How to Label PDF Exhibits

In addition to being bookmarked, the first page of each exhibit should be labeled for easy review and display by the Court.
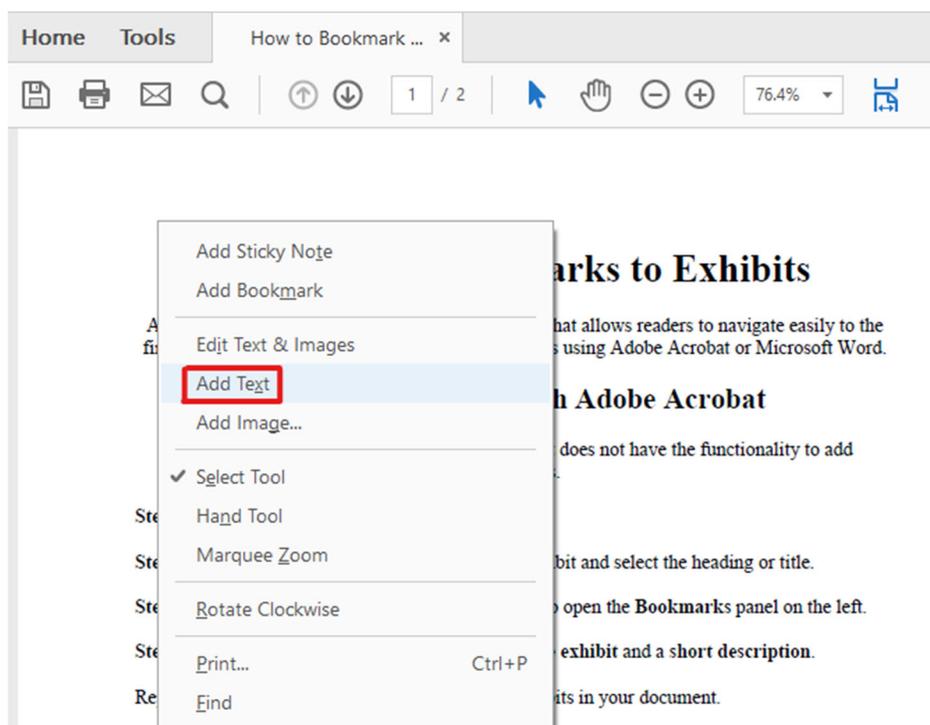
Adding a Label with Adobe Acrobat

Note: The free reader version of Adobe Acrobat does not have the functionality to add labels.

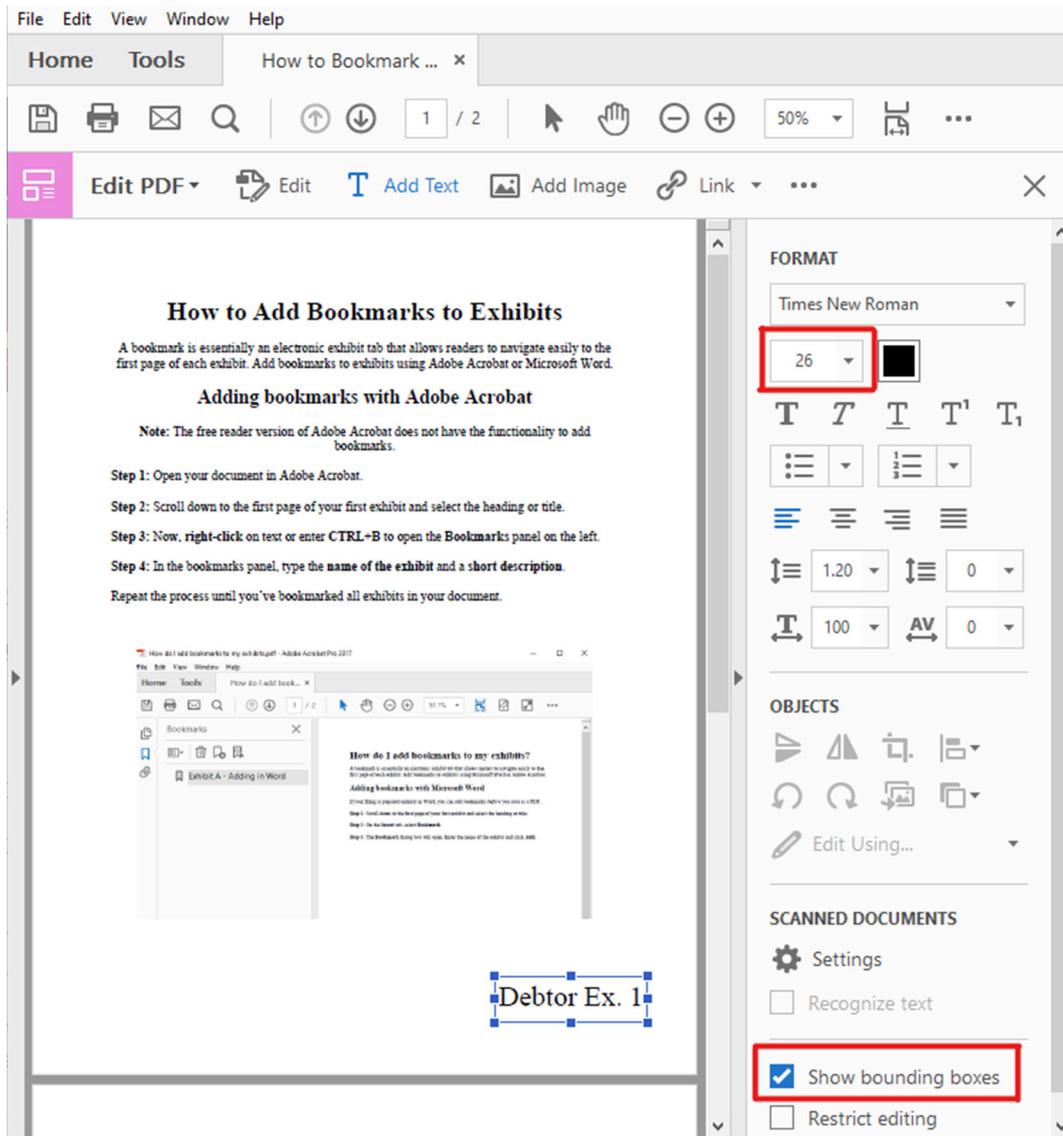**Step 1:** Open your document in Adobe Acrobat.

Step 2: Scroll to the first page of your exhibit and **right-click** the document.

Step 3: Now, click **Add Text.**

Step 4: Click in the bottom right corner of the document and **type the name** of the exhibit (*e.g.,* Debtor Ex. 1).

Step 5: Increase the **font size** to 26 and check the **Show bounding boxes** checkbox in the panel on the right-side of the document.

Step 6: Repeat this process until you've labeled the **first page of every exhibit** in your document.

Step 7: Close the Edit PDF function and **Save** your document.