

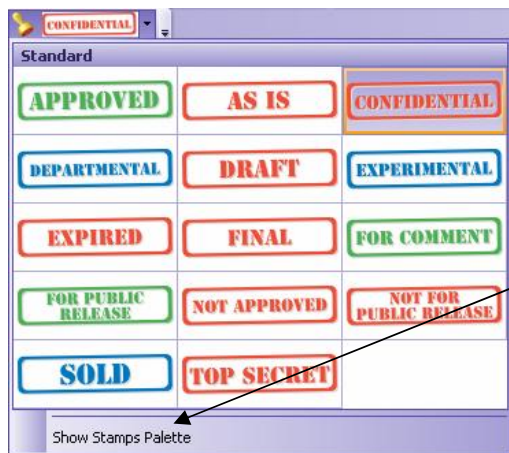
## PDF XChange 4

### Re Numbering Pages

If you have created a PDF from other PDF files you may have page numbers in different places on each page or they may just be in the wrong order

For this, I created a white, blank square and saved it as a jpg file to use as a stamp

- ▶ Open the new document (the one with the incorrect numbering) in PDF Viewer
- ▶ Click on the down arrow on the right of the Stamp icon

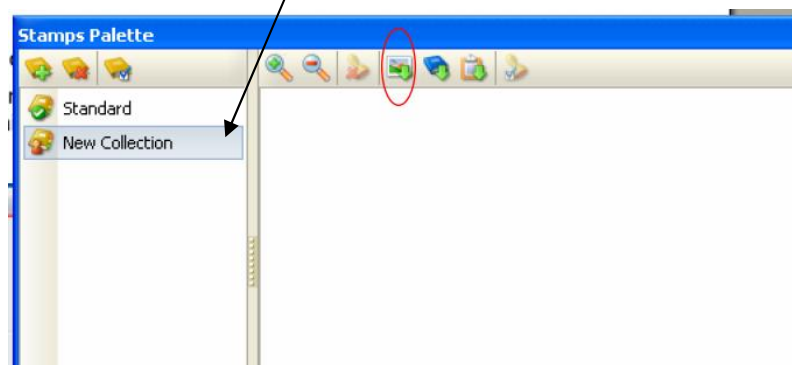


▶ Click on the Show Stamps Palette option

- ▶ Click on the Create New Stamps Collections icon  
This will create a New Collection under the Standard one



- ▶ Click on the New Collection then select the Create Stamp From Image File icon (circled below)



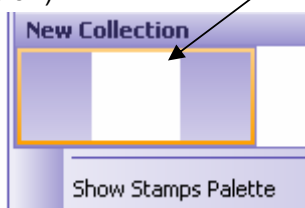
**NB** You will need to have your blank square saved as a jpg or other supported file

- ▶ Locate the saved blank square file using the Windows Explorer box that is displayed
- ▶ Open the file - this will add your blank square to the collection

- ▶ Close the Stamps Palette
- ▶ Click on the down arrow on the side of the Stamps icon (as previous)

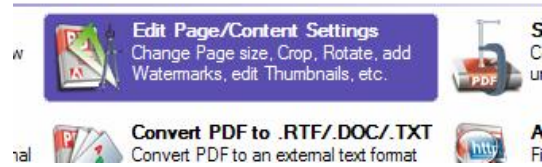


You will see your blank square at the bottom of the palette (as shown below)



- ▶ Click on your blank square
- ▶ Click the cursor (now a stamp) in the required place on the document (on each page number on each page)
- ▶ Update the save and close the document

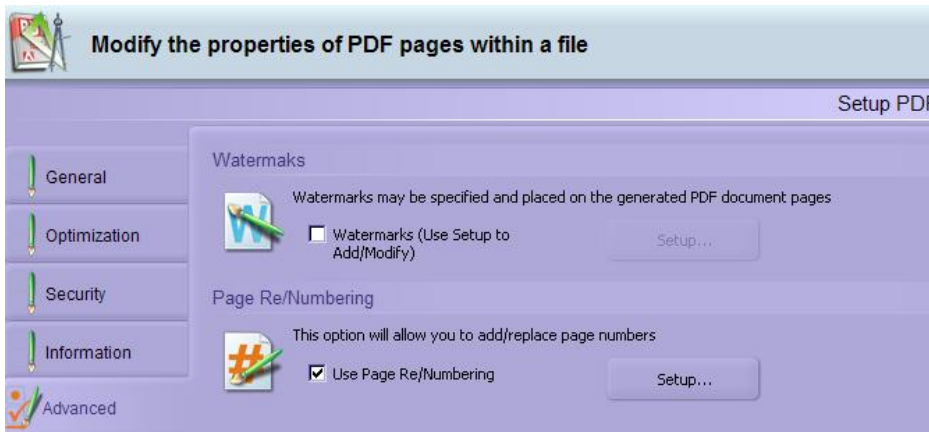
- ▶ Go to PDF Tools
- ▶ Select the option to Edit Pages/Content Settings



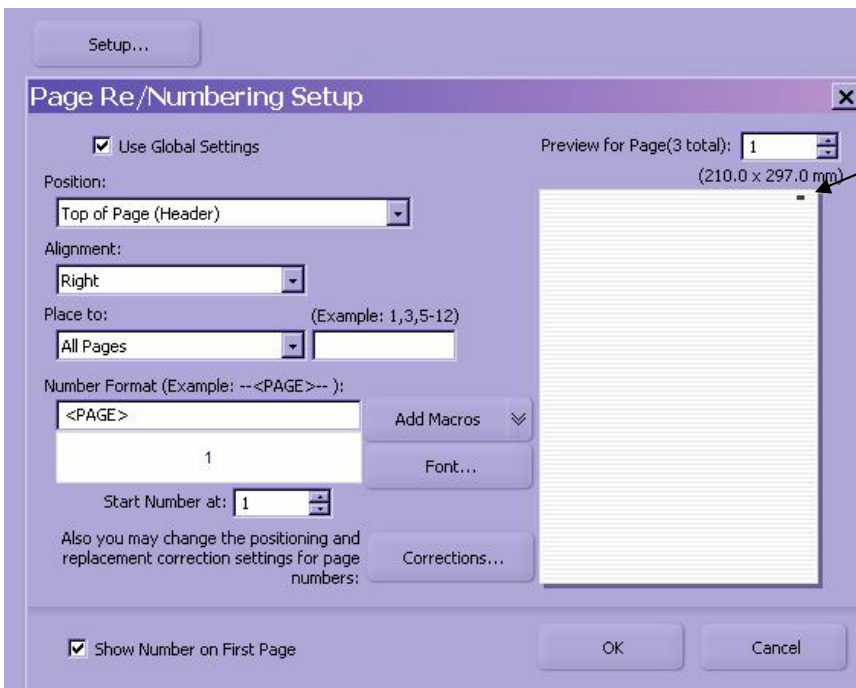
- ▶ Click on the Start button
- ▶ Click on the Browse button and locate the required file (the one you have just re-saved)

Your document will be displayed (either by thumbnails or pages)

- ▶ Click Next and go through the Setup area tab by tab, to add and remove items or change 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