

How to batch-add Bates Numbering to a PDF.

If you need to add Bates Numbers to multiple PDFs, you can add them to a batch of documents in no time with [Adobe Acrobat Pro](#).

Here's how to batch-add Bates Numbering to your PDFs:

1. Choose Tools > Edit PDF.
The Edit PDF toolset is displayed in the secondary toolbar.
2. In the secondary toolbar, choose More > Bates Numbering > Add.
3. In the Bates Numbering dialog box, click Add Files, and choose Add Files, Add Folders, or Add Open Files. Then select the files or folder with the documents you'd like to have Bates Numbered.
4. As needed, do any of the following in the list of files:
 1. To change the order in which Bates Numbers are assigned, select a file, then drag it or click Move Up or Move Down.
 2. To sort the list, click a column name. Click again to sort in reverse order.
5. To specify a target folder for output files and filename preferences, click Output Options. Specify the options as needed, and then click OK.
6. Once you have added and arranged the files as needed, click OK. Then, in the Add Header And Footer dialog box, click to place the insertion point in the appropriate box.
7. Click Insert Bates Number. Then enter the following:
 - In Number Of Digits, specify how many digits make up the Bates Number, entering any number from 3 through 15. The default number is 6, which produces Bates Numbers such as 000001, 000002, and so on.
 - In Start Number, enter the number to assign to the first PDF on the list. The default is 1.
 - In Prefix, type any text to appear before the Bates Number.
 - In Suffix, type any text to appear after the Bates Number.

Your information is now organized and ready to be searched within seconds.

How to remove Bates Numbering from a PDF.

Need to remove Bates Numbering from a PDF? No problem.

Follow these steps to take out Bates Numbering in your PDF using Acrobat:

1. Open the PDF file containing Bates Numbers.
2. Choose Tools > Edit PDF.
3. In the secondary toolbar, choose More > Bates Numbering > Remove.

What is the best PDF Bates Numbering tool?

Acrobat offers all the tools you need to make adding Bates Numbers to a PDF as simple as possible. With Acrobat, it's easy to set the number of digits, the starting number, along with the prefix or suffix to be appended to each Bates Number. Not only can you add Bates Numbering within seconds, but you have all the tools you need to adjust your PDF to perfection.

More resources to work with your PDFs.

Now that you've learned how to add Bates Numbering to PDF files, here are additional ways to work with your documents:

- Learn how to [export a PDF from Acrobat Reader](#).
- Discover how to work with PDF files directly in your browser.
- Learn how to [add bookmarks to PDF files](#).
- Learn how to [hyperlink in PDFs](#).
- [Is your PDF not opening](#) at all? This resource may help.

Explore everything you can do with [Acrobat](#) to keep your PDFs organized.