



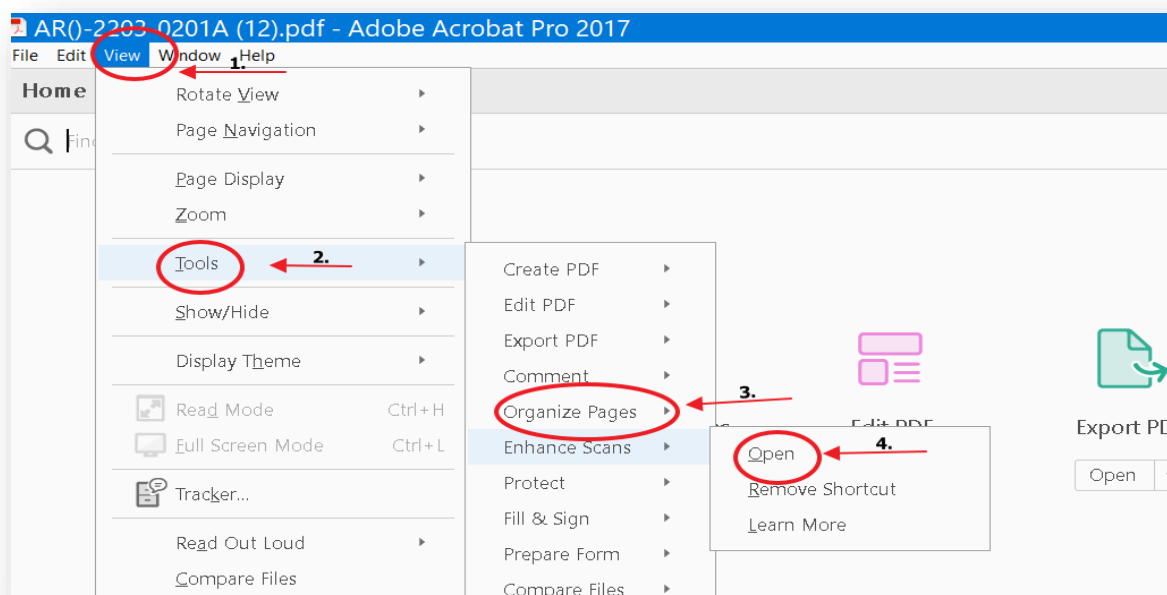
HOW TO SET PAGE NUMBER SETTINGS IN PDF

There are several methods to set the initial view of a PDF document, and this is just one of them. These instructions were prepared using Adobe Acrobat Pro 2017 and are intended only as a general description of the process. Your procedure may vary depending on which PDF creation software you are using.

NOTE: You will require Adobe Acrobat, not Reader to format your document.

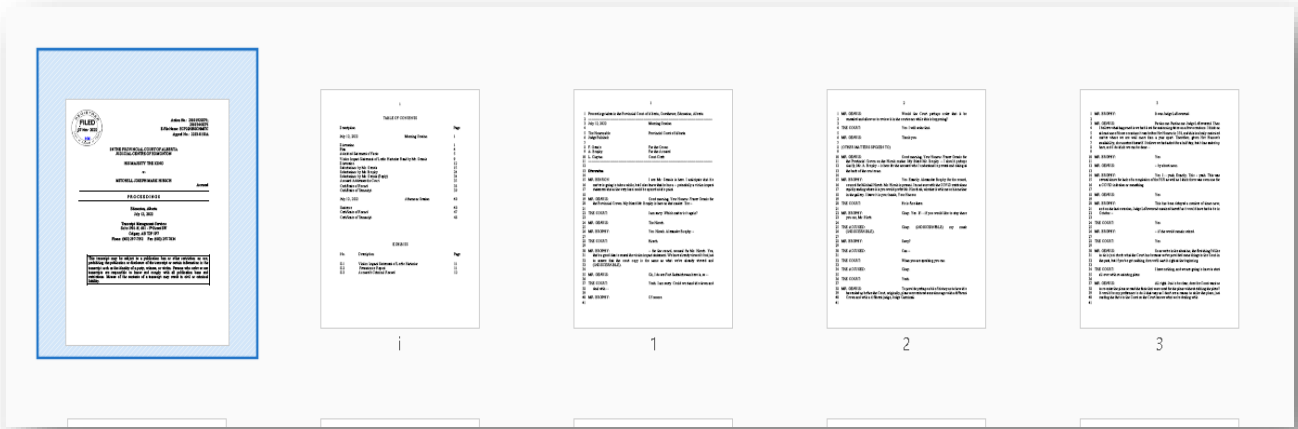
Configuring Page Number Settings

1. Open the document in Adobe Acrobat
2. Select View > Tools > Organize Pages > Open

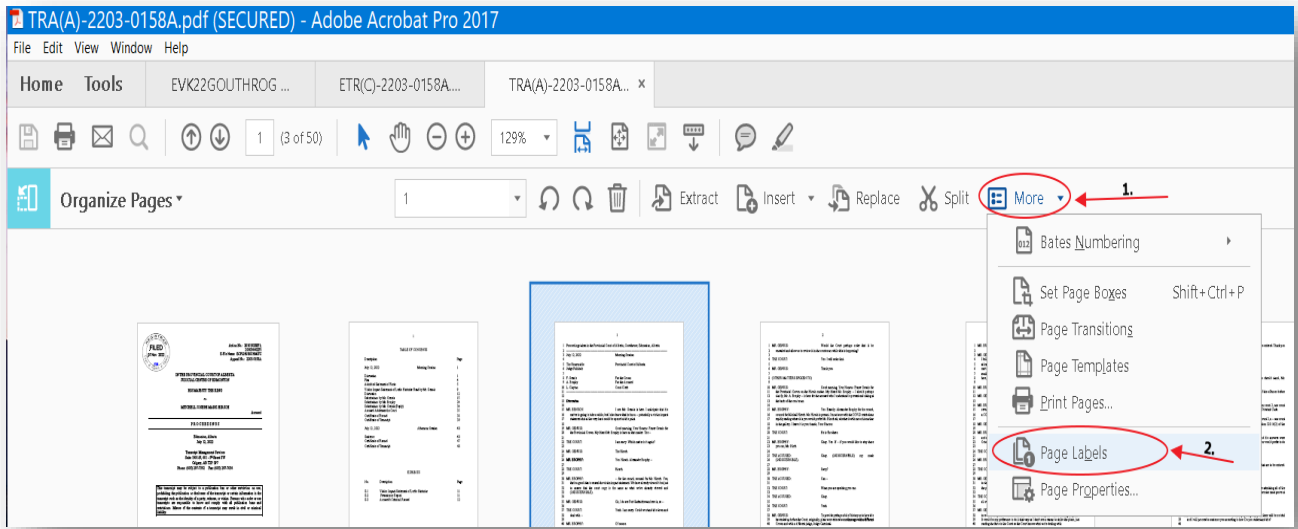


Page Settings for the Title Page

1. Proceed to select the title page, if you have more than 1 title page you will need to select both (Control and select both pages)



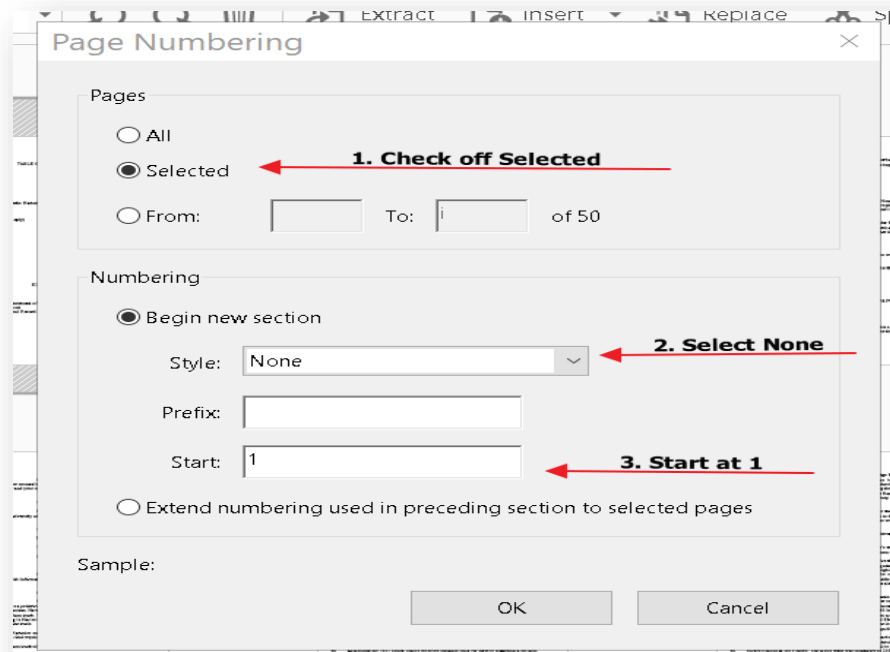
2. Then on the **More** section select Page Labels



3. Select the following settings in the Pages Numbering section:

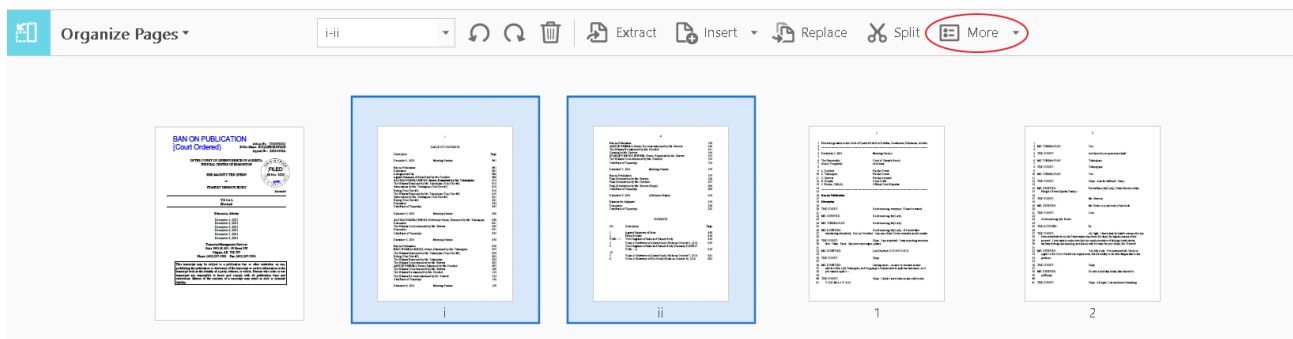
- a. Select Selected from the Pages section
- b. Select Begin new section in the Numbering section
- c. Select None from the Style drop down
- d. Insert 1 in the Start box

4. Click Ok

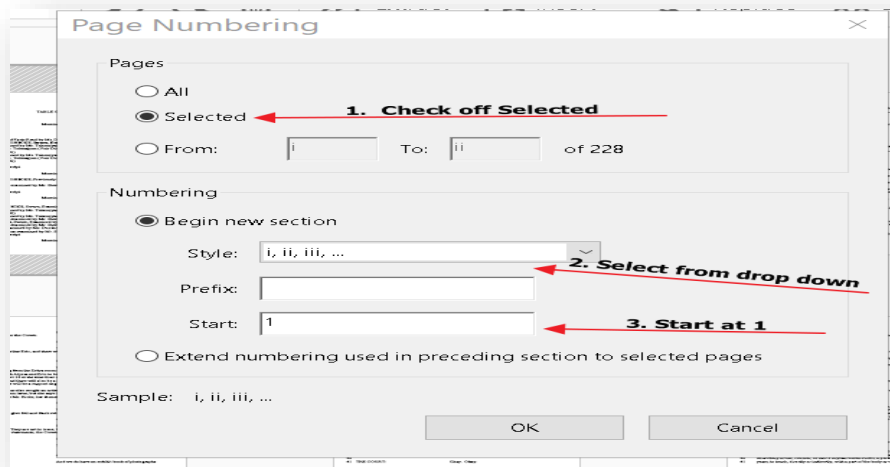


Page Settings for Table of Contents

1. Proceed to select all the table of Content pages and selecting More > Page Labels



2. Select the following settings in the Pages Numbering section:
 - a. Select Selected from the Pages section
 - b. Select Begin new section in the Numbering section
 - c. Select i,ii,iii,... from the Style drop down
 - d. Insert 1 in the Start box!



3. Click OK

Note: The remainder of the transcript will now begin on page 1.