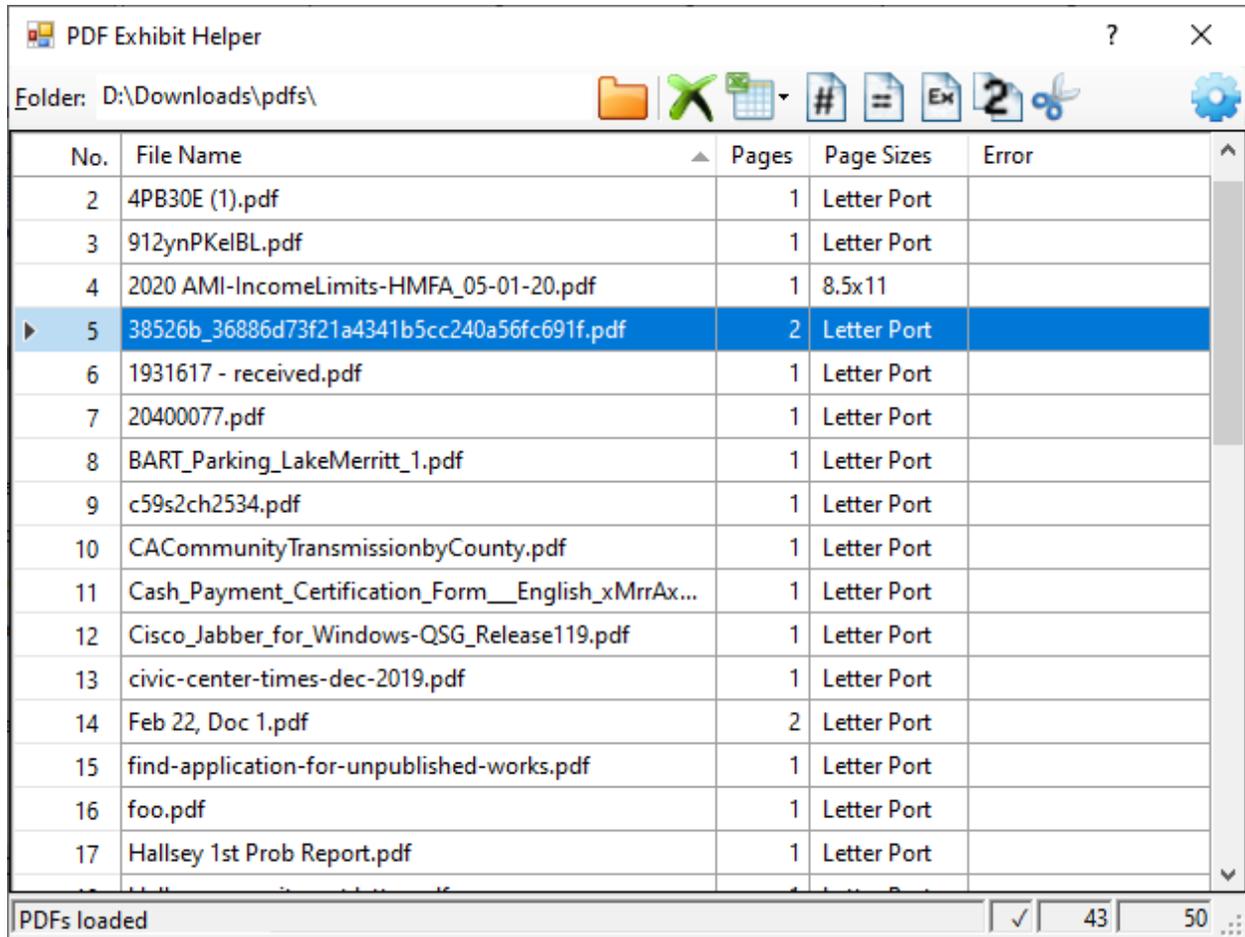


# ***PDF Exhibit Helper***

The Windows application that helps you prepare legal exhibits from PDFs.



The screenshot shows the PDF Exhibit Helper application window. The title bar reads "PDF Exhibit Helper". The folder path is "D:\Downloads\pdfs\". The application toolbar includes icons for folder, delete, calculator, list, equals, PDF, number 2, and scissors. The main area contains a table with the following data:

No.	File Name	Pages	Page Sizes	Error
2	4PB30E (1).pdf	1	Letter Port	
3	912ynPKelBL.pdf	1	Letter Port	
4	2020 AMI-IncomeLimits-HMFA_05-01-20.pdf	1	8.5x11	
5	38526b_36886d73f21a4341b5cc240a56fc691f.pdf	2	Letter Port	
6	1931617 - received.pdf	1	Letter Port	
7	20400077.pdf	1	Letter Port	
8	BART_Parking_LakeMerritt_1.pdf	1	Letter Port	
9	c59s2ch2534.pdf	1	Letter Port	
10	CACommunityTransmissionbyCounty.pdf	1	Letter Port	
11	Cash_Payment_Certification_Form__English_xMrrAx...	1	Letter Port	
12	Cisco_Jabber_for_Windows-QSG_Release119.pdf	1	Letter Port	
13	civic-center-times-dec-2019.pdf	1	Letter Port	
14	Feb 22, Doc 1.pdf	2	Letter Port	
15	find-application-for-unpublished-works.pdf	1	Letter Port	
16	foo.pdf	1	Letter Port	
17	Hallsey 1st Prob Report.pdf	1	Letter Port	

At the bottom of the window, a status bar shows "PDFs loaded" with a checkmark icon, the number "43", and "50".

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## ***Introduction***

If you have created legal exhibits from PDF documents, you know it can be a project. At the very least, you must create cover sheets or slipsheets for each PDF, labeling each exhibit. Sometimes exhibits are numbered and sometimes they are labeled alphabetically. Sometimes the label must include several lines, like

Exhibit Number 6  
to the Declaration of  
John Q. Witness

Additionally, in the process of preparing exhibits, you almost always have to prepare an index of the exhibits in order by name, with starting and sometimes ending page numbers.

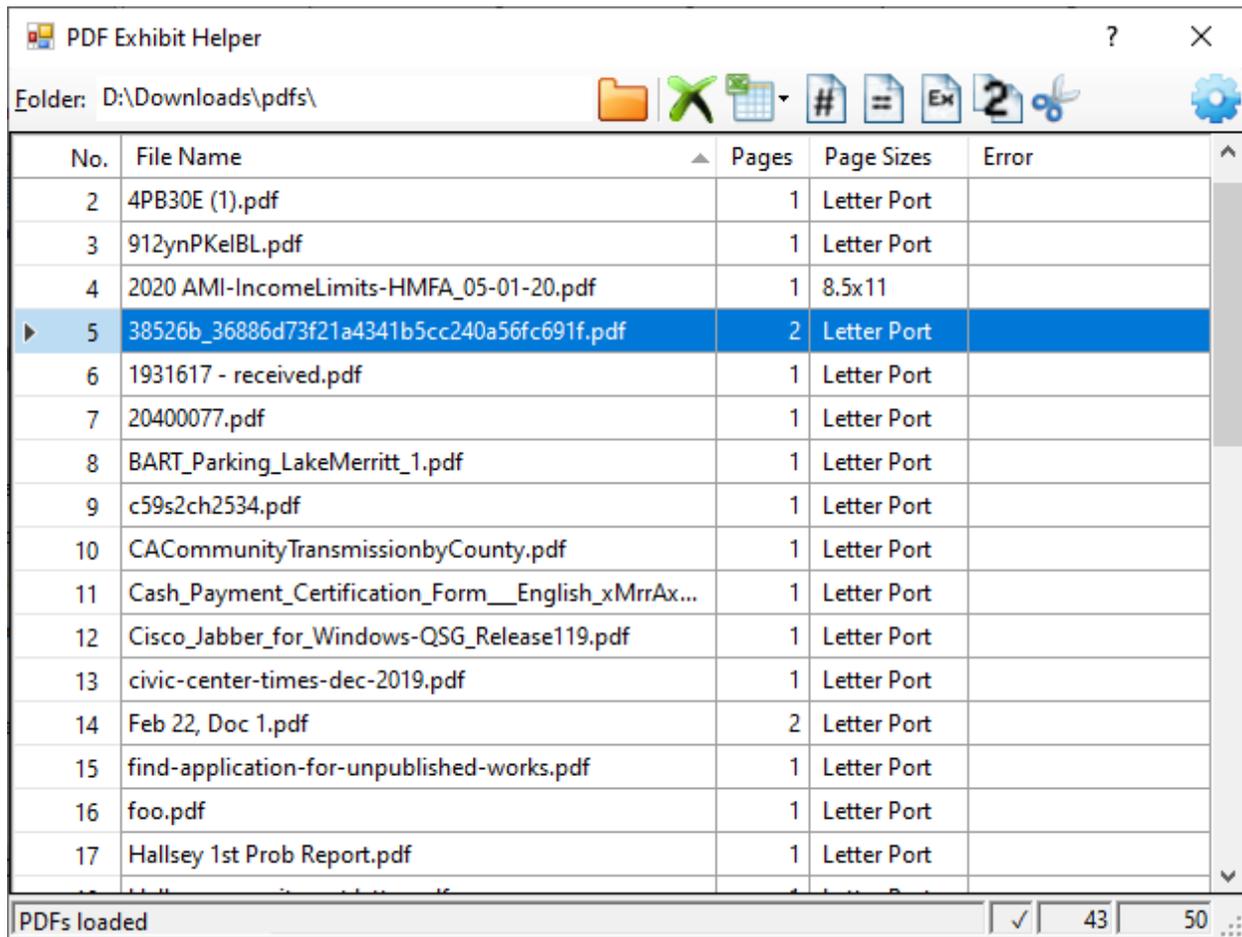
Manually creating slipsheets and indexes for your exhibits is tedious and error prone. Three or four exhibits can be handled easily enough, but it's common to have many more than three or four. A set of exhibits can include dozens and even hundreds of exhibits in exceptional cases.

You have other considerations as well. PDF documents from varied sources have inconsistent page sizes and orientations. For printing, Bates-stamping, and overall best presentation, however, your exhibits should all be US letter-size and in portrait orientation. Achieving this manually requires time-consuming reprinting and even rescanning of documents.

PDF Exhibit Helper was created to help you make short work of this. Its main function is to create slipsheets for your exhibits. If you give it a folder with PDFs, it will attach the slipsheet you design to each PDF. It has other helpful functions as well, so continue reading to find out how PDF Exhibit Helper can help you create better exhibits faster and with less effort.

## The Main Window

The main window is divided into three horizontal sections. At the top, you see the toolbar, with icons for various tools. Click on the question mark for a help screen. At the bottom, you see the status bar, where important information will be displayed. The grid in the middle is the files area.



The screenshot shows the PDF Exhibit Helper application window. The title bar reads "PDF Exhibit Helper" with a question mark and a close button. The address bar shows the folder path "D:\Downloads\pdfs\". The toolbar contains icons for folder, delete, copy, paste, search, print, refresh, and settings. The main area is a table with the following data:

No.	File Name	Pages	Page Sizes	Error
2	4PB30E (1).pdf	1	Letter Port	
3	912ynPKelBL.pdf	1	Letter Port	
4	2020 AMI-IncomeLimits-HMFA_05-01-20.pdf	1	8.5x11	
5	38526b_36886d73f21a4341b5cc240a56fc691f.pdf	2	Letter Port	
6	1931617 - received.pdf	1	Letter Port	
7	20400077.pdf	1	Letter Port	
8	BART_Parking_LakeMerritt_1.pdf	1	Letter Port	
9	c59s2ch2534.pdf	1	Letter Port	
10	CACommunityTransmissionbyCounty.pdf	1	Letter Port	
11	Cash_Payment_Certification_Form__English_xMrrAx...	1	Letter Port	
12	Cisco_Jabber_for_Windows-QSG_Release119.pdf	1	Letter Port	
13	civic-center-times-dec-2019.pdf	1	Letter Port	
14	Feb 22, Doc 1.pdf	2	Letter Port	
15	find-application-for-unpublished-works.pdf	1	Letter Port	
16	foo.pdf	1	Letter Port	
17	Hallsey 1st Prob Report.pdf	1	Letter Port	

At the bottom of the window, the status bar displays "PDFs loaded" with a checkmark icon, the number "43", and "50" with a refresh icon.

**Tip!** Make backup copies of your PDFs!

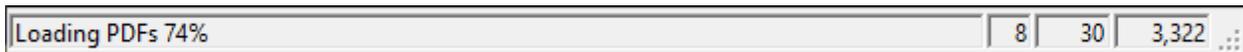
## The Working Folder

When you start PDF Exhibit Helper, the files area is empty. To begin creating your exhibits, you must open the folder where you have your PDFs. To do this, you can type the full path to the folder and press Enter, or you can click the folder icon to navigate to the folder you want.



## The Status Bar

When you open a folder, PDF Exhibit Helper starts loading the PDFs, showing the progress in the status bar. In the example below, 30 PDFs containing a total of 3,322 pages have been loaded. Of those 30, however, 8 are not usable because they have security features that prevent saving them, or because corruption or some other error prevents fully reading them. This will be discussed in more detail later.



## The Files Area

Once PDF Exhibit Helper reads through the folder you selected, it displays the PDFs it finds in the Files Area. If there are other kinds of files in addition to PDFs in the folder you selected, such as Word, Excel, or JPG files, they will be ignored.

No.	File Name	Pages	Page Sizes	Error
1	Library_Suite_Course_Outline_8_10_21.pdf	1	Letter Port	
2	1P000028398-1643074856-VOY.pdf	2	Letter Port	
3	pleadings in Microsoft Word.pdf	2	Letter Port	
4	19-1257_g204.pdf	85	Letter Port	
5	Long+New+Right+Jan+2019.pdf	78	Letter Port	
6	421-010-CasesInNotFullyVaccinated.pdf	18	Letter Port	
7	econTabReport.pdf	343	Letter Land	
8	CT_Weekday_08-30-2021.pdf	4	Letter Land	
9	FreeSign.pdf	7	Letter Land	
10	sim2917.pdf	1	34x33	
11	VG_Comparison_Chart.pdf	1	22x14.75	
12	New-Mexico.pdf	1	17.71x76.27	
13	20210119_US_Atlas2.pdf	39	13.33x7.5	
14	track-2---mysteries-of-bindingsource.pdf	42	13.33x7.5	
15	pepsi-arnell-021109.pdf	27	11x17	
16	Cash_Payment_Certification_Form__English_xMrrAx...	1	11.81x15.28	

You can navigate through the files area with the arrow keys, the page-up/down keys, or the scroll bars. You can open a PDF by double-clicking or pressing Enter.

We will cover other aspects in detail, but for now, let's do the fun part—adding slipsheets to the exhibits.

## Inserting Slipsheets



Before starting, make sure you have back copies of the PDFs in your working folder! Look for the icon that looks like a page with the letters Ex and click it. The configuration form will appear. The default options prepare numbered slipsheets using the text “Exhibit” centered vertically and horizontally, and the other options will be explained later in detail.

If you'd like to see what your slipsheets will look like, leave the Preview only? checkbox checked and click Ok. A PDF showing a sample slipsheet will open for your review.

If you'd like to go on and attach a slipsheet to each PDF, uncheck the Preview only? checkbox and click Ok. In a few seconds, you'll see in the main window's status bar the message that all PDFs now have slipsheets. Open a few to see for yourself. Wasn't that easy?

The screenshot shows the 'Slipsheet Configuration' dialog box with the following settings:

- Vertical alignment: Center
- Inches from bottom: [empty]
- Horizontal alignment: Center
- Inches from the left: [empty]
- Font: Century Schoolbook Bold 48 pts
- Slipsheet Text: Exhibit
- Counter: 1, 2, 3, ...
- Start: 1
- 2-sided: [unchecked]
- Custom PDF: [empty]
- Frame?: [unchecked]
- Margin: [empty]
- Thickness: [empty]
- Preview only?: [checked] (highlighted with a red box)
- Save settings?: [checked]

Of course, so far, we've assumed that the PDFs in your working folder were ready to go and already in the correct order. That's often not the case, however. The filenames of your PDFs may not sort in the exhibit order you want. Another issue is that PDFs can contain pages of different sizes and orientations, which creates problems when printing.

Obviously, we can't just load the folder and let 'er rip. PDF Exhibit Helper has other features that help with these and other issues. Let's look at them now.

## PDFs That Don't Belong

The application operates on all the PDFs listed in the files area. For various reasons, you may not always want this. Perhaps some of the PDFs already have slipsheets, and it would be inconvenient to move them temporarily out of the working folder just to avoid putting a second slipsheet on them.



You can remove PDFs that should not be processed from the files area using the green delete icon. It's green because it's safe. It only removes the PDF from the list. It does not delete the PDF in the working folder.

**Tip!** If you mistakenly remove a PDF, press Control-Z to undo this.

### **PDFs Not in Order**

The PDFs in the files area must be in exhibit order, and they often don't naturally sort that way. To put the PDFs in the correct order, you can drag and drop them.

When you drop a PDF that you're dragging, it falls *before* the PDF on which you drop it. To make a PDF the last in the list, it's a two-step process. First, drop it on the current last-in-list. As expected, after you drop it, it will be the second-to-last. Second, drag the last on to the one you dropped. They will then switch places, and the PDF you wanted last will be at the end of the list.

### **Making the Order Permanent**

While dragging and dropping is convenient, your careful ordering is lost if you reload the folder or re-sort the grid by clicking on any of its column headings. One solution is to rename the PDFs so they sort properly, but doing this by hand is tedious.



The Serialize tool adds serial numbers to the PDF filenames, so if you have to drag and drop your PDFs into the proper order, you only have to do that once. When you click Serialize, a form with options will appear.

You can add or remove serial numbers, and if you check both, the application will first remove the old serial numbers, and then add the new serial numbers. This lets you renumber your PDFs in one step.

Serialize PDFs

Add serial number?

Start with:

Remove existing?

Ok Cancel

Here's a before and after.

PDF Exhibit Helper

Folder: D:\Downloads\pdfs

No.	File Name
1	912ynPKelBL.pdf
2	1P000678761-1550122755-YOY.pdf
3	2020 AMI-IncomeLimits-HMFA_05-01-20.pdf
4	CACommunityTransmissionbyCounty.pdf
5	20400077.pdf
6	1931617 - received.pdf
7	BART_Parking_LakeMerritt_1.pdf
8	4PB30E (1).pdf
9	c59s2ch2534.pdf
10	civic-center-times-dec-2019.pdf
11	38526b_36886d73f21a4341b5cc240a56fc691f.pdf
12	Cash_Payment_Certification_Form__English_xMrrAx...
13	vg_glass_bat_guide.pdf
14	Cisco_Jabber_for_Windows-QSG_Release119.pdf

PDF Exhibit Helper

Folder: D:\Downloads\pdfs

No.	File Name
1	001-912ynPKelBL.pdf
2	002-1P000678761-1550122755-YOY.pdf
3	003-2020 AMI-IncomeLimits-HMFA_05-01-20.pdf
4	004-CACommunityTransmissionbyCounty.pdf
5	005-20400077.pdf
6	006-1931617 - received.pdf
7	007-BART_Parking_LakeMerritt_1.pdf
8	008-4PB30E (1).pdf
9	009-c59s2ch2534.pdf
10	010-civic-center-times-dec-2019.pdf
11	011-38526b_36886d73f21a4341b5cc240a56fc691f.pdf
12	012-Cash_Payment_Certification_Form__English_xMr...
13	013-vg_glass_bat_guide.pdf
14	014-Cisco_Jabber_for_Windows-QSG_Release119.pdf

Now let's go over inserting slipsheets in more detail.



## *Insert Slipsheets in More Detail*

The form where you configure what you want your slipsheets to look like looks complicated but really isn't. Click the question mark for help.

A screenshot of the 'Slipsheet Configuration' dialog box. The dialog has a title bar with a question mark and a close button. The main area contains several controls: 'Vertical alignment' set to 'Center' with an 'Inches from bottom' field; 'Horizontal alignment' set to 'Center' with an 'Inches from the left' field; a 'Font' button and a text field showing 'Century Schoolbook Bold 48 pts'; a 'Slipsheet Text' button and a text field containing 'Exhibit'; a 'Counter' dropdown set to '1, 2, 3, ...', a 'Start' field set to '1', and a '2-sided' checkbox; a 'Custom PDF' button and an empty text field; 'Frame?' checkbox (unchecked), 'Margin:' field, and 'Thickness:' field; 'Preview only?' checkbox (checked) and 'Save settings?' checkbox (checked). At the bottom are 'Ok' and 'Cancel' buttons.

Starting at the top, you have **Vertical alignment** and **Horizontal alignment**. Where do you want the text of the slipsheet? Vertically, you can select between top, center, and bottom. Horizontally, you can select left, center, or right. In both cases, you can instead choose a distance in inches from the bottom or the left. You can use decimals for inch fractions (e.g., 2.5).

The **Font** button allows you to select any font, any size, and whether it's bold, italics, or both. When you select a font, its name and size appear in that font.

The **Slipsheet Text** button allows you to enter multiple lines of text. If the text you want is a single line, just enter it into the text box. The default is "Exhibit." We'll cover entering multiple lines later.

The **Counter** dropdown lets you select whether you want numbered or lettered exhibits, and the **Start** box lets you enter a starting number or letter. The **Counter** dropdown also lets you select no counter at all.

Check the **2-sided** checkbox if you will print your exhibits double-sided. If you don't plan to print them, or if you will print them single-sided, leave this box unchecked. Checking this box puts a blank page after the slipsheet because, even when printed double-sided, slipsheets are supposed to be their own page.

The **Custom PDF** button lets you use the first page of an existing PDF as the slipsheet. We'll cover this in detail later.

The **Frame?** checkbox lets you place a frame around the slipsheet. You can indicate the margin and thickness in points (there are 72 points to an inch). A margin of 18 and a thickness of 3 will place a sturdy frame a quarter-inch from all sides around the page.

The **Preview only?** checkbox works like this. As long as it is checked, no slipsheets are added to the PDFs. Instead, a sample PDF opens, showing you what your slipsheet will look like. You can continue making changes and pressing OK until the preview slipsheet is just the way you like it. Then uncheck the box and click OK. This time, every PDF in the list will be processed and have a slipsheet attached to its front.

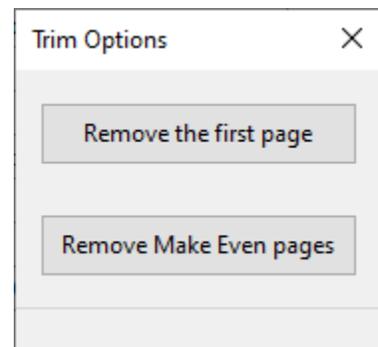
The **Save settings?** checkbox lets you decide whether to save the current settings for next time or not.

### ***Oops, Added the Wrong Slipsheet!***

Suppose you've added slipsheets only to find there's something wrong with them. Or suppose you got as far as adding slipsheets, and then additional exhibits had to be incorporated. Anticipating this, PDF Exhibit Helper includes a page-trimming tool.



Click on Trim Pages to open the Trim Options form. The form has two buttons. To remove the incorrect slipsheets, press the first button. Note that the application will



remove all first pages. It can't detect where the first page really is a slipsheet or not, so make sure to remove any PDFs you don't want affected.

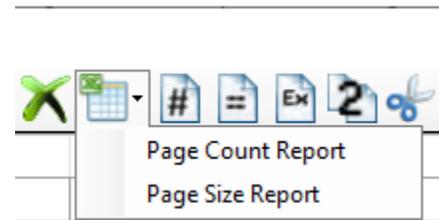
**Note:** The application doesn't know if the page is a slipsheet or not. It simply deletes the first page, so be careful!

### Creating an Index of Exhibits



You will often have to create an index of your exhibits, listing them in order and including for each their starting page numbers and possibly their ending page numbers. Doing this manually requires you to open each exhibit to see how many pages it has. PDF Exhibit Helper has a reporting function that does this quickly, accurately, and easily.

Click the Reports icon to open a dropdown from which you can select one of two reports. To create an index, you want the Page Count Report. Select it, and watch Excel open with the information you need.



Here's what the Page Count Report looks like:

	A	B	C	D	E	F	G
1	No.	File Name	First	Last	Pages	Page Sizes	Error
2	1	001-912ynPKeIBL.pdf	1	1	1	Letter Port	
3	2	002-1P000678761-1550122755-YOY.pdf	2	2	1	Letter Port	
4	3	003-2020 AMI-IncomeLimits-HMFA_05-01-20.pdf	3	3	1	8.5x11	
5	4	004-CACommunityTransmissionbyCounty.pdf	4	4	1	Letter Port	
6	5	005-20400077.pdf	5	5	1	Letter Port	
7	6	006-1931617 - received.pdf	6	6	1	Letter Port	
8	7	007-BART_Parking_LakeMerritt_1.pdf	7	7	1	Letter Port	
9	8	008-4PB30E (1).pdf	8	8	1	Letter Port	
10	9	009-c59s2ch2534.pdf	9	9	1	Letter Port	
11	10	010-civic-center-times-dec-2019.pdf	10	10	1	Letter Port	
12	11	011-38526b_36886d73f21a4341b5cc240a56fc691f.pdf	11	12	2	Letter Port	
13	12	012-Cash_Payment_Certification_Form__English_xMrr	13	13	1	Letter Port	
14	13	013-vg_glass_bat_guide.pdf	14	14	1	Letter Port	
15	14	014-Cisco_Jabber_for_Windows-QSG_Release119.pdf	15	15	1	Letter Port	

From here, you can select, copy, and paste the information you need into a Word document. Word retains the table structure, which you can then format as required.

### ***Printing Multiple Documents***

If you need to print multiple documents in PDF format, whether they are exhibits or not, the most efficient way to do this is to first combine the multiple PDFs into a single PDF, and to then print that single PDF. That way, it's just one print job. If you print multiple documents one-by-one, a distraction can lead to not printing a document or printing one twice, not to mention that you might have to set the printer's settings for each document.

If you're printing letter-size, single sided, all you need to do is combine the PDFs and send the result to the printer. However, if you're printing double-sided or N-up (when you shrink the pages to fit two or four on each paper page), you need to make sure the PDFs don't share paper pages with each other. For example, if you have two five-page documents, and combine and print both double-sided, the first document will take two full sheets of paper, front and back, plus the front of a third sheet of paper. This makes the second document start on the back of that third sheet of paper, and now the two documents cannot be separated. For double-sided printing, all documents must have an even number of pages, so the solution is to add a blank page at the end of every PDF with an odd number of pages.



The Make Even tool will do this for you automatically. Click the icon to open the options form. The options are set by default for full-size double-sided printing. Click Ok, and a few seconds later, all the PDFs in the files area will have an even number of pages.

Suppose you want to shrink your PDF pages to fit four on a paper page, but you want to print them single-sided. In this case, the number of pages in each PDF must be evenly divisible by four. The rule is that the number of pages in each PDF must be evenly divisible by the number of pages per side, or twice that number if printing double-sided.

Even Pages

Pages per side: 1

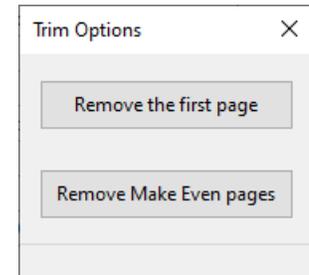
Double-sided:

Ok Cancel

But suppose plans change. You were going to print your documents 2-up, double-sided, but it turns out they must be single-sided. And you already used the Make Even tool!

### ***Trimming Returns***

To reverse the effects of Make Even, we have to remove the blank pages the tool added. For this, we use the Trim Pages tool again. We used it before to remove slipsheets; now we'll use it to remove pages at the end of the PDFs. When you click Remove Make Even pages, all the blank pages at the end of PDFs will be removed.



### ***PDF Page Sizes***

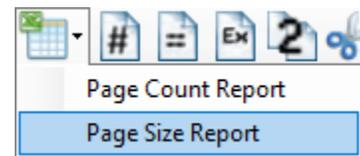
Just about any set of PDFs will have pages in a mix of standard and non-standard sizes. Sometimes the page sizes deviate from a standard size by only a small amount. For example, in the files area below, files 3 and 4 are 8.5 x 11.01, a one-hundredth of an inch away from letter size. Sometimes the pages are fundamentally different from standard size, such as the pages in the first two documents.

No.	File Name	Pages	Page Sizes
1	SimCity4 Manual.pdf	46	4.72x7.08; 4.72x7.09; 9.45x7.09
2	mju_sty1000_ENGLISH.pdf	80	4.85x6.89; 4.83x6.89
3	clicketyhome phpinfo.pdf	19	8.5x11.01
4	Knowledge Essentials - 3Essentials Hosting.pdf	3	8.5x11.01
5	PureBasicSmall.pdf	327	8.27x11.69
6	ecfassistant.pdf	2	Letter Land; 11.69x8.26
7	Copy of The American.pdf	4	Letter Land
8	page overlaps.pdf	1	Letter Land
9	The two kinds of American aristocracy.pdf	6	Letter Port
▶ 10	Task Async Pattern.pdf	38	Letter Port
11	p1.pdf	1	Letter Port

Pages that are larger than letter size present a problem. If they are printed as is, the area that extends beyond the paper page will be lost. When printing, there is an option to shrink oversize pages, but the problem with this option is that even PDFs with 8.5x11 pages will be considered oversize. Why? Because although they handle 8.5x11 paper, office printers cannot print edge to edge. They leave a

quarter-inch margin all around (reduced to 1/6" in newer printers), so PDF pages that are 8.5x11 will be shrunk to 8x10.5.

PDF Exhibit Helper includes features that help standardize the pages sizes in your PDFs. The first is the Page Size Report. Click it and watch Excel open with the report ready to view.



### ***The Page Size Report***

Let's break this report down to manageable chunks. It doesn't list each PDF once but instead displays an entry every time the page size changes. For example, SimCity4 Manual.pdf has a first page of a certain size, a second page of a different size, and then a group of pages, from 3 to 45, all of the same size. The second file, mju\_sty1000\_ENGLISH.pdf has multiple page ranges. They are all the same size, actually, but some are rotated 90 degrees.

	A	B	C	D	E	F
1	<b>File Name</b>	<b>First</b>	<b>Last</b>	<b>Width</b>	<b>Height</b>	<b>Rotation</b>
2	SimCity4 Manual.pdf	1	1	4.722653	7.081695	0
3	SimCity4 Manual.pdf	2	2	4.724417	7.086611	0
4	SimCity4 Manual.pdf	3	45	9.448819	7.086611	0
5	SimCity4 Manual.pdf	46	46	4.724417	7.086611	0
6	mju_sty1000_ENGLISH.pdf	1	18	6.888889	4.847222	90
7	mju_sty1000_ENGLISH.pdf	19	19	4.833333	6.888889	0
8	mju_sty1000_ENGLISH.pdf	20	72	6.888889	4.847222	90
9	mju_sty1000_ENGLISH.pdf	73	73	4.833333	6.888889	0
10	mju_sty1000_ENGLISH.pdf	74	74	6.888889	4.847222	90
11	mju_sty1000_ENGLISH.pdf	75	75	4.833333	6.888889	0
12	mju_sty1000_ENGLISH.pdf	76	77	6.888889	4.847222	90
13	mju_sty1000_ENGLISH.pdf	78	79	4.833333	6.888889	0
14	mju_sty1000_ENGLISH.pdf	80	80	6.888889	4.847222	90

Ideally, all these PDFs would have pages of the same size and orientation—letter-size, portrait.



The Equalize Pages tool does this automatically, and brings up an options form, as you might expect. The options are largely self-explanatory. The first option is

Equalize Pages ? X

Rotate to portrait mode

Center smaller pages

Crop larger pages  
Max inches to crop:

Shrink other larger pages

whether you want to rotate landscape pages to portrait orientation. The second option lets you center smaller pages.

The third option is for larger pages that can be cropped without losing anything. A page might be 8.6x11.05, and cropping it to 8.5x11 would remove only whitespace. In this case, you would check the checkbox and enter 0.1 as the maximum to crop. You must enter the largest difference. Since  $8.6-8.5=0.1$  and  $11.05-11=0.05$ , we use the largest, 0.1.

The last option is for larger pages that cannot be cropped without losing information.

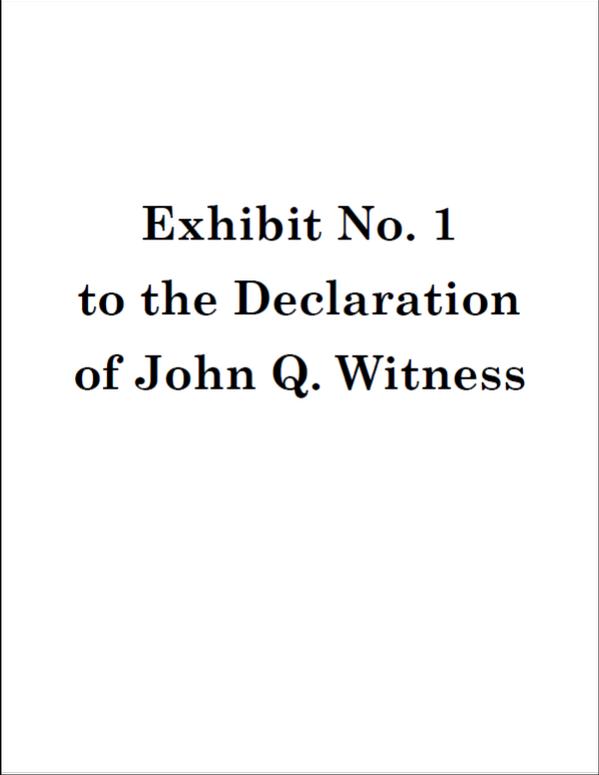
### ***Multi-line Slipsheets***

We've seen how to add slipsheets with one line of text (e.g., Exhibit A, Exhibit B). Now let's see how to add slipsheets that contain several lines. Click the Insert Slipsheets tool to open the slipsheet configuration form. This time, click the Slipsheet Text button. The form to the right opens.

The # character is the counter placeholder. Wherever you place a #, the application will replace it with the exhibit number or letter.

When we click Ok and return to the slipsheet configuration, we see that the form has changed. The Slipsheet Text field is now disabled. To enable it again, we must delete the multiple lines we entered.

Run a proof of your slipsheet with the multiple lines. It will look like this:



**Exhibit No. 1  
to the Declaration  
of John Q. Witness**

***Non-sequential Slipsheets***

Suppose you have twenty exhibits, and you've placed basic slipsheets on each. Now you find out that you must batch the exhibits into 300-page sets, and further, that each set must have its own slipsheet. Since the exhibits are of varying length, some sets will have more exhibits than others. Suppose it breaks down like this:

Set 1: Exhibits 1 through 4

Set 2: Exhibit 5

Set 3: Exhibits 6 and 7

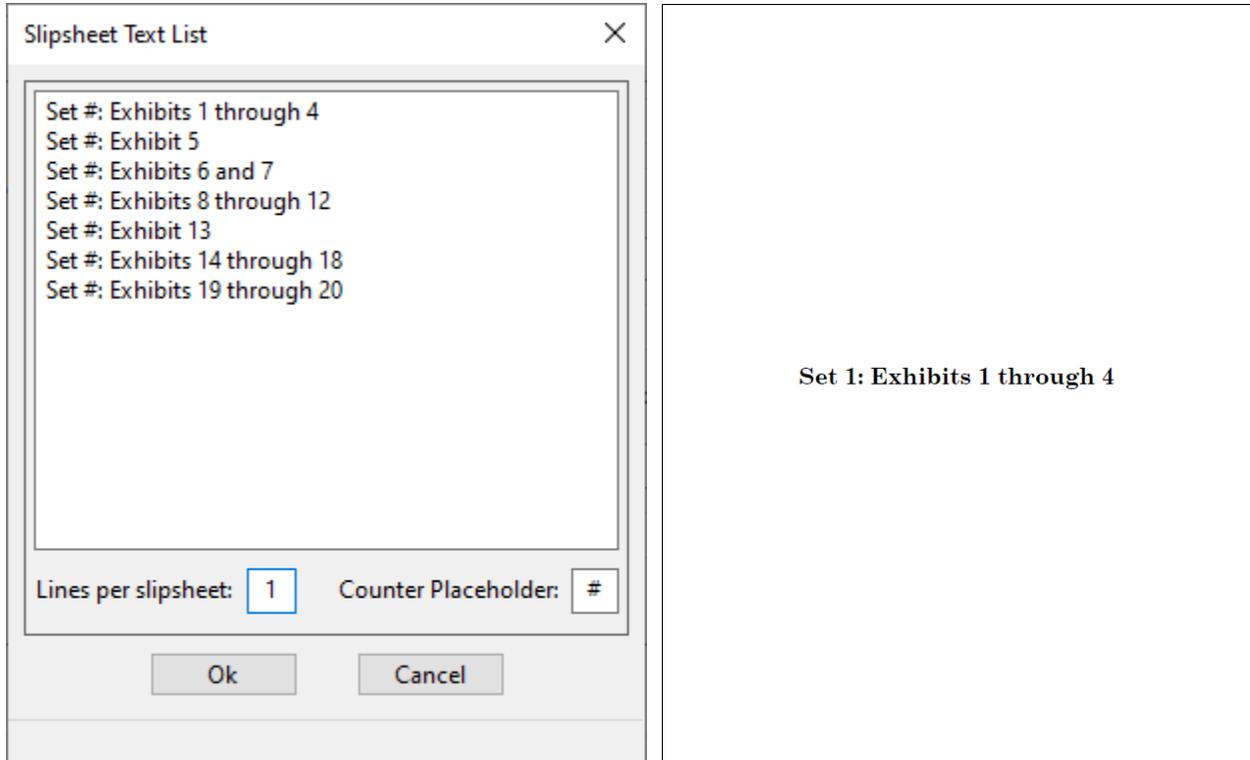
Set 4: Exhibits 8 through 12

Set 5: Exhibit 13

Set 6: Exhibits 14 through 18

Set 7: Exhibits 19 and 20

Click the Slipsheet Text button and fill out the form as shown here. This time, we are going to use only one line per slipsheet. Let's reduce the font to 24 points and see what the preview looks like.



The image shows a dialog box titled "Slipsheet Text List" with a close button (X) in the top right corner. The dialog box contains a list of exhibit sets:

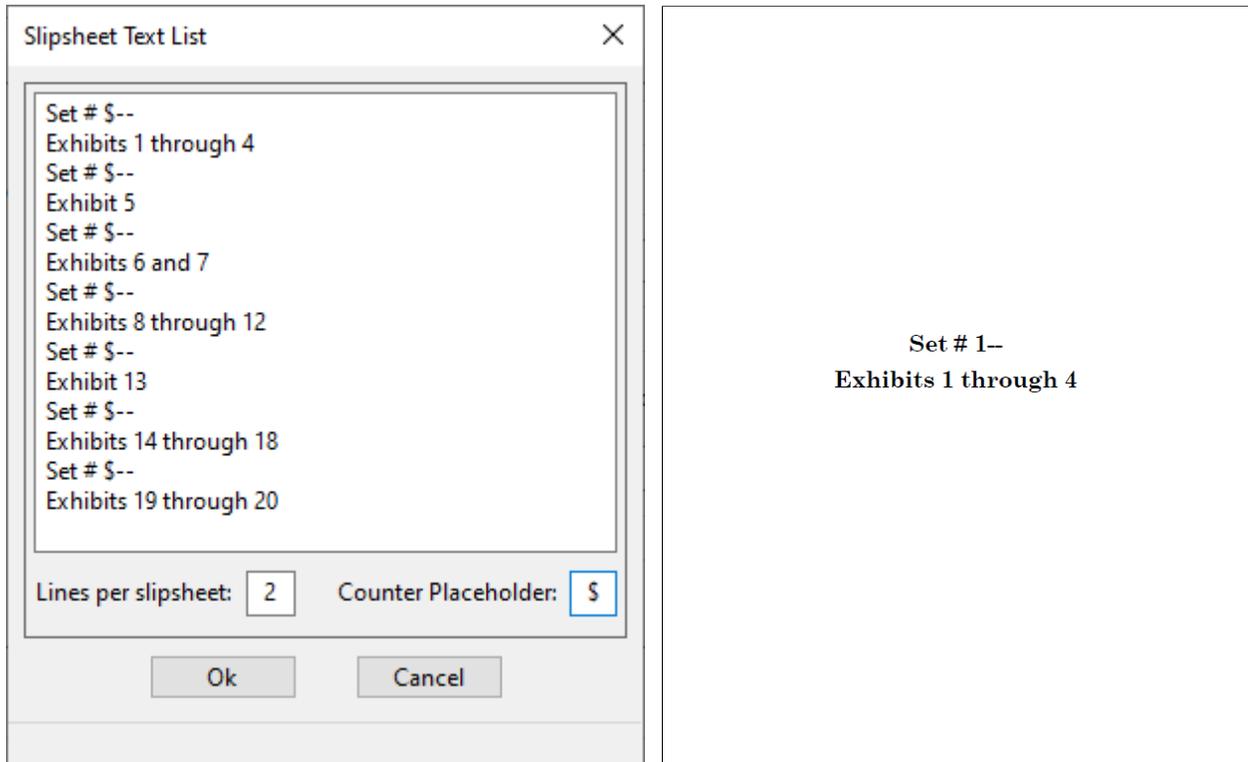
- Set #: Exhibits 1 through 4
- Set #: Exhibit 5
- Set #: Exhibits 6 and 7
- Set #: Exhibits 8 through 12
- Set #: Exhibit 13
- Set #: Exhibits 14 through 18
- Set #: Exhibits 19 through 20

Below the list, there are two input fields: "Lines per slipsheet:" with the value "1" and "Counter Placeholder:" with the value "#". At the bottom of the dialog box are "Ok" and "Cancel" buttons.

To the right of the dialog box is a preview area showing the text "Set 1: Exhibits 1 through 4" centered on a white background.

**Tip!** Prepare multiple lines of exhibit text in Word, where editing is easier, and then paste the text into the slipsheet text box.

What if you want the Set number on its own line, and you want to use the # character. We changed the counter placeholder to \$, so now we can use # as text. We can use any character as the counter placeholder. We also created two-line exhibit blurbs.



### ***Slipsheets Based on Existing PDFs***

Suppose you need to group your exhibits as described above, in batches of 300 pages or less, but instead of using blank pages as slipsheets for your exhibits sets, you must use legal caption pages.

Since you have only seven sets in our hypothetical case, you might think it will be easier to just create seven different caption pages. After all, you probably have an automated way of generating them. But you really only need to create one caption page. Create the caption page, convert it to PDF, and put it where you can find it.

Suppose we use this caption page.

1	ANNA TURNEY (SBN 123456) Principal Attorney	
2	SAM BOODY (SBN 789012) Second Attorney	
3	Law offices of Anna Turney 123 Main Street	
4	Somewhere, CA 99999	
5	Telephone: (415) 555-1212	
6	Fax: (415) 123-4567 Email: law@example.com <i>Attorneys for Defendants</i>	
7		
8		MUNICIPAL COURT OF THE STATE OF DENIAL
9		COUNTY OF ELBONIA
10		
11	<b>THE PLAINTIFF IN THIS CASE,</b>	Case No. 2022-C123456-ATF
12	Plaintiff,	<b>DEFENDANTS' EXHIBITS</b>
13	v.	
14	<b>THE DEFENDANTS IN THIS CASE,</b>	
15	Defendants.	
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
		Defendants' Exhibits (2022-C123456-ATF)

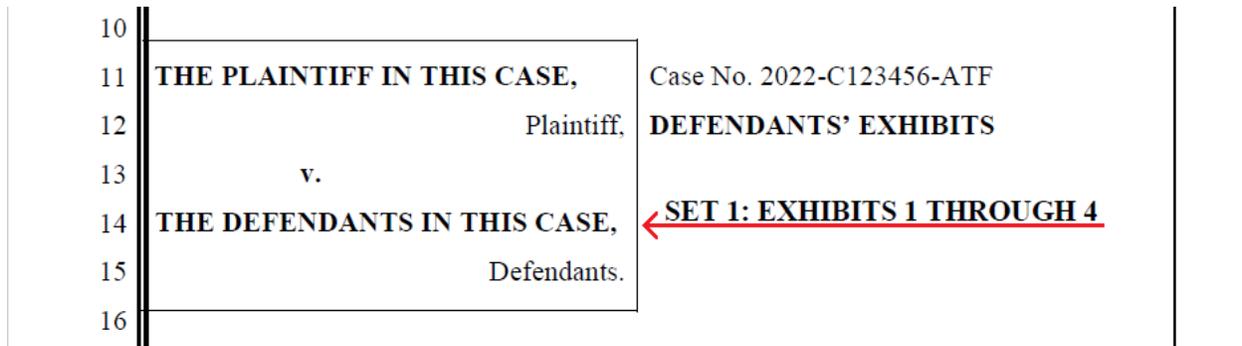
Now let's go to PDF Exhibit Helper, where we will use the Custom PDF option.



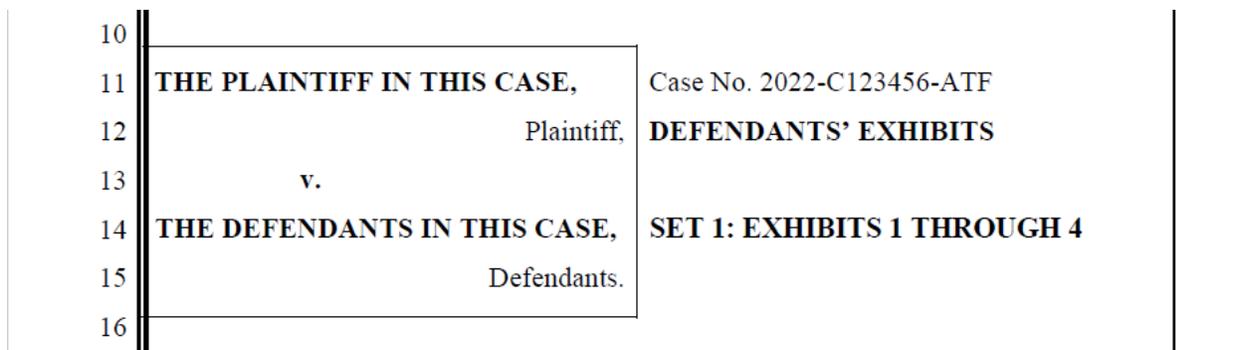
**The Custom PDF Option**

Click the Custom PDF button to navigate to and select the caption page you previously prepared. Now we must change the alignment of the text. Our default

had text centered vertically and horizontally, but here, we must place the text in a specific place. If we want the text at the level of line 14, we can center the text vertically, but horizontally, we must place the text a certain number of inches from the left. Just eyeballing it, it looks like four-and-a-half inches.



Not bad for a first try! We almost got it right. We just need to move it a bit to the left and a bit to the bottom.



It turns out the correct alignment was 5.325 inches from the bottom and 4.4 inches from the left. PDF Exhibit Helper can place text very precisely.