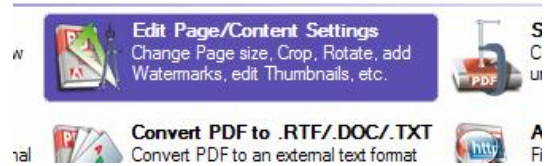


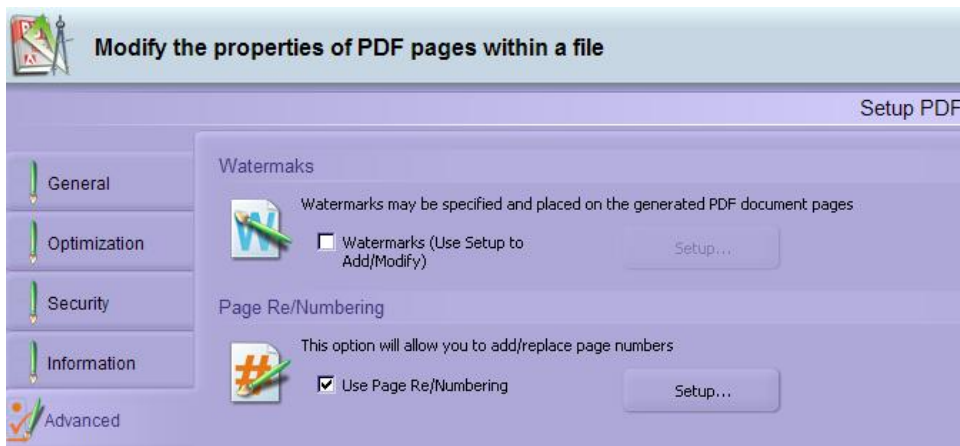
PDF XChange 4

Numbering Pages

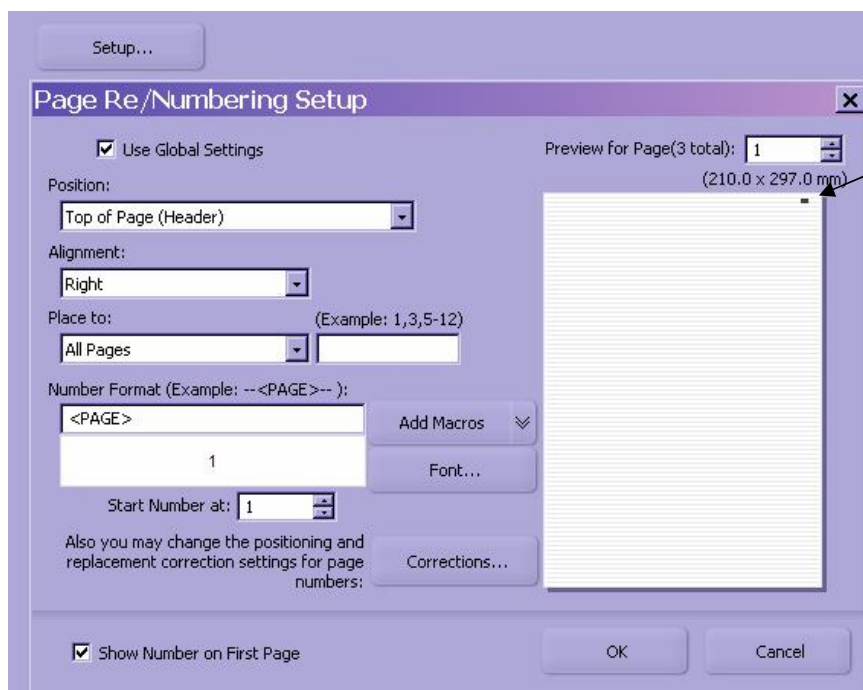
- ▶ Go to PDF Tools
- ▶ Select the option to Edit Pages/Content Settings



- ▶ Click on the Start button
 - ▶ Click on the Browse button and locate the required file
- Your document will be displayed (either by thumbnails or pages)
- ▶ Click Next and go through the Setup area tab by tab, adding or removing items or changing settings



- ▶ Select the Advanced tab
- ▶ Click into the checkbox Use Page Re/Numbering option
- ▶ Click on the Setup button



- ▶ Select the required options:

Position (indicated by this symbol)

Alignment (centre etc)

Place to (which pages should be numbered)

Number format - Macros (page, date, time etc)
Font – style, size etc

Corrections (allows fine-tuning of the position)

- ▶ Select OK

- ▶ Click Next (for file destination and filename)
- ▶ Click Process
- ▶ Click Finish