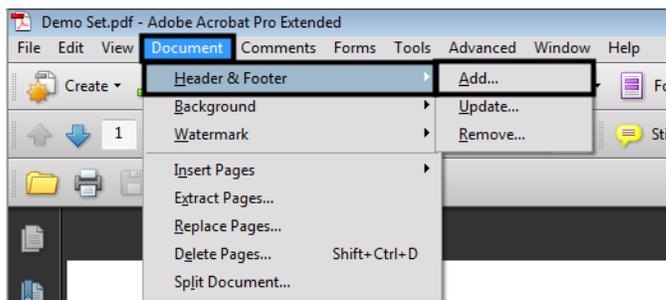
4. In the ***Font*** area of the ***Add Header and Footer*** dialog box, select Tahoma for the ***Name*** and **11** for the ***Size***.
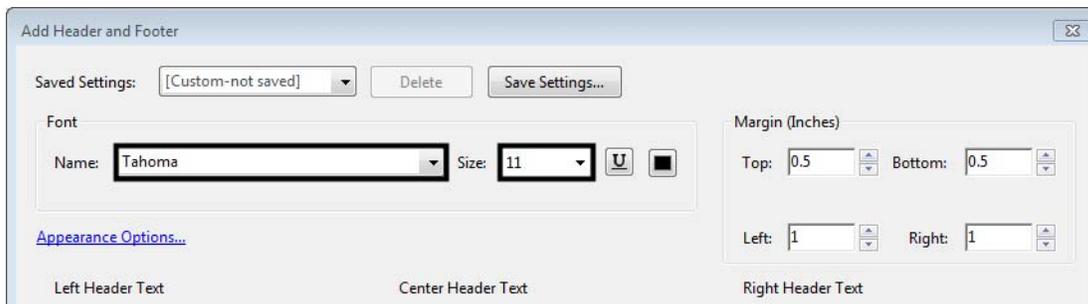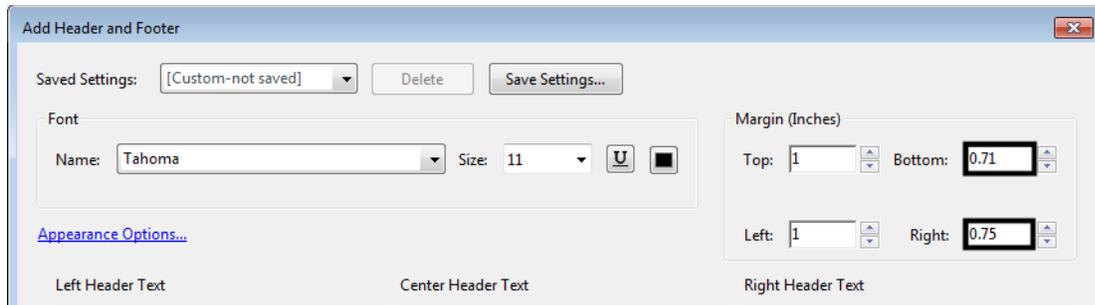

Next the margins and page numbers are set up for sheets with the title block at the bottom of the sheet.

Settings for Numbers in the Lower Right Corner

Use the following steps to set the right and bottom margins.

1. In the ***Margins*** area of the ***Add Header and Footer*** dialog box, key in ***0.71*** for the ***Bottom*** margin and key in ***0.75*** for the ***Right*** margin.


2. **<D>** in the **Right Footer Text** field.

3. **<D>** the **Insert Page Number** button. This places the page numbering variable in the R***ight Footer Text*** field.
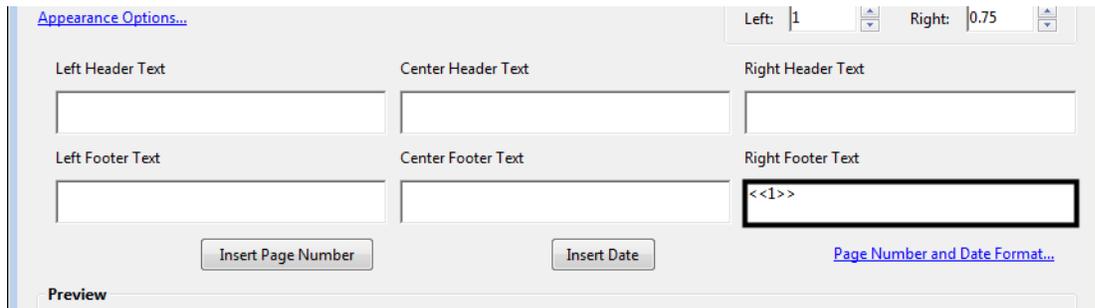

If the plan set contains Right-of-Way plans, then the page range for this header/footer will have to be set. This will prevent the Right-of-Way plans from being numbered in the wrong location. To set the page range:

4. **<D>** The **Page Range Options** link. This displays the ***Page Range Options*** dialog box.

5. In the ***Page Range Options*** dialog box, toggle on **Pages From**.

6. In the ***to*** field, key in the page number noted in the above section. This will stop this header/footer from being applied to the Right-of-Way sheets.

7. **<D>** the **OK** button to accept the page range.
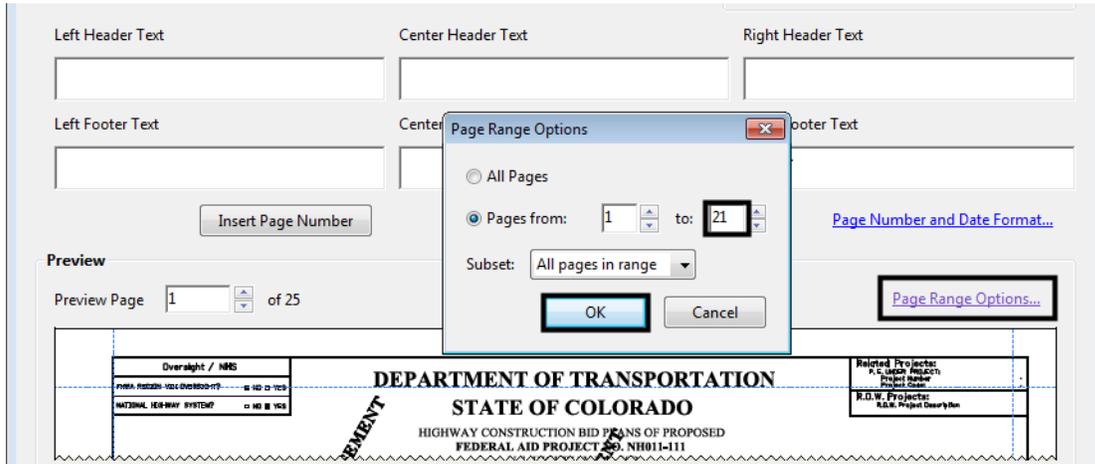
8. **<D>** The **Save Settings** button. This displays the *Save Settings* dialog box.

9. In the *Save current settings as* field, key in the desired name (e.g. **Bottom Page Number**) and **<D>** the **OK** button.
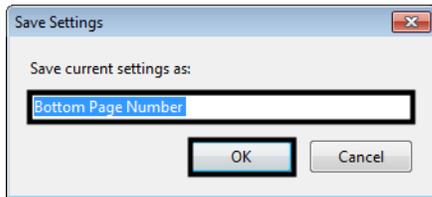
10. **<D>** the **OK** button on the *Add Header and Footer* dialog box. This applies the changes and dismisses the dialog box.

This completes the set up for page numbers at the bottom of the sheet. Below is an example of the sheet numbering.
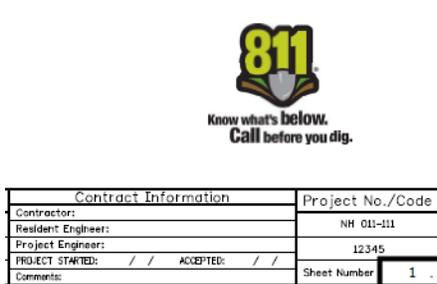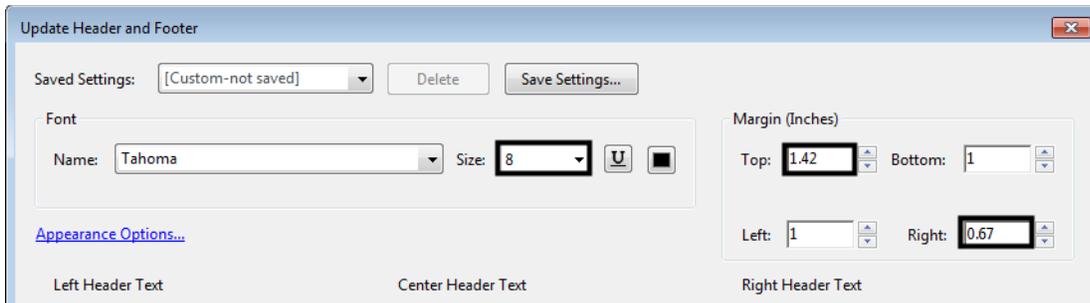

Settings for Numbers in the Upper Right Corner

For sheets that are numbered in the upper right corner, the font size, right margin and top margin need to be set.

1. In the *Font* area, set the *Size* to **8**.

2. In the ***Margins*** area of the ***Add Header and Footer*** dialog box, key in **1.42** for the ***Top*** margin and key in **0.67** for the ***Right*** margin.


3. **<D>** in the **Right Header Text** field.

4. **<D>** the **Insert Page Number** button. This places the page numbering variable in the R***ight Header Text*** field.
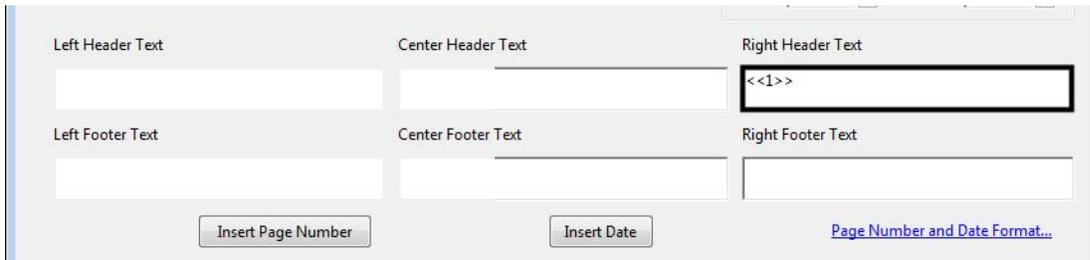
> ***Note:*** If the plan set contains Design plans, then the page range for this header will have to be set. To set the page range:

5. **<D>** The **Page Range Options** link. This displays the ***Page Range Options*** dialog box.

6. In the ***Page Range Options*** dialog box, key in the desired page range.

7. **<D>** the **OK** button to accept the page range.
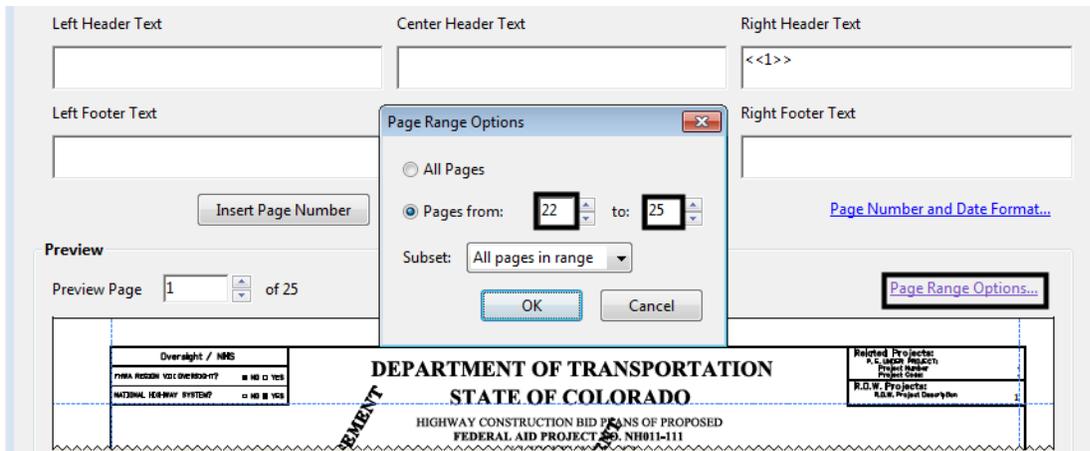
If this page numbering set up starts in the middle of the plan set, the starting number will have to be set to reflect its starting location within the plan set.
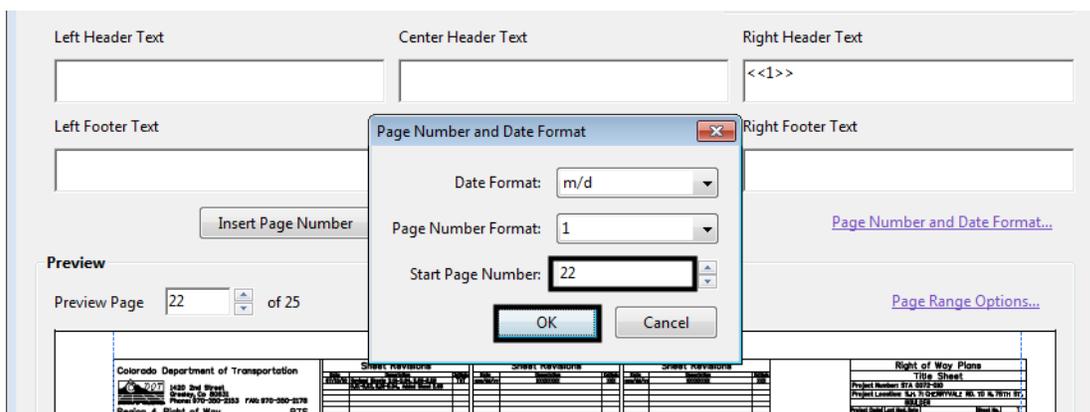
Important!   If the ***Page Number and Date Format*** isn't set, the Right-of-Way plans will be numbered starting with 1.

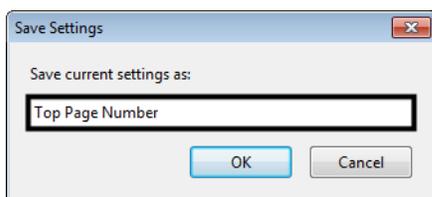8.   Select **Page Number and Date Format** from the dialog box.
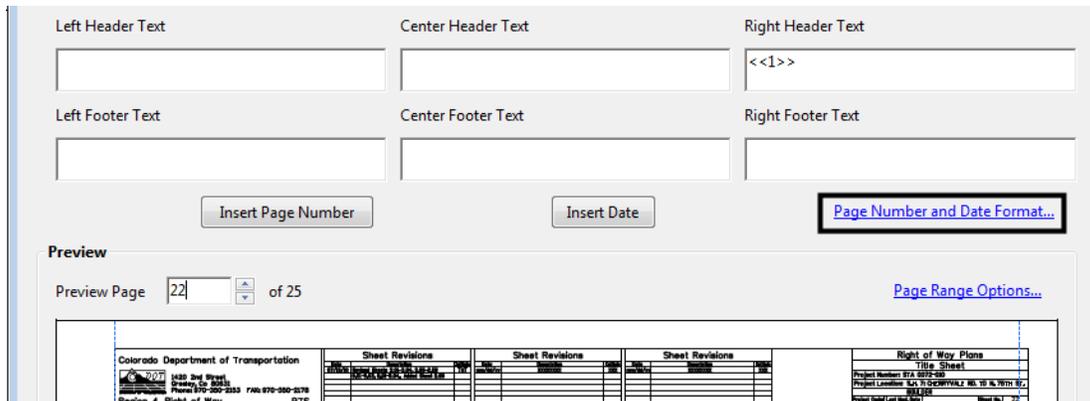
9.   In the ***Page Number and Date Format*** dialog box, key in or select the desired ***Start Page Number***.

10. **<D> OK** to accept the page number.

11. **<D>** The **Save Settings** button. This displays the ***Save Settings*** dialog box.

12. In the ***Save current settings as*** field, key in the desired name (e.g. ***Top Page Number)*** and **<D>** the **OK** button.

13. **<D>** the **OK** button on the ***Add Header and Footer*** dialog box. This applies the changes and dismisses the dialog box.

This completes the set up for page numbers at the top of the sheet. Below is an example of the sheet numbering.

Updating Headers/Footers When Pages Are Added

When a sheet is inserted into a PDF plan set, the inserted sheet does not automatically acquire the header/footer information. To update the page numbering:

1. From the menu bar, select **Document > Header & Footer > Update**. This displays the ***Add Header and Footer*** dialog box.
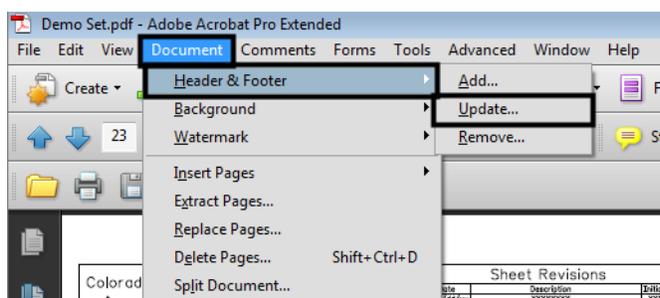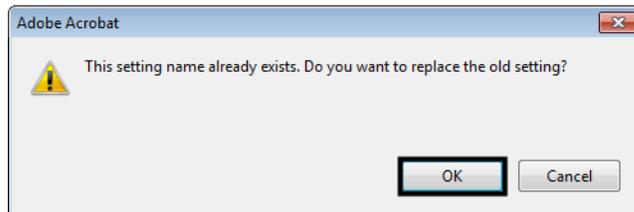

2. In the ***Add Header and Footer*** dialog box, select the **Saved Settings** that are affected by the added sheet.
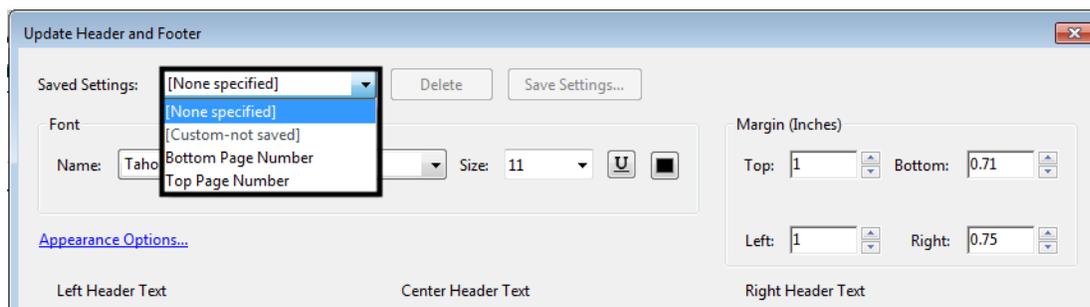
3. **<D>** The **Page Range Options** link.

4. In the ***Page Range Options*** dialog box, key in the desired page range.

5. **<D>** the **OK** button to accept the page range.

6. **<D>** The **Save Settings** button.

7. In the ***Save current settings as*** field, key in the same name as the setting you selected above.

8. A dialog box asking if you want to replace the original settings is displayed. **<D>** **OK**.

9. **<D>** the **OK** button on the *Add Header and Footer* dialog box. This applies the changes and dismisses the dialog box.

10. Repeat the process for other headers/footers affected by page additions.

Adding Sub-Set Numbering

Sub-set numbering can also be added to the sheet border. Creating the header/footer for sub-set numbering is done in the same manner as described in the previous sections, with the following changes.

Note: Sub-set numbering is added to each individual pdf as needed. Sub-set numbering is not part of the Bates numbering described below, however, it can be used in addition to Bates numbering.

Settings for Sub-set at the Bottom of the Sheet

- *Font* -   Tahoma
- *Size* -   8
- *Top* -   0.50
- *Bottom* -   0.65
- *Left* -   1.00
- *Right* -   2.10

Settings for Sub-set at the Top of the Sheet

- *Font* -   Tahoma
- *Size* -   8
- *Top* -   1.51
- *Bottom* -   1.00
- *Left* -   1.00
- *Right* -   1.70

1. **<D>** in the appropriate text field (*Right Header Text* or *Right Footer Text*).

2. **<D>** the **Insert Page Number** button.

3. At the right end of the page number text, key in the following: o*f* *#* where the # is the number of sheets in the sub-set.
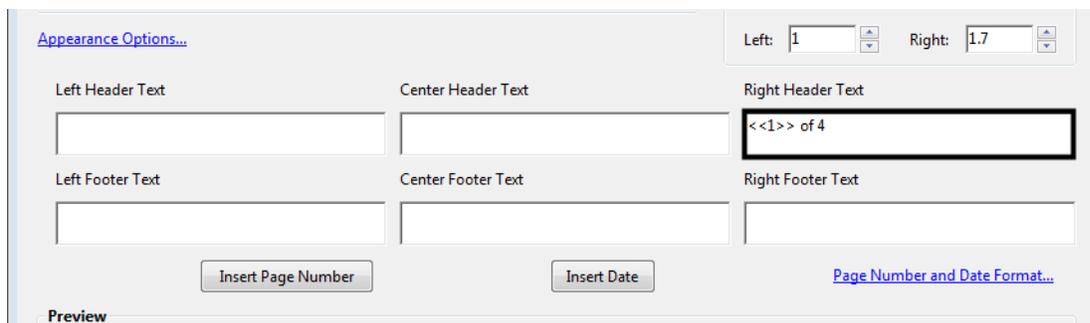
4. **<D>** The **Page Range Options** link.

5. In the ***Page Range Options*** dialog box, key in the desired page range.

6. **<D>** the **OK** button to accept the page range.

7. **<D>** The **Save Settings** button.

8. In the ***Save current settings as*** field, key in the desired name. This name should describe the sub-set the header/footer is used for.

9. **<D>** the **OK** button on the ***Add Header and Footer*** dialog box. This applies the changes and dismisses the dialog box.

Note: A different header/footer is required for each sub-set in the plans.

Below are examples of top and bottom page numbering with sub-set numbers included.

Note: Sub-set numbering will need to be updated when pages are inserted into the plan set. Use the steps from the ***Updating Headers/Footers When Pages Are Added*** section above to make changes to sub-set numbering.

Using Bates Page Numbering

Bates page numbering is used to number multiple pdf documents with a consistent series of numbers. This process replaces the Basic Page Numbering above when the plan sets are made up of multiple PDF files. Please note that the process for sub-set numbering remains the same as defined above.

Because Bates Numbering does not use page ranges across all of the files selected, this option requires sections that have the page number in a different location to be renumbered. In the example below, the second section (using the 12345_ROW-Plans.pdf file) has the page numbering in the upper right corner while the other three files have it in the lower right corner. The Bates Numbering will be added to all four files. then it will be removed from the 12345_ROW-Plans.pdf file and reapplied using the proper header/footer definition.
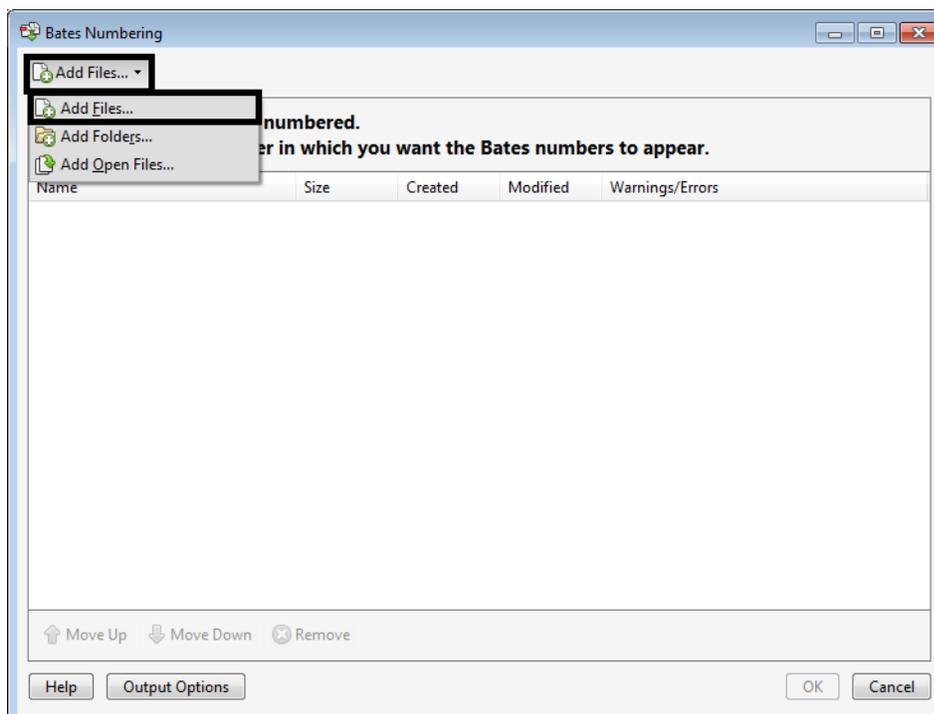
1. Launch **Adobe Acrobat Pro**, selecting the first PDF used in the plan set.
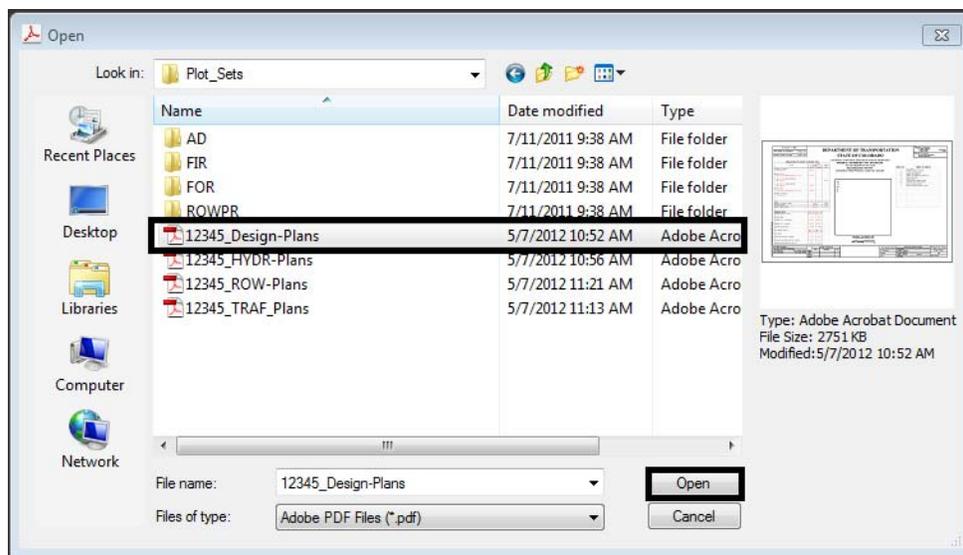
2. From the ***Adobe Acrobat Pro*** Menu bar, select **Advanced > Document Processing > Bates Numbering > Add**. This displays the ***Bates Numbering*** dialog box.
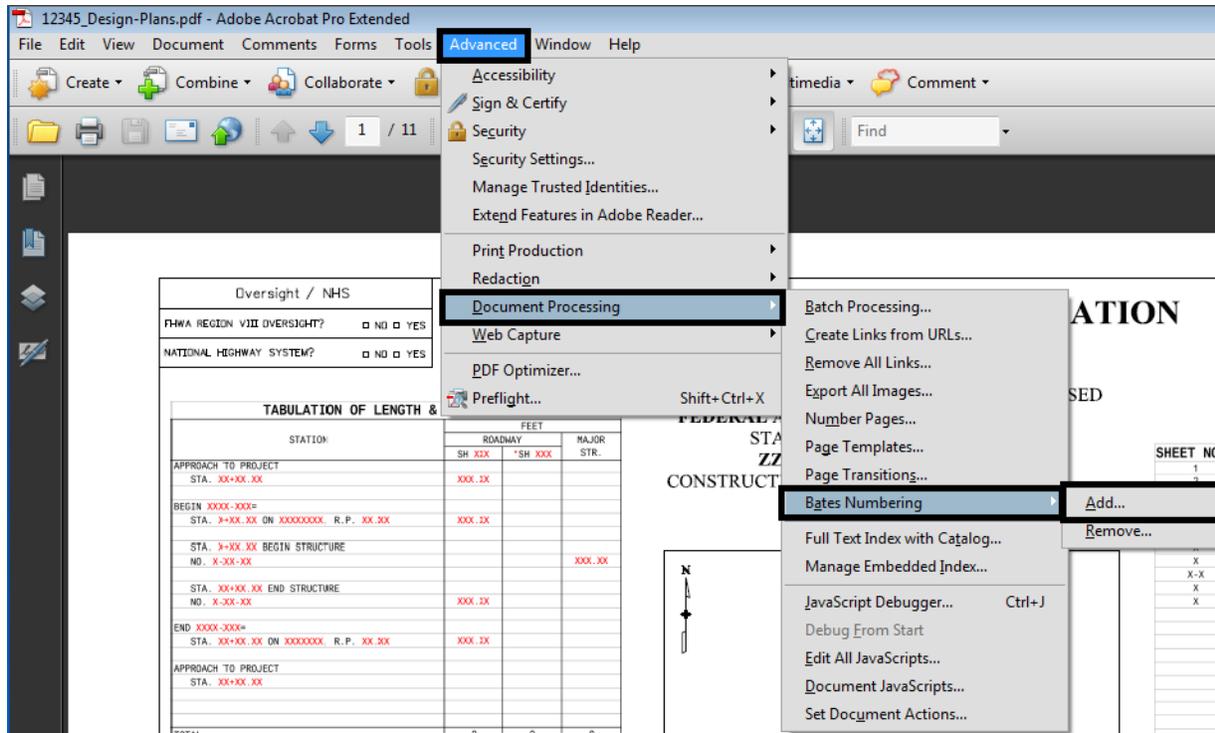
3. In the ***Bates Numbering*** dialog box, Select **Add Files > Add Files**. This displays the ***Add Files*** dialog box.

4. In the ***Add Files*** dialog box, navigate to the folder that contains the desired PDF files.

5. Select the desired files to be included in the plan set. **<D>** the Open button to add the files. In this example, ***12345_Design-Plans.pdf***, ***12345_HYDR-Plans.pdf***, ***12345_ROW-Plans.pdf***, and ***12345_TRAF-Plans.pdf*** are used.
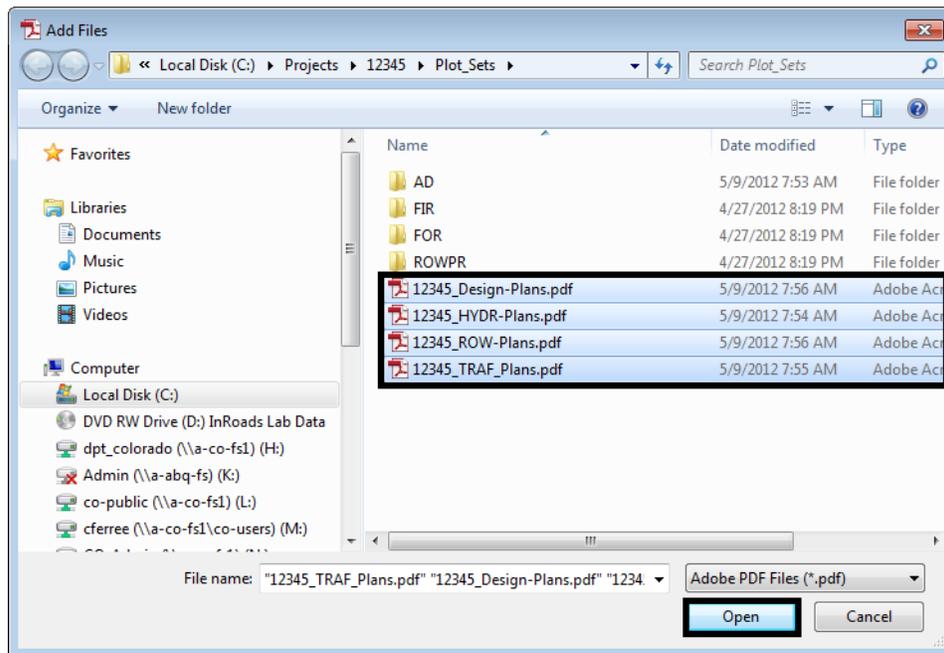
Next, organize the files into the desired order. In this example the ***12345_ROW-Plans.pdf*** is moved up to the second position.

6. Highlight the file to be moved. In this example the ***12345_ROW-Plans.pdf*** will be moved.

7. Use the **Move Up** and **Move Down** buttons to change the file's location. In this example the ***Move UP*** button is used.
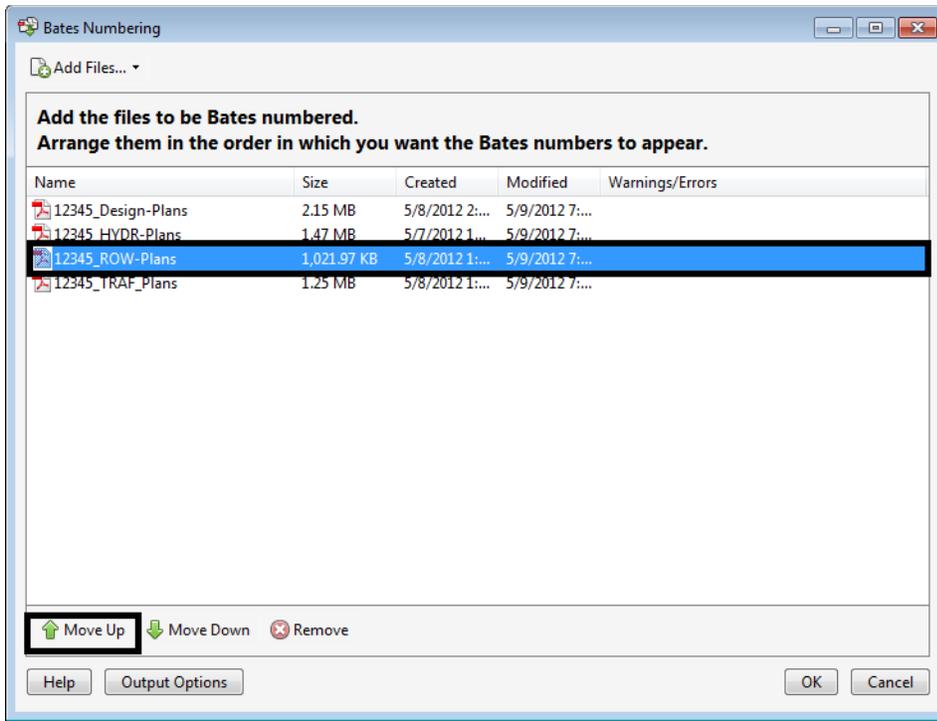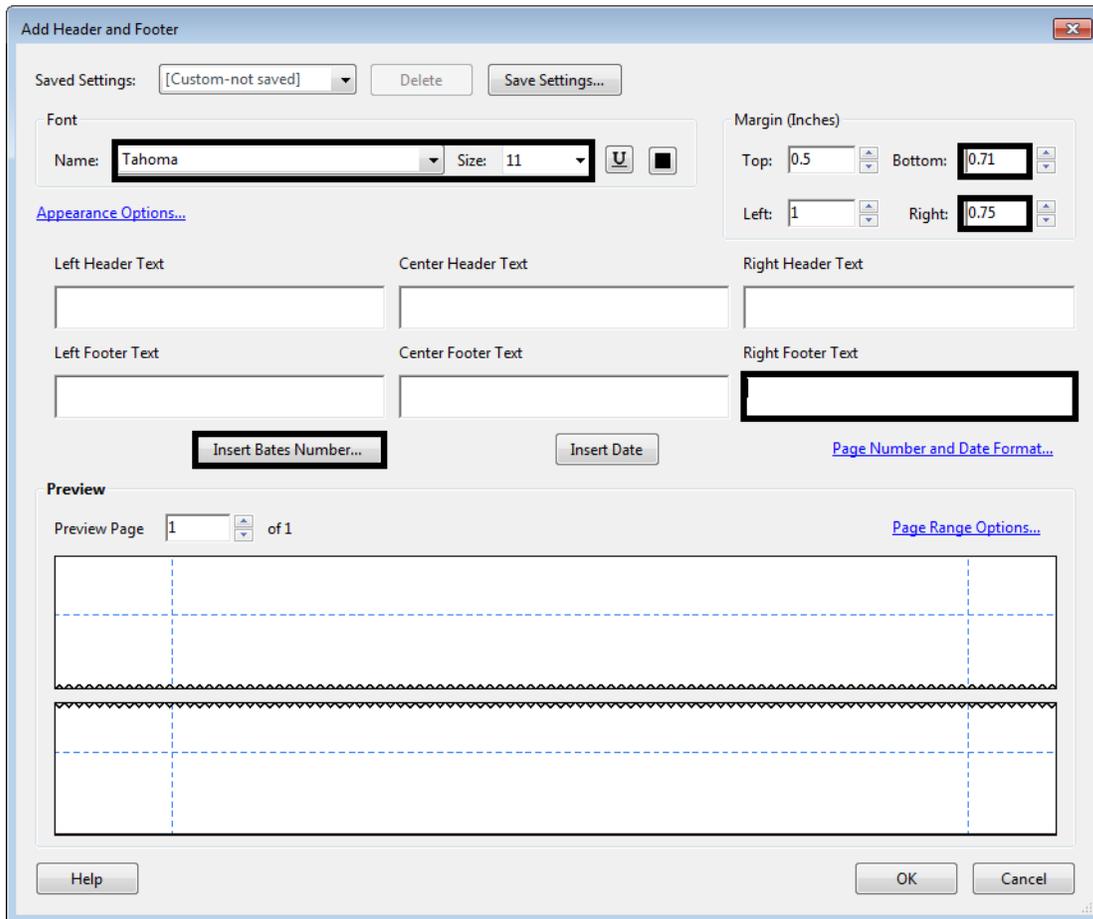

8. **<D> OK**. This accepts the files and opens the ***Add Header and Footer*** dialog box.

Use the following settings for Bates Numbering at the bottom of the sheet:

*   ***Font*** -　　　　Tahoma
*   ***Size*** -　　　　　11
*   ***Top*** -　　　　　0.50
*   ***Bottom*** -　　　0.71
*   ***Left*** -　　　　　1.00
*   ***Right*** -　　　　.75

9. **<D>** in the **Right Footer Text** field.

10. **<D>** the **Insert Bates Number** button. This displays the **Bates Numbering Options** dialog box.
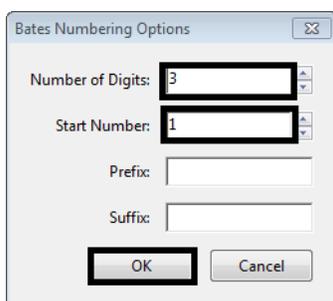

11. In the **Bates Numbering Options** dialog box, set the **Number of Digits** to **3**.

> **Note:** When using **Adobe Acrobat Pro 9** the smallest **Number of Digits** that can be entered is **6**. This can be changed once the text is displayed in the selected Header or Footer Text field. Changing the **Number of Digits** value in **Adobe Acrobat Pro 9** is described in the next section.

12. Set the **Start Number** to **1**.

13. **<D> OK** to accept the changes and dismiss the **Bates Numbering Options** dialog box.

This completes the set up for the Bates Numbering for the bottom right corner. Next, save these settings so that they can be used on other projects.

Bates Numbering Options In Adobe Acrobat Pro 9

The Adobe Acrobat Pro 9 Bates Numbering Options dialog box does not allow less than **6** in the **Number of Digits** field. This can be corrected once the numbering code has been placed into the **Add Header and Footer** dialog box.

1. In the **Add Header and Footer** dialog box, highlight the "6" in the Bates numbering code located in the **Right Footer Text** field.
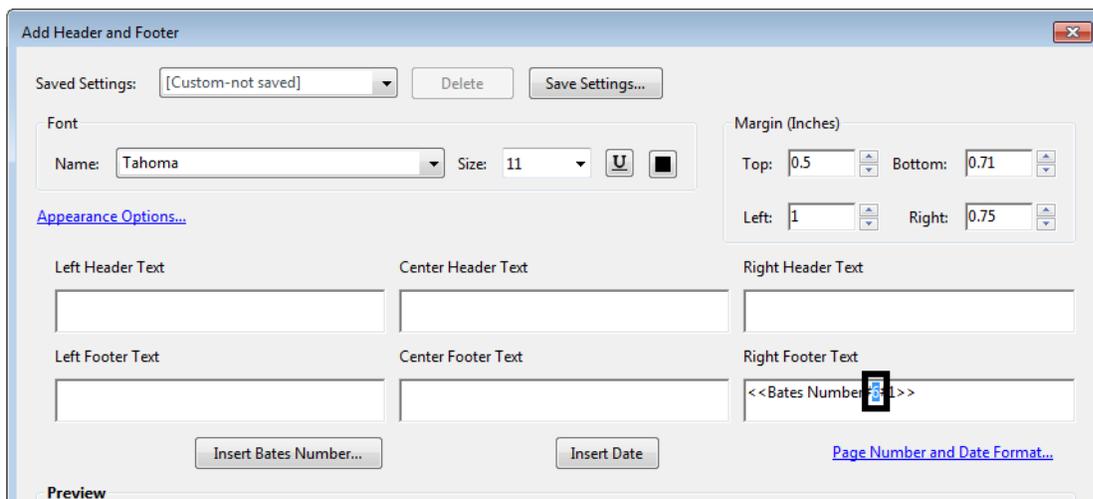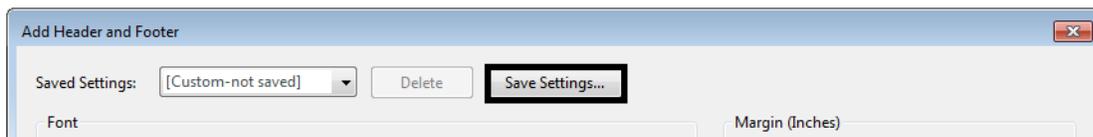

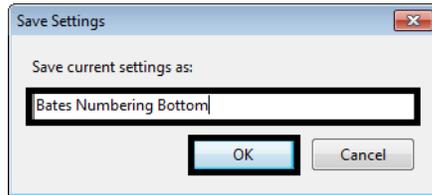2. Key in **3**. This resets the digits to 3.
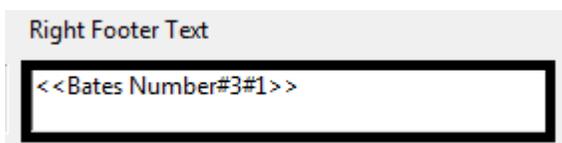
Saving and Applying a Bates Numbering Definition

1. <D> the **Save Settings** button. This displays the **Save Settings** dialog box.

2. In he **Save Settings** dialog box, key in the desired settings name. In this example **Bates Numbering Bottom** is used.

3.   **<D> OK** to accept the entry and dismiss the he *Save Settings* dialog box.

4.   In the *Add Header and Footer* dialog box, **<D> OK**. This adds the Bates Numbering to the selected files and dismisses the *Add Header and Footer* dialog box.

A *Progress* message box is displayed which shows the program adding the page numbering to the selected files. When the processing is complete, another message window is displayed indicating the successful completion of the numbering.

5.   In the *Adobe Acrobat* message window, **<D> OK** to dismiss the window.

The Bates Numbering has been added to each of the selected files. Even though the numbering is placed in the wrong location on the 12345_ROW-Plans.pdf file, it was included here in order to get the correct numbers on the files that follow. Next, the Bates Numbering is removed from the 12345_ROW-Plans.pdf file and reapplied with the correct page numbers in the upper right corner of the sheets.

Replacing Bates Numbering on a File

1.   In the *Adobe Acrobat Pro* dialog box, Select **File > Close** to close the open file.
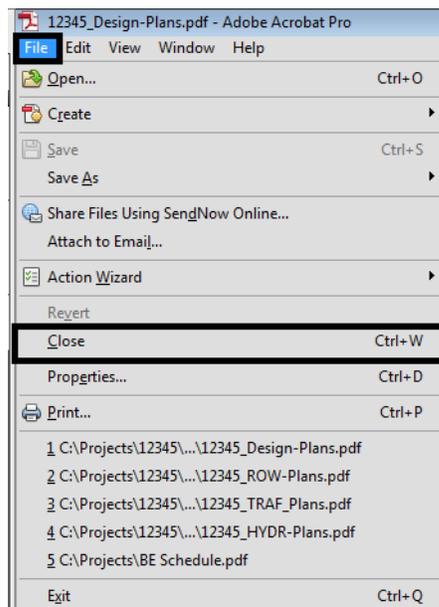
2. Open the file that needs to have the numbering replaced. In this example, the ***12345_ROW-Plans.pdf*** file is used.

3. Make a note of the page number currently on the page. This will be the starting Bates Number when the correct formatting is applied.

4.   From the ***Adobe Acrobat Pro*** Menu bar, select **Advanced > Document Processing > Bates Numbering > Remove**. This deletes the Bates Numbering from this file only.
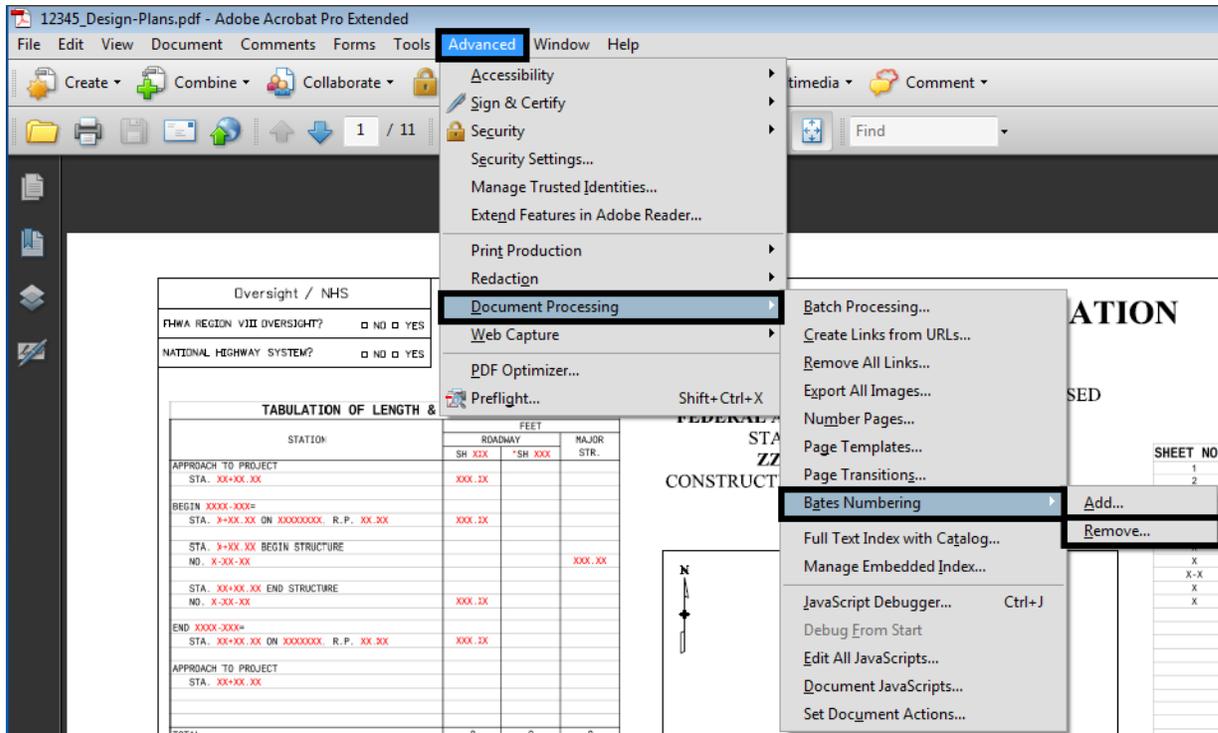
5.   Select **Advanced > Document Processing > Bates Numbering > Add**. This displays the ***Bates Numbering*** dialog box.

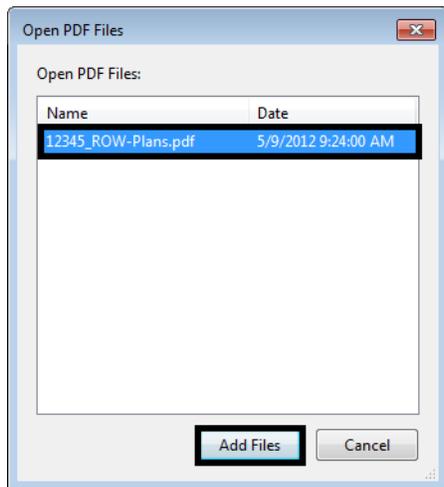6. In the ***Bates Numbering*** dialog box, Select **Add Files > Add Open Files**. This displays the ***Open PDF Files*** dialog box.
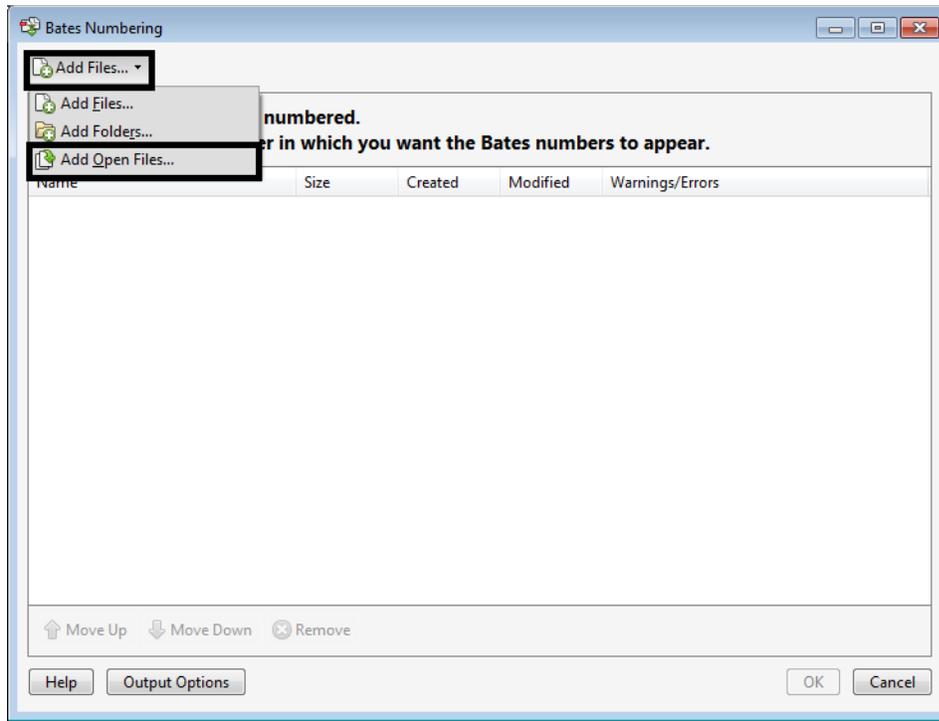
7. In the ***Open PDF Files*** dialog box, highlight the desired files and **<D> Add Files**. this adds the files to the list and dismisses the ***Open PDF Files*** dialog box.

8. In the ***Bates Numbering*** dialog box, **<D> OK**. This accepts the files and opens the ***Add Header and Footer*** dialog box.
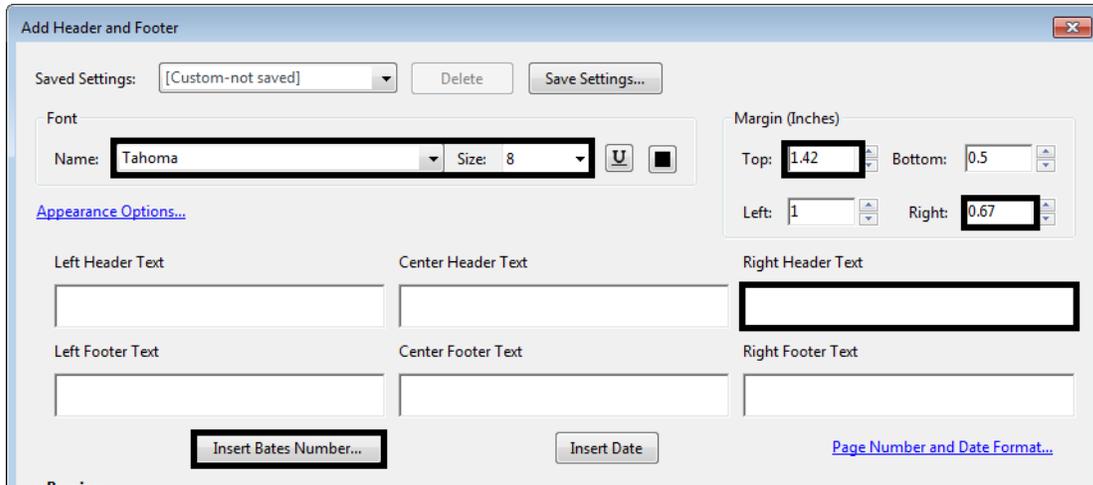
Use the following settings for Bates Numbering at the top of the sheet:

*   ***Font*** -   Tahoma
*   ***Size*** -   8

- ***Top*** -   1.42
- ***Bottom*** -   0.50
- ***Left*** -   1.00
- ***Right*** -   0.67

9.   **<D>** in the **Right Header Text** field.

10.   **<D>** the **Insert Bates Number** button. This displays the ***Bates Numbering Options*** dialog box.

11.   In the ***Bates Numbering Options*** dialog box, set the ***Number of Digits*** to **3**.

> ***Note:***   When using ***Adobe Acrobat Pro 9*** the smallest ***Number of Digits*** that can be entered is **6**. This can be changed once the text is displayed in the selected Header or Footer Text field. Changing the ***Number of Digits*** value in ***Adobe Acrobat Pro 9*** is described in the above section.

12.   Set the ***Start Number*** to that generated in the first run of the Bates Numbering. In this example ***11***.

13.   **<D> OK** to accept the changes and dismiss the ***Bates Numbering Options*** dialog box.

This completes the set up for the Bates Numbering for the top right corner. Next, save these settings so that they can be used on other projects.

14.   **<D>** the **Save Settings** button. This displays the ***Save Settings*** dialog box.
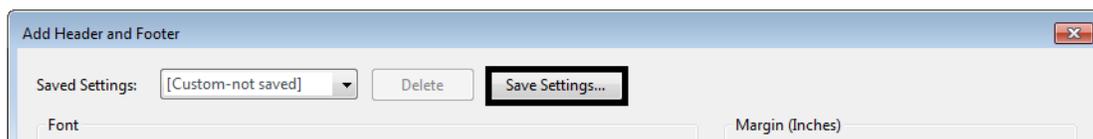
15.   In he ***Save Settings*** dialog box, key in the desired settings name. In this example ***Bates Numbering Top*** is used.

16. **<D> OK** to accept the entry and dismiss the he ***Save Settings*** dialog box.
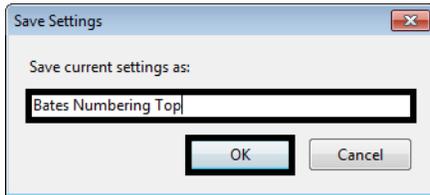
17. In the ***Add Header and Footer*** dialog box, **<D> OK**. This adds the Bates Numbering to the selected files and dismisses the ***Add Header and Footer*** dialog box.

This completes the page numbering for the plan set.

Notes on Using Bates Numbering

- After the Bates Numbering is applied to a set of files, there is no further connection between the files. Therefore, if the page count changes for some reason, each file will have to be opened and the Bates Numbering removed before the files can be re numbered.

- Bates Numbering cannot be updated. If the page count changes for some reason, each file will have to be opened and the Bates Numbering removed before the files can be re numbered.

- A file cannot have more than one set of Bates page numbers.

- A Page Range setting in the Add Header and Footer dialog box will affect every PDF file selected for Bates page numbering.

- Each PDF file will have to be opened and printed then collated manually to assemble the plan set.