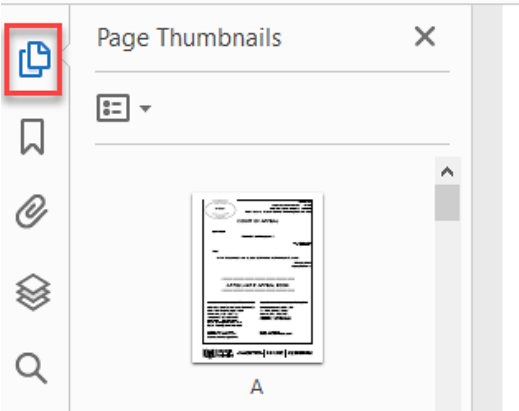# UPDATING PAGE NUMBERS WITH PAGE LABELS FOR SEARCHING IN ACROBAT
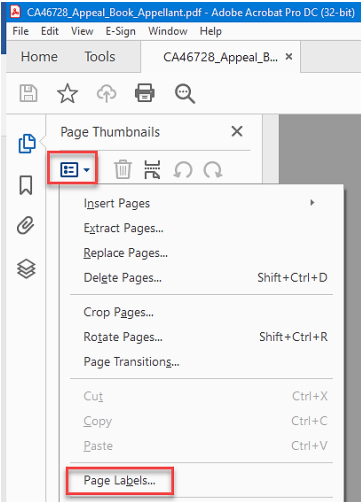
Last updated: July 18, 2022

NOTE: There are several methods of updating page numbers in a 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. **You <u>must</u> follow a procedure like this when page number one (1) starts after the Table of Contents to ensure when searching for specific page numbers you will go to the correct page number, otherwise page 1 will automatically be the cover page.**
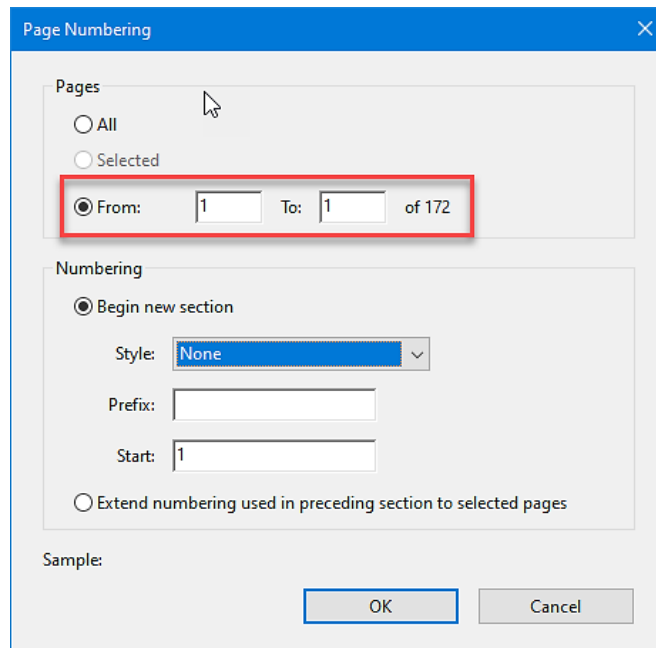
1. **To update page numbers in Acrobat**, open a multi-page PDF using Adobe Pro DC.

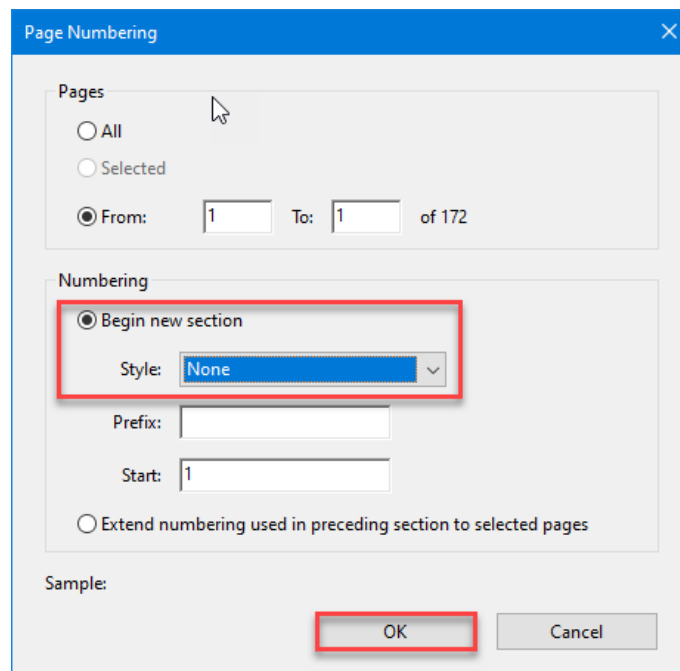2. Then display the Page Thumbnails panel within the Navigation Pane.

3. **To omit page numbering from a PDF's title page**, click the title page thumbnail in the Page Thumbnails panel.

4. Click the "Options" button at the top of the Page Thumbnails panel.

5. Then choose "Page Labels…" from the drop-down menu.

6. In the "Page Numbering" dialog box, click the "From" option button. Then enter "1" in both the "From" and "To" text boxes.

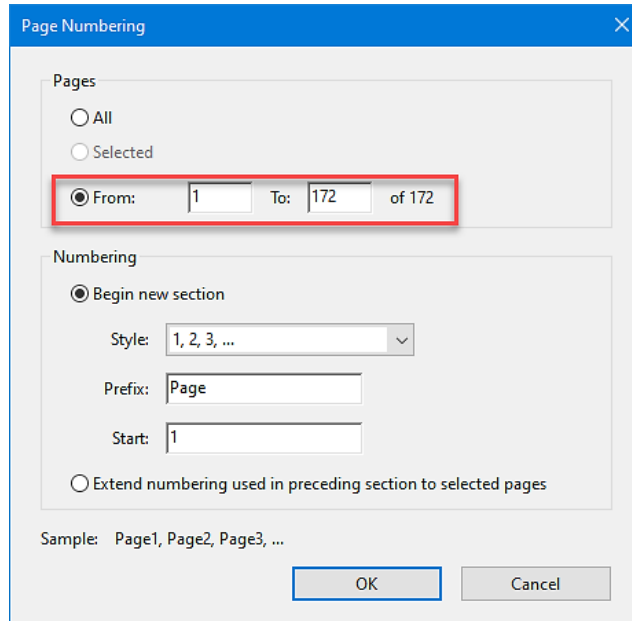**7.** Select the "Begin a new section" option button in the "Numbering" section.
Choose "None" from the "Style" drop-down menu to **not** have a page number appear on the cover page.
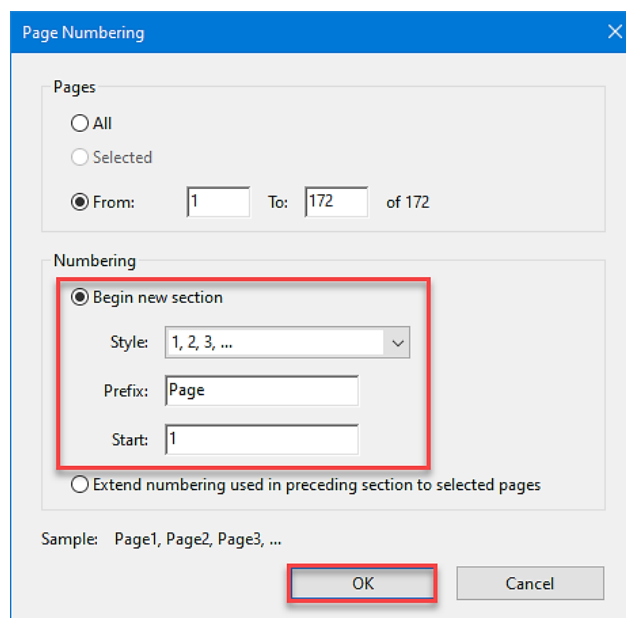

8. Click the "OK" button.

9. **To change page numbers in Acrobat within the rest of the PDF**, click the thumbnail image of the **second page** in the PDF.

10. Again, choose "Page Labels..." from the "Options" drop-down menu at the top of the Page Thumbnails panel.

11. Enter a page range from 1 to the last page of your document into the "From" and "To" fields.

12. Click the "Begin new section" option button and choose a numbering style from the "Style" drop-down.
    To add prefix characters to the numbering, type the characters into the "Prefix" text box.
    To choose at which number to begin page numbering, type the number into the "Start" text box.

13. After making your selections, then click the "OK" button. **Save** your document.