INSERTING TABLE OF CONTENTS AND COVER PAGE TO COMBINED PDFs

Last updated: July 18, 2022

NOTE: *There are several methods of inserting Table of Contents and cover page to your combined PDF document and this is just one of them. The instructions are intended only as a general description of the process. These instructions were prepared using Adobe Acrobat DC Pro. Your procedure may vary depending on which PDF creation software you are using.*

Creating a Table of Contents and cover page is not a default feature of Acrobat so you have to create it in Word.

1. Start Acrobat and open the combined PDF file that you wanted to create a Table of Contents.

2. Open a blank page in MS Word and use this program to create a non-interactive Table of Contents and title Page.

3. **To create a Table of Contents,** go through your combined PDF and **Copy and Paste** all the headings into your Word document.
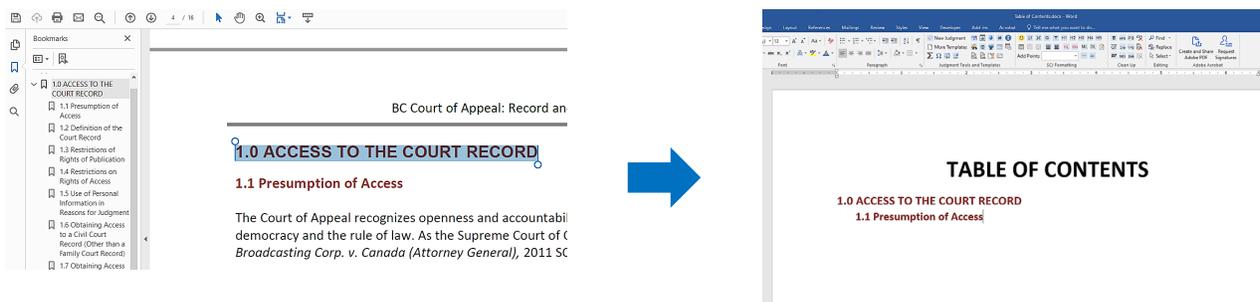
4. **To create a Cover Page,** open a new blank page in Word and type in the information required. See [Forms](#) on the Court of Appeal website.

5. Once you are done **Save your Table of Contents and Cover Page as PDF** (ensure to also save a copy in Word in case you need to make changes to it later on)

6. **To insert your Table of Contents and Cover page to PDF,** go to Acrobat. Select the **Organize Pages** tool from the Tools tab or Tools panel.
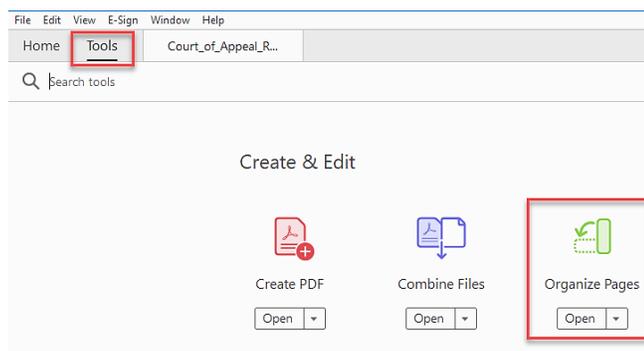
7. Click the **Insert icon > From File** from the drop down menu. A **Select File To Insert** dialog box opens up. Use the dialog box to navigate to the content to insert, select it, and then click the **Open** button.
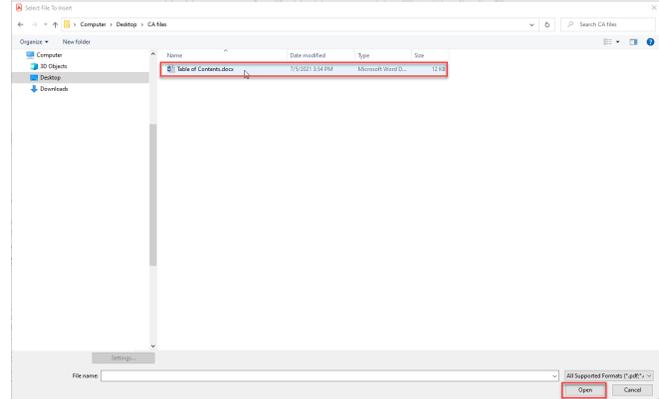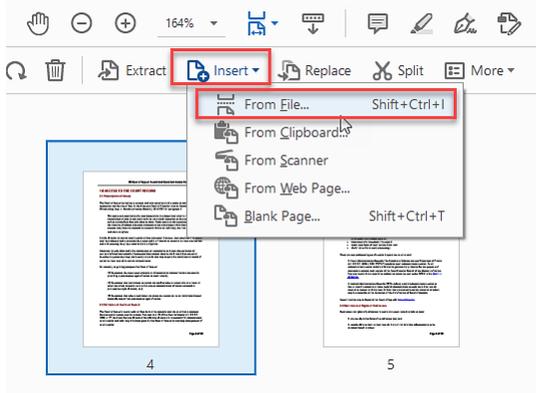
8. In the **Insert Pages** dialog box that appears, choose **Before** from the **Locations** drop down menu. Then choose **First** from the **Page** menu. Click **OK**.

9. **Save** your document.